Jefferson College CATALOG 2026-2027



You Belong *Here!*

Greetings from the President



Welcome to YOUR community college!

At Jefferson College, our mission is to serve our community by delivering quality learning opportunities that empower individuals to achieve their goals. In a world that is increasingly unpredictable, we are committed to providing the highest quality education to our students and community through a variety of programs, classes, and formats.

Having a strong education is one of the best things you can do to prepare for any future uncertainties. At Jefferson College, we're ready to meet the challenges of today and the unforeseen demands of the future. Whether you're interested in our university transfer programs, technical career programs, business and workforce training options, or continuing education courses, Jefferson College is a great choice.

We take every opportunity to provide our students with the very best they need to focus on success!

This catalog provides a wealth of information about completing your college goals. Start here, map out your plan, and discover your career pathway. All of Jefferson College's academic programs and majors are organized into one of four schools:

- Business, Social Science and Public Services
- Humanities
- Math, Physics and Technology
- Science and Health

Jefferson College offers dynamic programs for students of all ages and backgrounds. Our diverse learning environment characterizes our community and region. Some students are traditional college age; others are balancing their studies while caring for their family and/or working. We provide academic and personal resources to support every student, both online and in person.

On behalf of the entire Jefferson College family, we appreciate the interest you have shown in YOUR community college. Let's get started on your success story today. Go Vikings!

Dena Mc Caffrey

President of Jefferson College

Welcome to Jefferson College!

Who Uses the 2026-2027 Catalog?

- New freshmen who began during the Fall 2026 semester, Spring 2027 semester, or the Summer 2027 term.
- Re-entering students who have earned no credit during the Fall 2025 semester through the Summer 2026 term.
- Any prior student who elects to use the 2026-2027 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 Registrar.



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Accreditation

Specific programs are accredited/approved by the following organizations:

- American Veterinary Medical Association
- Automotive Service Excellence (ASE)
- College Reading and Learning Association
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation for Law Enforcement Agencies
- Committee on Accreditation of Education Programs for the Emergency Medical Services Professions
- HVAC Excellence
- Joint Review Committee on Education in Radiologic Technology
- Missouri Accreditation of Programs for Children and Youth
- 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
- American Registry of Radiologic Technologists
- American Welding Society
- Missouri Association of Career and Technical Education
- Missouri Association of Colleges for Teacher Education
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education (DESE)
- Missouri Department of Public Safety (POST) – Peace Officers and Standards Training Commission
- Missouri School-College Relations Association
- National Institute for Metalworking Skills (NIMS)
- National Junior College Athletic Association
- St. Louis Astronomical Society
- The Higher Learning Commission
- United Brotherhood of Carpenters

Higher Learning Commission

Jefferson College is accredited by
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
(800) 621-7440 or (312) 263-0456
Fax (312) 263-7462

Non-Discrimination Notice

Jefferson College does not discriminate, and prohibits discrimination, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status in employment or in admission to any educational program or activity of the College, as required by Title IX, Title VI, Title VII, Section 504, The Americans with Disabilities Act Amendments Act (ADAAA), the Age Discrimination in Education Act, the Age Discrimination in Employment Act (ADEA), and the Missouri Human Rights Act.

Note: If accessibility services are needed, contact the Accessibility Resource Office, MH Room 303, (636) 481-3158 or aro@jeffco.edu. (Seven days advance notice required for sign language interpretation services).

In compliance with applicable 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 they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for students and employees.

- The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Accessibility Resource Office Coordinator, Linda Ladendecker-Corley.

  Office: McClain Hall Building (MH) Room 303
  Email: lladende@jeffco.edu
  Phone: (636) 481-3158

- Inquiries about Title IX for students or employees may be referred to Jefferson College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is responsible for any alleged discrimination or harassment that relates to sex or gender, including, but not limited to sexual harassment, sexual discrimination, sexual misconduct complaints, and pregnancy discrimination and support needs.

  To report information about conduct that may constitute sex discrimination or harassment or make a complaint of sex discrimination or harassment under Title IX, contact the Title IX Coordinator at the contact information below. Reports of information that involve students may also be submitted through the Maxient reporting portal.

  Kristine Bogue, Title IX Coordinator
  Email: kbogue1@jeffco.edu
  Phone: (636) 481-3258

- Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact Kristine Bogue.

  Office: Student Center 209
  Email: kbogue1@jeffco.edu
  Phone: (636) 481-3258

- Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Associate Vice President of Human Resources, Tasha Welsh.

  Office: Administration 131-E
  Email: twelsh@jeffco.edu
  Phone: (636) 481-3157

Student reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's Maxient reporting portal (found in MyJeffco or at https://www.jeffco.edu/non-discrimination-policy), or any other manner that delivers the information to the appropriate Coordinator at any time. Employee reports may be made in person, verbally, by phone, in writing through mail or electronic mail, or any other manner that delivers the information to the appropriate Coordinator at any time.

Jefferson College

Academic Calendar ❖ 2026-2027

FALL 2026	
August 14-17	Technology Maintenance (Canvas and online services may not be available)
August 24	Classes Begin
September 7	Labor Day (campus closed)
September 8	14-week Classes Begin
October 13	Faculty Work Day (no day or night classes)
October 17	First 8-week session ends
October 19	Second 8-week session begins (ends on same schedule as 16-week classes)
October 20	**First 8-week Grades Dues, 12:00 p.m.**
November 11	Veterans' Day (campus closed)
November 25	Thanksgiving recess begins, 12:00 p.m.
November 27-29	Technology Maintenance (Canvas and online services may not be available)
November 30	Thanksgiving recess ends, 7:00 a.m.
December 5	Last meeting for Saturday classes (one time a week classes)
December 7	Last meeting for Monday only classes (one time a week day/night classes)
December 8	Last meeting for Tuesday only classes (one time a week day/night classes)
December 9	Last meeting for Wednesday only classes (one time a week day/night classes)
December 9	Last Day of Classes (MW)
December 10	Last meeting for Thursday only classes (one time a week day/night classes)
December 10	Last Day of Classes (TR)
December 11	Last meeting for Friday only classes (one time a week day/night classes)
December 11	Last Day of Classes (MWF)
December 12-18	Final Exams (see Final Examination Schedule for further clarification)
December 22	**Grades Due, 12:00 p.m.**

WINTER INTERSESSION 2026	
December 21	Classes Begin
December 24–25	Christmas Recess (campus closed)
January 1	New Year's Recess (campus closed)
January 12	Last Day of Winter Intersession Classes
January 14	**Intersession Grades Due, 12:00 p.m.**

SPRING 2027	
January 18	Martin Luther King Day (campus closed)
January 19	Faculty In-Service Day (no day or night classes)
January 20	Classes Begin

SPRING 2027	
February 1	14-week Classes Begin
February 15	President's Day (campus closed)
March 12	First 8-week session ends
March 15 – 21	Spring Break (no classes)
March 18 – 21	Spring Break (campus closed)
March 23	**First 8-week Grades Due, 12:00 p.m.**
March 25 – 28	Technology Maintenance (Canvas and online services may not be available)
March 26 - 28	Spring Holiday (campus closed)
May 6	Last meeting day for Thursday only classes (one day a week day/night classes)
May 10	Last meeting for Monday only classes (Ione time a week day/night classes)
May 11	Last meeting for Tuesday only classes (one time a week day/night classes)
May 11	Last Day of Classes (TR)
May 12	Last meeting for Wednesday only classes (one time a week day/night classes)
May 13	Teaching faculty not required to be on campus (no day/night classes)
May 14	Last meeting for Friday only classes (one time a week day/night classes)
May 14	Last Day of Classes (MWF)
May 15	Last meeting for Saturday classes
May 15 – 21	Final Exams (see Final Exam Schedule for further clarification)
May 22	Commencement
May 25	**Grades Due, 12:00 p.m.**

SUMMER INTERSESSION 2027	
May 24	Classes Begin
May 31	Memorial Day (campus closed)
June 10	Last Day of Summer Intersession Classes
June 15	**Intersession Grades Due, 12:00 p.m.**

SUMMER 2027	
June 14	Classes Begin
July 2 – 4	Technology Maintenance (Canvas and online services may not be available)
July 5	Independence Day, observed (campus closed)
July 8	Last Day of first 4-Week Summer Sessions
July 12	Second 4-week classes begin
July 22	6-week sessions end
July 27	**6-week Grades Due, 12:00 p.m.**
August 5	Second 4-week and 8-week sessions end
August 10	**8-week Grades Due, 12:00 p.m.**

Jefferson College

MISSION

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

VISION

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and welcoming environment.

VALUES

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

SUCCESS

Supporting an institutional culture focused on achievement, self-discovery, scholarship, creativity, completion, and skill mastery.

ACCESSIBILITY

Fostering a collaborative culture that provides access to an affordable education, supportive resources, and a welcoming environment for our entire community.

INTEGRITY

Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures.

LEARNING

Striving for continuous improvement through a high-quality learning environment that features collaboration and innovation, academic freedom, professional development, and ongoing assessment.

SERVICE

Committing to institutional engagement by promoting communication, enrichment opportunities, community development, and service learning.




JEFFERSON COLLEGE
MCMLXIII
POPULI SCHOLAE
MISSOURI
JEFFERSON COUNTY

About the College

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 8,000 students the College serves each academic year.

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.

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 17 years since offering our first online course, Jefferson College has responded to student demand by offering over 170 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 MyJeffco under the JC Online Support tab.

College Degrees

The College offers five associate degrees and several career education 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 Fine Arts (A.F.A) in Art or Music is designed to transfer to another college or university as part of a bachelor's degree. The Associate of Science (A.S.) degree in Biology, Chemistry, Engineering, or Engineering Technology is designed for 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.

Continuing Education/Professional Development

Workforce Development and Employment Services offers courses 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.

Workforce and Employment Services

The Workforce and Employment Services at Jefferson College brings life-long learning to the workplace. Through customized training, we provide technical skills and professional development courses are offered to help employees meet the strategic goals of their companies. Our individualized approach provides comprehensive training and workshops for your management and employees. For further information, call 636-481-3244.



Student Life on Campus

Jefferson College Hillsboro

Arts and Sciences (AS) includes vending machines and a student lounge with wireless Internet access. The Transfer Center is located in AS room 108. Students can meet with transfer representatives from Missouri Baptist University and University of Missouri - St. Louis. Additional college/university transfer representatives will be present on scheduled days throughout the semester.

McClain Hall (MH) houses the Accessibility Resources Office on the first floor and has a sunny student lounge and a computer laboratory.

Area Technical School (ATS) includes college and high school technical education courses.

The **Career & Technical Education Building (CTE)** includes the Workforce Development and Employment Services office, a student lounge with wireless Internet access, snack bar, and vending machines.

The **Field House (FH)** provides a variety of activities for students, faculty, and staff. The fitness center was recently renovated and features a variety of new equipment. It is equipped with Matrix machines, treadmills, rowing machines, elliptical and stationary bikes. The center is also equipped with televisions for viewing. There is an abundance of free weights for those wishing to strength train. Patrons must be 16 years of age or older to use the Fitness Center. The indoor track allows you to walk/run with the convenience of being inside. The gym floor is also available for activities such as basketball and volleyball from 8 a.m. - 12 p.m. In addition, the Field House has a wheel chair lift system. The system is available inside one of the stairwells and will allow a wheelchair to access the upper level.

The **Fine Arts Building (FA)** 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 (LIB)** is newly renovated and has lots of space for group study and hang-outs. Several times a year the Library hosts musical groups, academic speakers, panel discussions, activities to help you de-stress and other fun events. The first floor of the Library is for collaborations of all kinds, the second floor is for quiet study.

The **Student Center (SC)** lower level includes Student Development, and a cafeteria with wireless Internet access. 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 meet with Admissions, process financial aid, meet with advising specialists, register for classes, pay bills, get a student ID and parking sticker. The top floor of the Student Center houses the Vice President of Student Services, Student Conduct & Title IX Offices, Care Team, Project SUCCESS, and Student Wellness and Counseling Services.

The **B. Ray Henry Hall (BRH)** offers the Academic Success Center which includes the Math Lab, Writing Lab, IT Lab, Science Lab, Foundations Lab and Tutoring Services on the first floor. The B. Ray Henry Hall also offers 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 (JCA) – located at 1687 Missouri State Rd., Arnold, MO 63010, 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. It is home to the Law Enforcement Academy and EMT-Paramedic programs. There is wireless internet access; an open computer lab; Testing Center; Academic Success Center, bookstore; and student lounge area with vending machines.

Campus Housing

All Viking Woods apartments include full service kitchens, convenient on-site laundry facilities, and connections for telephone, cable television, and internet services. Call 636-481-3294 or email vikingwoods@jeffco.edu for further information. Viking Woods is located adjacent to the Jefferson College campus at 806 Mel Carnahan Drive. The application to apply for campus housing is separate from the admission application.

Community Services

Adult Education and Literacy

The College has been designated an official testing center for the High School Equivalency (HiSET) tests. Jefferson College offers free classes to prepare students for the HiSET test (Missouri's high school equivalency credential). Classes are offered at various locations and times. See the College website, or for further information, call 636-481-3437.

Cultural Activities

Many of the College's cultural activities are scheduled in the evenings and on weekends so that county residents, as well as students, may attend. Sponsored by the College and the Cultural Events and Outreach Committee's Performing Arts and Cultural Enrichment (PACE) program, students, community members, and professional performers showcase their talents in art exhibits, lectures, drama and dance productions, ethnic festivals, and musical and vocal concerts in a wide range of genres.

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, cheerleading, cross-country, soccer, softball, and volleyball; also men's baseball, cheerleading, cross-country, and soccer. Highly competitive schedules are played in all sports, and scholarships are available.

Jefferson College Alumni and Friends Association

Jefferson College Alumni and Friends Association
The Jefferson College Alumni and Friends Association is open to everyone—including graduates, current students, community members, and supporters. By joining, you become part of a vibrant network dedicated to supporting quality education while enjoying great personal perks.

Why Join? Member Features & Benefits:

- **Exclusive Networking & Social Events:** Connect with fellow members, local professionals, and community leaders through a variety of fun social gatherings and campus events.
- **Stay Connected:** Be the first to know about campus news, exciting developments, and special community initiatives.
- **Make an Impact:** Take pride in directly supporting Jefferson College's educational mission, helping provide vital resources and opportunities for future students.

Whether you want to expand your professional network, attend unique social events, or give back to the community, there is a place for you here. **Join us today and help shine a light on the power of a quality education!**

Jefferson College Foundation

Our Mission: Making affordable, high-quality education available to Jefferson College students and our community.

The mission of the Jefferson College Foundation, a separately incorporated 501(c)(3) non-profit organization, is to increase resources, raise funds, and cultivate friends and partnerships to support Jefferson College and its mission.

Our Vision: Recognized as a premier community college foundation, and a leader in raising funds to meet and exceed the needs of Jefferson College and our community.

The Jefferson College Foundation is committed to expanding accessibility within the Jefferson County region so that a high-quality, affordable college education is available to all. Its focus is on building strong relationships within the community – matching donors' philanthropic interests in higher education and cultural enrichment to specific Jefferson College funding opportunities.

Our History: A tradition worth promoting!

Founded in 1991, the Jefferson College Foundation provides financial support of Jefferson College and its mission. We are committed to securing the financial resources needed to support the College's ongoing commitment to provide:

- Superior teaching and services
- Supportive learning environment
- Strong general education curriculum
- College transfer and technical programs
- Personal enrichment courses
- On-campus experiences that prepare students to succeed in their careers
- Resources to further their education allowing them to prosper in a diverse world

The Foundation encourages gifts of cash, stocks, or in-kind to support innovations that have a direct impact on learning and the betterment of our community as a whole. Donations may be targeted at specific areas or programs that have special meaning to our donors, or provide scholarships that have a direct and profound impact on students with financial need. For information about making a 100% tax-deductible gift to the Jefferson College Foundation, please visit www.jeffco.edu/foundation or call 636-481-3104.

Jefferson College Studios (JC Studios)

Jefferson College Studios (JC Studios) is the source for local interest and educational programming. JC Studios has been broadcasting quality educational programming and local media coverage to the community for over 35 years.

All JC Studios video content is also posted on the Jefferson College YouTube and Vimeo social media accounts.


Jefferson College

Admissions

Jefferson College does not discriminate, and prohibits discrimination on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran in employment or in admission to any educational program or activity of the College.

Any individual who has earned a high school diploma or who has earned the Certificate of High School Equivalency (GED or HiSET) is eligible for regular admission to Jefferson College through its open admissions policy. Students who have earned their high school equivalency outside of the United States must provide official documentation translated into English.

The Missouri Community College Association (MCCA) has followed the Missouri Department of Higher Education and Workforce Development statewide guidelines for public postsecondary institutions in establishing college readiness standards for students entering community colleges. All students are assessed in mathematics, English, and reading and are required to complete the Accuplacer Next-Generation Reading and Math placement tests or submit official ACT scores prior to enrollment. Test scores must be within the previous two years of registration. Students not meeting readiness standards for admission into certain courses or programs may be enrolled in developmental and/or corequisite courses to help them qualify. Additional measures may be considered to determine placement of students into appropriate college-level courses. A final high school transcript demonstrating a minimum cumulative GPA of 3.0 or qualifying transfer post-secondary college coursework may waive testing requirements and be used for placement.

Admission to the College does not guarantee admissions to all courses and programs.

Undocumented residents residing in the United States who have earned the equivalent of a U.S. high school diploma are eligible for regular admission to Jefferson College and will be charged out-of-state tuition, per state of Missouri guidelines. Undocumented students must meet all regular admission criteria. In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, undocumented students are not eligible to enroll in any programs that are supported by federal funds.

Admission Procedures

All applicants should complete an application for admission and submit a high school transcript or Certification of High School Equivalency (GED or HiSET) to the Office of Admissions. For information regarding classes to earn a Certification of High School Equivalency, please contact Jefferson College's Adult Education and Literacy (AEL) program 636-481-3437.

Regular Admission

Students who have earned a high school diploma, including those from state-approved homeschool settings, or who have earned the Certificate of High School Equivalency (GED or HiSET) are eligible for regular admission to Jefferson College through its open admission policy.

For Federal Student Aid purposes, Jefferson College admits only the following as regular Title IV eligible students:

- Those that have a high school diploma; and/or
- Those that have the recognized equivalent of a high school diploma

The Financial Aid Office will work with the Admissions Office and other relevant sources such as the secondary school of attendance to evaluate the validity of a student's high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education (34 C.F.R. §668.16(p)).

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

Provisional Admission

Students who do not meet the regular admission criteria but wish to enroll at Jefferson College may be admitted as a provisional student upon approval of the Director of Admissions and/or the Registrar. Students accepted for provisional admission may be admitted for one provisional semester of up to 15 credit hours while they complete the necessary admission requirement(s). As with students accepted for regular admission, students must meet the appropriate placement criteria prior to enrollment. In order to continue enrollment at Jefferson College, the student must obtain a high school diploma or the Certificate of High School Equivalency (GED or HiSET) during their provisional semester.

Provisional students are not eligible for Title IV Federal Student Aid programs.

Transfer Students

Transfer applicants must complete an application for admission and submit a high school transcript or Certification of High School Equivalency (GED or HiSET) to the Office of Admissions. 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 Registration and Student Records.

Similar transfer courses are equated to Jefferson College credits. Jefferson College participates in the statewide CORE42 program and will honor all state approved CORE42 courses from all participating colleges and universities. Unique transfer credits may be counted as electives. The Jefferson College grade point average is based only on grades earned at Jefferson College.



Credit for prior learning reports should be sent to the Registrar. Articulation appeals may be directed to the Registrar, the designated Transfer Articulation Officer. (See CBHE Guidelines for Student Transfer Articulation Among MO Colleges and Universities.)

Returning Students

Students who have previously attended Jefferson College but who have not been enrolled for three or more semesters are required to complete a new admission application in order to enroll. 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. Returning students are required to meet college readiness requirements, which may be waived by previous Jefferson

Transcript Verification

Federal regulations require institutions of higher education to establish and follow a process to evaluate validity of students' high school completion if the institution has reason to believe that documentation is not valid or was not obtained from an entity that provides secondary school education.

All high school transcripts and other high school documentation sent to Jefferson College are reviewed by staff in the Office of Admissions. If a document appears to come from an inauthentic email or mailing address, information is incomplete or insufficient, or if information appears to be inauthentic, Jefferson College staff will contact the high school directly via phone or email information provided on the high school's official website to request verification of the student's attendance and authentication of the documentation provided.

If it is determined that any documentation is inauthentic, Jefferson College staff will deactivate the student's MyJeffco account, cancel their application for admission, and place a hold on the student's record to prevent the student from enrolling.

Early College – High School Programs

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 – Earning both high school and college credit by receiving instruction from a high school instructor.

Dual Enrollment – Earning college credit by receiving instruction from a college instructor. School districts determine if high school credit is awarded.

The Early College program provides numerous benefits to high school students, including the opportunity to encounter challenging learning opportunities that enhance the high school curriculum, avoid unnecessary duplication in coursework, and increase college readiness for a smoother transition to higher education. Participants save money, complete degree programs in a shorter time period, and have full access to Jefferson College academic and social support services, including advising, library, tutoring, and college activities.

To participate in dual credit or dual enrollment, high school students must meet course requirements, complete a registration form during open registration periods, and obtain parent permission and high school approval each term. The high school counselor will confirm prerequisite requirements prior to approval. A student's GPA serves as the primary placement measure, although multiple placement measures may also be used. To be eligible, students must not have any outstanding financial obligations to Jefferson College.

Students whose cumulative Jefferson College GPA falls below a 2.0 may be placed on probation or suspension and could be required to submit an appeal in order to continue coursework.

Students should contact their high school counselor or visit the Early College webpage for more information.

Missouri Dual Credit/Dual Enrollment Scholarship
High school students may be eligible to receive a scholarship that covers the tuition and fees for their dual credit or dual enrollment courses. To qualify, students must demonstrate financial need and be taking dual credit or dual enrollment courses from a Missouri college or university in addition to meeting the program's eligibility criteria. For more information visit this website: https://dhewd.mo.gov/ppc/grants-scholarships/dcde

Area Technical School (ATS)

The Jefferson College Area Technical School (ATS) partners with the 10 public school districts in Jefferson County to provide career and technical education programs to students in grades 10 through 12. ATS programs combine classroom instruction, hands-on technical training, and work-based learning educational experiences. Students may earn college credit, industry-recognized credentials, and advanced training that supports continued education and employment in skilled and professional career fields.

Students are admitted to the Jefferson College Area Technical School based on objective criteria established by each program. These criteria are designed to identify the academic skills, attendance patterns, work habits, and course preparation necessary for student success within each program. The school district is responsible for submitting required supporting documentation needed for admission consideration, including transcripts, attendance records, and other requested materials. All students must submit an application annually, including students returning to ATS for a second or third year of enrollment. Applications for new students become available each December for enrollment in the following academic year. Students can access application materials online through the ATS Application Page.

The ATS Career Guide provides the basic requirements for each career education program.

Tuition for ATS programs is paid by participating public school districts within Jefferson County. Students and families may be responsible for certain program-specific fees, supplies, uniforms, certifications, or equipment as outlined by the individual program.

Students should contact their high school counselor or the Area Technical School at 636-481-3450 for further details.

Early College and ATS students are not considered regular first-time college students until they meet regular admission requirements and are not eligible for Title IV Federal Student Aid.

International Student Admissions

Jefferson College is authorized under federal law to admit international students on F-1 and M-1 student visas. The College is a participating Student and Exchange Visitor Information System (SEVIS) school. The Principal Designated School Official (PDSO) or a Designated School Official (DSO) may issue a Form 1-20, Certificate of Eligibility for Nonimmigrant Student Status, to allow a citizen of another country to be admitted to Jefferson College.

Requirements for admissions to Jefferson College under international student status include:

1. Completion of the international application for admission.
2. Submission of a current copy of the student's passport.
3. Evidence of the equivalent of a U.S. high school diploma. Applicants must submit official transcripts from secondary (high school) and higher education institutions, and high school transcripts from outside the United States must be evaluated by an approved transcript evaluation service.
4. Evidence of English proficiency through one of the following:
    a. Duolingo English score of 85 or higher within the last two years
    b. TOEFL (Test of English as a Foreign Language) Ibt
        a. Score of 61 or higher (on scale of 120) within the last two years
        b. Score of 4 or higher (on scale of 6) within the last two years
    c. IELTS (International English Language Testing System) band score of 6 or higher within the last two years
    d. ACT English score of 18 or higher within the last two years (or equivalent SAT scores)
    e. ACCUPLACER English as a Second Language score Level III score in all three areas within the last two years
        a. ESL Language - 71 or higher
        b. ESL Listening - 81 or higher
        c. ESL Reading - 76 or higher
    f. A diploma from a secondary institution in an English-speaking country (United States, Canada, United Kingdom, Australia, or New Zealand)
5. Submission of the International Student Financial Support Form and all required financial supporting documentation. The student must show proof of financial support sufficient to cover the student's cost of attendance, including travel expenses, without the need for local financial assistance or employment. This documentation must be in English, must be official (include an official signature and/or seal), and not be more than six months old.
6. Submission of proof of health insurance. If a student does not provide verification of health insurance coverage upon arrival at Jefferson College, the PDSO will enroll them in a group insurance plan. Premium payments for at least ten months will be billed to the student's College account.
7. For an international student to be eligible for admission to Jefferson College, all of the previously described required materials must be on file by the established admission deadlines, which are at least 60 days prior to the date that classes begin.
8. All international students will take a reading proficiency/placement test remotely from their home country for the purpose of placement into appropriate courses. Students must meet minimum reading proficiency requirements (Accuplacer Next-Gen reading score of at least 232) in order to enroll in college-level coursework. Students who do not meet minimum reading proficiency scores are not guaranteed full-time enrollment, which could impact their ability to attend Jefferson College.
9. International students transferring to Jefferson College from an educational institution in the United States must meet all of the previously described requirements as well as complete the International Student Transfer Verification Form. Transfer students must have a cumulative grade point average of 2.0 or higher, have been enrolled as a full-time student at their previous institution, and must provide a copy of their Form I-94 (Arrival and Departure Record) and their official college transcript(s). Applicants who have earned in excess of 45 semester hours from another college or university may be denied admission.

Applicants enrolling at Jefferson College as part-time visiting students, who are currently attending other U.S. higher education institutions on student visas, must provide the following:

a. Application for admission
b. Evidence of English proficiency, as outlined in number 4 under requirements for admission above,
c. An official transcript from their home/main institution,
d. Verification from a Designated School Official (DSO) at the student's current institution that the student is in good standing and authorized to enroll at Jefferson College.

The Principal Designated School Official (PDSO) may use professional discretion regarding admissions requirements when appropriate. Falsification of any information or documentation will result in rejection of the application for admission or may result in immediate dismissal if the student has already enrolled.

More detailed information can be found on the Jefferson College International Student Admissions webpage.

Jefferson College is a participating SEVIS school.

Financial Information

2026-2027 Tuition and Fees

Jefferson College tuition and fees remain among the lowest in the State of Missouri. Rates are subject to change without notice.

Jefferson College has a tiered tuition model. This makes calculating the cost of attendance easier due to the elimination of course fees. There are no common fees (such as technology, activity, lab, online and hybrid fees) added. The textbook fee is not incorporated into tiered tuition because students have the choice to opt out of the Viking Ready book rental program. Although the Viking Ready Book Bundle provides course materials at a reduced rate, students still have the option to purchase materials from other sources instead.

2026-2027 Tiered Tuition Rates

	In-District	Out-of-District	Out-of-State
Tier 1	$185	$249	$312
Tier 2	$250	$314	$385
Tier 3	$325	$390	$456

2026-2027 Tier Composition* *Tiers are based on the instructional cost of the program.*

Tier One: *Approximately 69% of all credit hours delivered*

- Art (ART)
- Biology (BIO)
- Business/Management (BUS/MGT)
- College Studies (COL)
- Communication (COM)
- Criminal Justice (CRJ)
- Early Childhood Education (ECE)
- Economics (ECO)
- Teacher Education (EDU)
- English (ENG)
- Foreign Language (FRN/GRM/SPN)
- Geography (GEO)
- Guidance (GUD)
- Health/Physical Education (HPE)
- History (HST)
- Mathematics (MTH)
- Philosophy (PHL)
- Physical Science (PHY)
- Political Science (PSC)
- Psychology (PSY)
- Social Work (SWK)
- Sociology (SOC)
- Technical Internship (INT)
- Theatre (THT)

Tier Two: *Approximately 24% of all credit hours delivered*

- Automotive Technology (AUT)
- Chemistry (CHM)
- Computer Information Systems (CIS)
- Culinary Arts (CUL)
- EMT/Paramedic (EMT/PAR)
- Engineering (EGR)
- Health Information Technology (HIT)
- Heating, Refrigeration, A/C Technology (HRA)
- Law Enforcement Academy (LEA)
- Machine Tool Technology (MTT)
- Music (MSA/MSC)
- Precision Machining Technology (PMT)
- Veterinary Technology (VAT)
- Welding (WLD)

Tier Three: *Approximately 8% of all credit hours delivered*

- Practical Nursing (PNE)
- Radiologic Technology (RAD)
- Registered Nursing (RNR)

**Note: Tiered tuition does not apply to dual credit/dual enrollment courses.*

Book Rental Fees: $28 per credit hour. Covers the rental cost of required course materials (books, lab manuals, access codes required for courses) making materials available to students on the first day of class. Note: Any returnable books will need to be returned to the bookstore by the end of the semester published return dates or when a student drops or withdraws from a class.

SPECIAL FEES

Application Processing Fee for Programs with Selective Admission (for those programs not listed below)	$30
Graduation	$45
Second Diploma	$25
Official Transcript	$8
Student ID Replacement	$7
Parking Fee (per academic year)	$50

Student Housing Application Fee (security deposit, background check, application fee)	$330
Student Housing Single Room (four bedroom, single occupancy bed space, per person/per term)	Fall & Spring Term $3,881*
Student Housing Single Room (four bedroom, single occupancy bed space, per person/per term)	Summer Term $1,388*
Student Housing Private Room (two bedroom, single occupancy bed space, per person/per term)	Fall & Spring Term $4,579*
Student Housing Private Room (two bedroom, single occupancy bed space, per person/per term)	Summer Term $1,779*
Student Housing Studio Room (single occupancy bed space, per person/per term)	Fall & Spring Term $4,808*
Student Housing Studio Room (single occupancy bed space, per person/per term)	Summer Term $1,822*

*Included in the housing cost is the charge for the mandatory meal plan (14 meals per week).

Books and Supplies

The College Bookstore rents or sells all required books and supplies. Jefferson College offers an equitable access program, Viking Ready, in partnership with our bookstore, Barnes & Noble College. Viking Ready is a course material model that lowers the cost of materials for students and ensures students have access to all of their required course materials on or before the first day of class. Through this program, physical books will be conveniently packaged and provided to students on a rental basis, and digital materials will be delivered directly within the campus Learning Management System, Canvas. Costs for required materials have been included as a flat fee. At the end of the semester, students will receive email reminders to return their physical course materials to the bookstore.

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 100 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://msep.mhec.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 Registration and Student Records located in the Student Center at Jefferson College Hillsboro. Parking permits cost $10, must be renewed annually, and may be obtained from Registration and Student Records or from Jefferson College Arnold. 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 the Accessibility Resources Office at 636-481-3169.

Payment of Tuition and Registration Fees

It is expected at the point of enrollment that students have determined a manner in which they intend to pay for their college expenses.

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

1. Pay in full;
2. Have pending financial aid*;
3. Enroll in the regular payment plan or the pending aid deferred payment plan.

One of these three options must be in place by the established payment deadlines that are available on MyJeffco. A student will be dropped for non-payment if he/she has not paid in full, does not have pending financial aid*, or has not enrolled in a tuition payment plan by the published deadlines.

Fall 2026 Payment Plan Option Registration Deadlines:

- Enrollment begins March 23rd, when registration opens
- August 4th - 25% down payment, 3 payments September - November
- September 8th - 50% down payment, 2 payments October & November
- October 13th - 50% down payment, 1 payment in November only
- October 13th is the last day Fall 2026 payment plans are available, close to mid-terms

Fall 2026 International Payment Plans:

- Enrollment begins March 23rd, when registration opens
- August 4th - 25% down payment, 3 payments September - November
- September 8th - 50% down payment, 2 payments October & November
- October 13th - 50% down payment, 1 payment in November only
- October 13th is the last day Fall 2026 payment plans are available, close to mid-terms

Pending Aid Only

Sign up through your MyJeffco / Student Link / Cashier drop down / Payment Plan page

Fall 2026

- **The deadline to sign up for pending aid is October 13th.**
- To be eligible for Pending Aid Plan, a student would need to have completed a 2026-2027 FAFSA. Pending aid is a tuition payment plan designed to secure a payment option and hold your seat in classes while your financial aid is being packaged. It is important to submit outstanding financial aid documentation in a timely manner.
- **Pending aid plan also allows a student to make payments and be paid in full by October 31st.**
- Any outstanding charges on your account after October 31st, along with an additional fee, will be charged to your account.

Drop for Non-Payment Deadlines:

Students will be dropped from their courses on the next upcoming date if one of the above payment options is not secured.

Fall 2026

- August 5th: If registered prior to July 31st
- September 9th: If registered between August 1st & September 4th
- October 21st: If registered after September 4th

*Pending financial aid is defined as FAFSA results and all other required and requested forms of supporting documentation received by Jefferson College that indicate that a student is eligible for federal/state financial aid.

Payments must be in the form of cash, check, money order, Visa, MasterCard, or Discover. Payment plans and payment provisions are posted online and on MyJeffco. Students who enroll in a payment plan are responsible for all associated fees and compliance with all applicable payment plan provisions. Also, the Pending Aid Payment Plan is intended for students who anticipate receiving Pell Grant, A+, institutional scholarship, student loan, or other government agency funding. Only students who have completed and sent their FAFSA (Free Application for Federal Student Aid) to Jefferson College, school code 002468, are eligible for the Pending Aid Payment Plan. This option allows additional time for financial aid to be processed before a student must begin making payments on his/her account balance. Being prompted with the Pending Aid Payment Plan is not a guarantee that financial aid will be received, nor that the financial aid awarded will be large enough to cover the student's total account balance. The Pending Aid Payment Plan does not require a down payment and there is a $0 upfront fee for this plan. However, once financial aid disburses, if a balance remains on the student's account, a non-refundable $40 payment plan fee will be processed with the payment. By enrolling in this payment plan, the student accepts responsibility for payment of any account balance not covered by financial aid.

Jefferson College encourages students and their families to submit the FAFSA (Free Application for Federal Student Aid) several months prior to enrolling in classes. This provides the opportunity for financial aid to be fully processed by the time that classes begin. **It is strongly recommended that the FAFSA is filed with the Jefferson College school code (002468) no later than March 15 for an anticipated summer term enrollment, June 1 for an anticipated fall semester enrollment, and October 1 for an anticipated spring semester enrollment.** Following these FAFSA submission guidelines helps to ensure that financial aid information can be fully reviewed and processed in a timely fashion, and helps to prevent student schedules from being dropped for non-payment. Please note that the State of Missouri FAFSA priority filing deadline is February 1 each year.

If a student decides to drop courses once enrolled, it is the student's responsibility to drop within the refund period to ensure that the student's financial obligation to the College is cancelled. A student may drop courses online through MyJeffco, or submit a Schedule Change Form (which can be printed from the Student tab in MyJeffco or picked up in person at any Jefferson College location). This form may be returned to the Registration and Student Records in the Student Center, the appropriate dean or Associate Dean's office, or at the offices at Jefferson College Arnold.

*Pending financial aid is defined as FAFSA results and all other required and requested forms of supporting documentation received by Jefferson College that indicate that a student is eligible for federal/state financial aid.

Refunds of Registration Fees

During the 16-week semester, a student who officially drops 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 request must be made on official College forms or through MyJeffco online prior to the beginning of the third week to obtain a refund. Official forms are available online or upon request by contacting the Registration and Student Records at 636-481-3209, or may be obtained from the Registration and Student Records in the Student Center, at the appropriate dean's office, or at the offices at Jefferson College Arnold. The forms must be returned to the Registration and Student Records, the appropriate dean's office, or at the offices at Jefferson College Arnold 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 requirement applies (i.e., refund expires after 12.5% of term length). For specific refund dates for all courses, visit the Class Schedule on the Jefferson College website.

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

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
- Military Duty

The Tuition Refund Appeal form is available on the Jefferson College website, and it can also be obtained from the Registration and Student Records/Registrar's Office or the offices at Jefferson College Arnold. 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 Financial Aid 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 Office of the Registrar. 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 Associate Dean 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 Registration and Student Records along with a completed withdrawal request.

Residency

A student is charged in-district tuition rates if he or she is considered a resident of Jefferson County. A resident is described as a Jefferson County high school graduate, a dependent student whose parents have established residence within the District prior to the student's enrollment, or an independent and self-supporting student who has established legal residence within the District prior to enrollment in the College. Campus housing is not considered permanent residency; therefore, does not establish legal residence.

A student who wishes to petition for a lower tuition rate due to a change in residency is advised to contact Registration and Student Records. The student will be required to complete a form and provide proof of his/her legal residence prior to the start of the semester. Requests submitted after the start of a semester will be processed for the following term.

Financial Aid

Jefferson College participates in many types of financial aid programs to assist students with paying for college, including federal and state grants, student loans, federal work study, and scholarships.

Students who wish to be considered for financial assistance must apply for admission to Jefferson College and submit the FAFSA (Free Application for Federal Student Aid) online at studentaid.gov. **Jefferson College's School Code is 002468**. The Financial Aid Office will then follow up regarding the next steps.

Students are encouraged to submit the Jefferson College Scholarship Application to be considered for institutional and foundation scholarships. The application is available on the Jefferson College scholarship webpage from October 1 to March 31, with a second application period during the month of July.

Federal and State Financial Aid Programs

The Higher Education Act of 1965 (HEA) as amended, established the basic regulatory framework that governs the administration of federal financial aid programs. Administered by the U.S. Department of Education, the federal student aid programs under the HEA are collectively known as Title IV programs.

Jefferson College participates in the following Title IV programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loan (Subsidized and Unsubsidized), Federal PLUS Loan, and Federal College Work-Study.

State grant and scholarship programs are administered by The Missouri Department of Higher Education and Workforce Development (MDHEWD). Jefferson College is authorized to participate in the following state programs: A+ Scholarship, Access Missouri Grant, Fast Track Incentive Grant, Bright Flight Scholarship, Public Safety and Recruitment and Retention Act Scholarship, and Dual Credit/Dual Enrollment Scholarship.

Eligibility

To be eligible to receive financial aid at Jefferson College, a student must:

1. Be a U.S. Citizen with a valid Social Security number, or be an eligible non-citizen.
2. Have completed a high school diploma, GED, or recognized equivalent.
3. Provide consent and approval (along with any required FAFSA contributors, such as parents or a spouse) to have federal tax information transferred directly to the FAFSA.
4. Be accepted and enrolled as a regular student pursuing a Title IV eligible degree or certificate program at Jefferson College.
5. Demonstrate financial need for need-based federal and state programs.
6. Maintain Satisfactory Academic Progress (SAP) according to institutional policy.
7. Not be in default on any educational loan or owe a repayment on a federal student grant.
8. Not receive financial aid at more than one school for the same period of time (except under an approved consortium agreement).

Verification

Jefferson College is required to verify certain information provided by a student and parent (if dependent) on the Free Application for Federal Student Aid (FAFSA). Applications requiring review are flagged by the U.S. Department of Education. In addition, Jefferson College retains the authority to select and verify any FAFSA containing incorrect or conflicting information.
Students selected for verification must submit all requested documentation to determine their financial aid eligibility for federal and state programs. Failure to submit required documentation in a timely manner will delay awarding and may ultimately result in the loss of aid eligibility.

Attendance

Regular class attendance is required for students receiving financial aid. Students must begin attendance in all scheduled courses and actively participate throughout the semester in order to earn their financial aid funds.

Attendance information is collected from faculty in order to establish and verify financial aid eligibility. Students reported for non-attendance in any or all of their courses could have their financial aid reduced or withdrawn.

If a student is not attending classes, the student is expected to complete the college's official withdrawal process by contacting the Office of Registration and Student Records.

A determination of a student's unofficial withdrawal will be made within 14 calendar days of when the student stopped attendance.

Withdrawals

Students receiving federal financial aid who officially or unofficially withdraw from all courses may be required to repay a portion of the federal aid funds received for the term. This process is called "Return of Title IV Funds", and the repayment amount is based on the number of days in the student's period of enrollment and the student's last date of attendance. A federal formula is used to calculate the amount of aid earned and the amount of the overpayment.

When determining the last date of attendance, Jefferson College must always use the student's last date of academic engagement as documented in official attendance records reported by faculty. This date will be earlier than the official withdrawal date listed on the student's withdrawal form, unless the student withdraws from courses on the same day as the student's last academic engagement in coursework.

Federal Financial Aid - Overpayment Policy

Students awarded Title IV financial aid funds are expected to earn those funds by attending classes for the entire period in which federal assistance was received. A student who stops attending or withdraws from all courses for any reason, including medical withdrawals, may have been overpaid and no longer be eligible for the full amount of aid they originally received. When an overpayment occurs, the student may be required to return a portion of the unearned funds.

A federal formula is used to calculate the amount of earned aid, unearned aid, and overpayment. Students earn their financial aid in proportion to the amount of time they attend, and a pro-rated schedule is used to determine the amount of federal student aid funds earned at the time of the withdrawal. The more days the student was in attendance and actively participating in classes, the less the overpayment. Once 60% of the semester is completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

When determining the last date of attendance and calculating the portion of funds earned by the student, the College must use the student's last date of an academically-related activity as documented in official attendance records of the College and reported by faculty. This includes (1) attending a class, lecture, recitation or field laboratory activity, physically or online; (2) submitting an academic assignment; (3) taking an assessment or an exam; (4) participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (5) participating in a study group, group project, or an online discussion assigned by the instructor; or (6) interacting with an instructor about academic matters. It does not include (1) living in student housing; (2) participating in the college's meal plan; (3) logging into an online class or tutorial without any further participation; or (4) participating in academic counseling or advisement.

Unless the student withdraws from courses on the same day as the student's last academic activity, the withdrawal date listed on the student's withdrawal form will not be used as the student's last date of attendance.

Overpayment of the unearned funds will be returned to the Title IV program from which the student received aid during the period of enrollment in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct PLUS (Parent) Loan
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)

Jefferson College will return all required funds to the appropriate federal programs as soon as possible, but no later than 45 days from the date the College determined the student withdrew. The College will then bill the student's Jefferson College account for the total overpayment. A hold will be placed on the student's account, preventing the student from registering for additional classes until the balance is paid. Any unpaid balance of a required overpayment may be reported to the U.S. Department of Education after 45 days, and the balance due to the school will be subject to collection action, which may include referral to a collection agency and/or interception of a tax return refund.

If the total amount of Title IV funds earned by the student is more than the amount disbursed to the student as of the withdrawal date, the difference between the two amounts will be treated as a post-withdrawal disbursement and applied to the student's tuition and fee account. If the post-withdrawal includes federal loan funds, the College will notify the student (or parent) in writing within 30 days to obtain authorization before the loan funds are disbursed. Any eligible credit balance will be issued within 14 days of the date of determination.

This policy applies only to students who officially or unofficially withdraw from all classes prior to the 60% point of the semester. It does not apply to a student who withdraws from selected courses but remains actively enrolled and participating in other courses in the enrollment period.

Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require Jefferson College to evaluate the academic progress of each student to ensure financial aid recipients make satisfactory progress towards degree completion.

Satisfactory Academic Progress (SAP) is measured at the end of each semester and includes three components: Qualitative (Grade Point Average), Quantitative (Pace of Completion), and Maximum Time Frame (150%).

In order to maintain financial aid eligibility, students must meet each of the minimum standards based on cumulative progress.

1. Grade Point Average (GPA)
   Students must maintain a cumulative grade point average of 2.0 or above.

2. Pace of Completion
   Students must complete at least 67% of all cumulative coursework attempted, including degree and remedial classes in all parts of term. Pace is determined by the completion rate, which is calculated as the cumulative number of completed credit hours divided by the cumulative number of attempted credit hours.

   Successful completion of a class is defined as receiving a grade of A, B, C or D. Grades of "F" (Failure), "W" (Withdrawal), "WX" (Administrative Withdrawal), "H" (Audit), or "I" (Incomplete) are considered unsatisfactory. All coursework must be completed within the regular semester. The College may allow a student to take an incomplete grade in a course and complete the course the following semester; however, because the course was not completed in the specified time frame, the incomplete grade is unsatisfactory for financial aid purposes.

   A course for which a passing grade was received may be repeated one time and will count once as completed and twice as attempted. When a course is repeated, only the highest grade earned is calculated into the cumulative GPA.

   Students who wish to audit a course must declare this intent prior to the start of the course, as an audited course is not part of the degree program.

   Transfer credit accepted from other colleges and universities will be included in the number of credit hours attempted and completed.

3. Maximum Time Frame
   Students must complete their official academic program within 150% of the published length of the program. All attempted course credits count toward the maximum timeframe limit even if financial aid was not received, or the student changes programs or pursues multiple or additional degrees.

   Remedial coursework is included in the cumulative GPA and Pace calculations; however, up to 30 credit hours of remedial courses are excluded from the 150% Maximum Timeframe calculation.

   Once a student has reached MAXIMUM TIMEFRAME attempted for their program, they will no longer be eligible for financial aid at Jefferson College.

Financial Aid Warning, Suspension, and Reinstatement

Students who fail to meet GPA and Pace of Completion standards will be placed on financial aid WARNING for the next term of enrollment. A student on warning status may receive financial aid; however, if they fail to meet GPA and Pace of Completion standards after the warning semester, they will be placed on financial aid SUSPENSION and no longer be eligible for aid.

Financial aid eligibility for students who exceed the 150% maximum timeframe will be immediately terminated without a warning period.

In order to regain financial aid eligibility, students must meet the SAP elements explained above or follow the appeal procedure below.

Appeal Procedure

Because extenuating circumstances (such as illness, injury, death in the family, or other undue hardships) may influence satisfactory progress, students may submit a suspension appeal.

Appeals must be submitted during the first week of classes in which the student is enrolled. Late appeals may be accepted at the discretion of the appeals committee. The Financial Aid Appeal Form is available electronically on the Satisfactory Academic Progress (SAP) webpage. The Financial Aid Appeals Committee will review all appeals and notify the student of the results. Decisions of the appeals committee are final.

If a student's SAP appeal is approved, the student will be placed on financial aid PROBATION and may continue to receive financial aid as long as the student meets the conditions of the appeal. An academic plan will require the student to complete 100% of all coursework attempted with a minimum 2.0 GPA each semester until the student reaches the minimum SAP standards or the extended timeframe. Failure to meet any condition of the appeal or academic plan will result in the return to financial aid SUSPENSION and loss of financial aid eligibility until all standards are met, or the return to MAXIMUM TIMEFRAME and the permanent termination of all financial aid eligibility.

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 for other questions, contact Registration and Student Records at 636-481-3207.

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

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill®), of title 38, United States Code, who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship [38 U.S.C. § 3311(b)(9)] who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, of Title 38, United States Code.

- Chapter 31 and Chapter 33 recipients will not be required to borrow additional funds, nor will any student incur financial penalties, denial of access to classes, campus services due to the delayed disbursement of a payment by the US Department of Veterans Affairs.

  A copy of the military member's active duty orders will be required to verify eligibility for in-state tuition rates. For additional information, contact Registration and Student Records at 636-481-3272.

  GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

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 fifteen (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. Upon completion of 15 credit hours at the 100 level or above with a minimum grade point average of 2.50, the student will need to schedule an appointment with a Registration and Student Records Specialist.

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, 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 Registrar, 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 Financial Aid 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. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

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 Director of Advising and Retention must approve student schedules that exceed 19 credit hours during the fall or spring semester and 11 credit hours during the summer term, including both credit and non-credit courses. A student enrolling in winter intersession or summer intersession is limited to four credit hours.

Academic Probation, Suspension, and Readmission

Each student is expected to make minimum academic progress while enrolled at Jefferson College. A student is considered to be making minimum progress if he or she maintains a cumulative grade point average of at least 2.0. A student whose progress falls below minimum requirements shall be placed on academic probation. The student will be notified of the probationary status and informed of resources available for academic improvement.

If the student's cumulative grade point average remains below 2.0 at the end of the probationary term, the student will be placed on academic suspension and will not be allowed to enroll or remain in classes for subsequent terms, unless the student successfully appeals the academic suspension.

To appeal an academic suspension, a student should complete the Academic Suspension Appeal form and submit it to the Office of the Vice President of Student Services. The form is available on the Student tab in MyJeffco or on the Vice President of Student Services page. Please note that academic suspension appeals and financial aid suspension appeals are separate processes. Questions regarding academic suspension may be directed to the Office of the Vice President of Student Services.

Administrative Withdrawal

Any student who fails to begin attendance or ceases participation for at least two consecutive weeks may be administratively withdrawn from the course(s). Additionally, any student who has sporadic participation in a course resulting in the student missing 15% or more of the coursework may be administratively withdrawn. Individual programs may have more rigorous attendance and participation requirements.

Any student who feels that the administrative withdrawal was executed unfairly or inaccurately can appeal the withdrawal within 10 calendar days of notification. The student must submit a written letter of appeal to the appropriate instructor.

A student who is administratively withdrawn will receive a grade of "WX" for the course(s) and will be financially responsible for all tuition and fees associated with the course(s).

An instructor initiated administrative withdrawal may only be granted through the official College withdrawal deadline for each course(s).

Assessment and Placement

The Missouri Community College Association (MCCA) has followed the Department of Higher Education statewide guidelines for public postsecondary institutions in establishing college readiness standards for students entering community colleges. All students are assessed in mathematics, English, and reading and are required to complete the Accuplacer Next Gen Reading and Math, the Accuplacer Classic, or submit official ACT scores prior to enrollment as one measure of assessment. Test scores must be within the previous two years of registration. An official high school transcript with a minimum of a 3.0 GPA on a 4.0 scale or a particular level achieved on HiSET/GED test scores may be able to be used for placement into coursework. Students not meeting readiness standards for placement into certain courses may seek assistance through the Academic Success Center (ASC) to increase test scores. Additional measures may be considered to determine placement of students into appropriate college-level courses.

If a student would like to re-test or appeal his/her score in English:

Option 1: Re-test – A student may re-test taking the Accuplacer Next Gen test in the Testing Center (There is a two test maximum within a 90 day period). Students are encouraged to seek assistance in preparing for the test by visiting the Academic Success Center. There is no cost for personalized assistance and study materials. Additional study materials for re-test preparation are available on the Jefferson College Testing Center webpage.

There is a $12 re-test fee to be paid at the Cashier's Office. Students who present an ACT score may re-test on the ACT per ACT guidelines or may take the Accuplacer Next Gen Placement Test.

Option 2: The student may take the English Department Writing Appeal test. The student may begin this appeal process by contacting the Office of Enrollment Service for a referral to take English Department Writing Placement test. The test will be graded by faculty who will make a recommendation for appropriate English course placement. Students are encouraged to seek assistance in preparing for the test by visiting the Academic Success Center. There is no cost for personalized assistance and study materials. The appeal process must be complete before the start of the semester/session.

If a student would like to re-test or appeal his/her score in Reading:

Step 1: Re-test –The student may re-test by completing the Accuplacer Next Gen test in the Testing Center (There is a two test maximum within a 90 day period). Students are encouraged to seek assistance in preparing for the test by visiting the Academic Success Center. There is no cost for personalized assistance and study materials. Additional study materials for re-test preparation are available on the Jefferson College Testing Center webpage.

The re-test costs $12, to be paid at the Cashier's Office. Students who present an ACT score may re-test on the ACT per ACT guidelines.

Step 2: Appeal of Reading Placement – If the student does not meet the Reading prerequisite score after an Accuplacer Next Gen test or ACT re-testing, he or she may appeal placement by completing an alternate assessment, the CLOZE test, to be evaluated by the College's English faculty. The student may begin this appeal process by contacting the Registration and Student Records for a referral. The appeal process must be complete before the start of the semester/session.

If a student would like to re-test or appeal his/her score in Math:

Step 1: Re-test –The student may take the Accuplacer Next Gen Math test in the Testing Center. (There is a two test maximum within a 90 day period). Students are encouraged to seek assistance in preparing for the test by visiting the Academic Success Center. There is no cost for personalized assistance and study materials. Additional study materials for re-test preparation are available on the Jefferson College Testing Center webpage.

The re-test costs $12, to be paid at the Cashier's Office. Students who present an ACT score may re-test on the ACT per ACT guidelines or may take the Accuplacer Next Gen Math test.

Step 2: Appeal of Math Placement – If the student does not meet the math prerequisite score after Accuplacer Next Gen Math or ACT re-testing, he or she may appeal placement. To appeal the math placement, the student must have an ACT score of 21 with a high school GPA of 3.5. The student may begin this appeal process by contacting the Associate Dean for Math at 636-481-3337. The appeal process must be complete before the start of the semester/session.

Any student requiring special accommodations should inform the Coordinator of Accessibility Resources at 636-481- 3169.

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

Regular and punctual attendance is expected of all students. Students are not entitled to a certain number of absences; information presented in the classroom is critical in the learning process. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed:

- Student fails to begin attendance
- Student ceases participation for at least two consecutive weeks
- Student misses 15 percent or more of the coursework
- Student misses 15 percent or more of the course as defined by the instructor

Individual programs may have more rigorous attendance and participation requirements. Jefferson College is an attendance-taking institution. Weekly attendance reporting is required. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class.

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the Financial Aid Office for more details.

Complaint Resolution

Jefferson College students enrolled in online and distance courses, as well as on-campus courses, should attempt to resolve complaints by following the appropriate appeal, complaint, or grievance process as outlined in the Jefferson College Campus Catalog.

If you have exhausted the appeal process, you may file a complaint with:

Dr. Laura Vedenhaupt
Missouri Department of Higher Education
State Portal Agent for SARA
PO Box 1469
Jefferson City, MO 65102

Credit for Prior Learning

Jefferson College uses several methods designed to grant college credit to students with a wide variety of educational experiences. Any student enrolled at Jefferson College who has or would like to participate in the following programs may be eligible:

- Standardized Tests
- Institutional Challenge Examinations
- Industry Credentials
- Published Guides
- Apprenticeship Training
- Portfolio Evaluation

Students are encouraged to consult with an academic advisor regarding the use of Credit for Prior Learning (CPL) in their educational planning.

Standards for Awarding CPL

Academic credit will be awarded only for those courses directly applicable to curriculum requirements and to the student's declared certificate or degree program as outlined in college publications.

A student may use CPL to fulfill all degree/certificate graduation requirements except for mandatory institutional requirements.

CPL may be applied toward the courses applicable for any degree or certificate programs offered at Jefferson College. CPL credit must be used only for the purpose of satisfying prerequisites or graduation requirements.

All work assessed for CPL must meet or exceed "C" level work. "C" level work criteria shall be determined by Jefferson College faculty, Associate Dean, or evaluation committee.

Policy & Procedures

At least one credit hour must be successfully completed and transcripted on the student's record before any CPL can be awarded. The process may be initiated in advance, but the CPL credit will not be awarded until this credit hour requirement is met.

For all prior learning credit awarded, the course number, course title, number of semester hours, and grade of "CPL" will be posted on the student's transcript and labeled CPL.

The College's residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College for graduation. Students may not fulfill the College's residency requirement using CPL, with the exception of Apprenticeship credit.

If CPL is applied to the Jefferson College degree or certificate, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.

All portfolios, documentation, and files regarding a student's CPL will be maintained in the dean's office of the applicable program.

A student appealing a CPL decision should contact the Registration and Student Records at 636-481-3207. Prior learning experiences shall be evaluated only if requested by the student.

Standardized Tests

❖ College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is designed to evaluate the student's college-level learning, no matter how or where the learning took place. CLEP examinations, designed by the College Entrance Examination Board, are divided into two types, general and subject. Jefferson College will grant credit for subject exams.

When the exam is similar in content to a course offered by Jefferson College, credit will be equated to a specific course. When no course equivalent exists at Jefferson, credit may be granted as elective hours in the same field as the examination. Credit is recorded on the student's transcript and identified with "CPL" instead of a grade. 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. CLEP charges an $93 fee, and Jefferson College charges a $30 fee to proctor the exam (the fee for the College Composition Modular is $45).

Test - CLEP Subject Exams	Semester Hours	Jefferson College Course
General Biology	4	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 Computer Concepts and Applications
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
Pre-calculus	5	MTH141 Pre-calculus
Calculus	5	MTH180 Calculus I
Introductory Psychology	3	PSY101 General Psychology
Human Development	3	PSY205 Life Span Human Development
Introductory Sociology	3	SOC101 General Sociology
Principles of Marketing	3	MGT150 Marketing
Spanish (Score 50-62)	3	SPN101 Beginning Spanish
Spanish (Score 63+)	6	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.*

❖ Advanced Placement Program (AP)

Sponsoring high schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the results of the AP exams through the College Entrance Examination Board to Jefferson College. College credit is granted for students earning a minimum score of three (3) on the exam.

Test	Semester Hours	Jefferson College Course Equivalency
Biology	4	General Biology
Chemistry	5	General Chemistry I
Economics		
Macroeconomics	3	Macroeconomics
Microeconomics	3	Microeconomics
English Language and Composition	3	English Composition I
English Literature and Composition	3	English Composition II
European History	3	Renaissance to Early Modern Europe
French	10	Beginning & Intermediate French
Human Geography	3	Geography general education credit
Mathematics		
Calculus AB	8	College Algebra & Calculus I
Calculus BC	10	Calculus I & II
Physics 1 and Physics 2	9	Elementary College Physics I & Elementary College Physics II
Physics C: Mechanics	5	General Physics I
Physics C: Mechanics and Physics C: Electricity & Magnetism	10	General Physics I & General Physics II
Psychology	3	General Psychology
Spanish	6	Beginning & Intermediate Spanish
U.S. Government and Politics	3	U.S. and MO Governments and Constitutions* or Political Science general education credit
U.S. History	3	U.S. History I* or U.S. History II*

❖ 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 Registration and Student Records at 636-481-3207.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of in-district tuition at Jefferson College for each course for which credit is awarded.

❖ American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)

American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Registration and Student Records at 636-481-3207.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of in-district tuition at Jefferson College for each course for which credit is awarded.

❖ DANTES Subject Standardized Test (DSST)

DANTES Subject Standardized Test credit is awarded on a case-by-case basis. For more information, contact the Registration and Student Records at 636-481-3207.

*There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of in-district tuition at Jefferson College for each course for which credit is awarded.

Institutional Challenge Examinations

❖ Departmental Examinations

Departmental Examinations are equivalent to the comprehensive final exam of the course. Examinations may be written, oral, demonstration, or a combination of all three. Examinations are evaluated by an area dean, faculty member, or designated subject matter expert.

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the department's Associate Dean or appropriate faculty person for applications. The cost is $40.00 per exam.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of in-district tuition at Jefferson College for each course for which credit is awarded.

Available tests are:

CHM101 Introduction to Chemistry
MTH105 Industrial Math
MTT108 Industrial Blueprint Reading

❖ Computer Literacy Proficiency Examination

Students who indicate that they have sufficient computer knowledge have the opportunity to meet the Computer Literacy Proficiency requirement for graduation by taking the Microsoft Digital Literacy Certificate Exam. This exam is administered in any Jefferson College Testing Center. A testing fee of $45 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.

Students who complete the certificate exam at a Jefferson College Testing Center can receive credit for CIS125 Computer Concepts and Applications (3 credit hours), through Credit for Prior Learning. Students will have fulfilled the computer literacy proficiency requirement for graduation.

Industry Credentials

Students must supply documentation of any industry certifications awarded within the last five years to the Registration and Student Records. Evidence of evaluation may also be required (e.g., exam scores). Credit will only be awarded for current, valid industry credentials.

Approved* Industry Credentials:

Credential	Semester Hours	Jefferson College Course Equivalency
CompTIA A+	5	CIS130 Introduction to Information Technology
CompTIA Network+	4	CIS147 Networking I
CompTIA Security+	4	CIS260 Information Systems Security
CompTIA Cloud+	4	CIS247 Networking II
Microsoft 365 Certified: Modern Desktop Administrator Associate	3	CIS252 Enterprise Client Administration
CompTIA Security+	4	CIS260 Information Systems Security
CISCO CyberOps Associate	4	CIS263 Network Security
CompTIA Linux+	3	CIS275 Linux
CompTIA CySA+	4	CIS264 Advanced Information Systems Security
CompTIA PenTest+	5	CIS277 Penetration Testing
Missouri POST Certification		LEA Credits depending on level
Certification with the National Registry		EMT and PAR credits depending on certification of Emergency Medical Technicians
ServSafe Food Protection for Managers	1	CUL100 ServSafe Sanitation

* Credentials not listed on the Approved Industry Credentials table are evaluated on a case-by-case basis and may be eligible for credit, pending approval from the appropriate Associate Dean. The student should consult his or her advisor to determine the appropriate contact person.

Military Educational and Training Credit

Military educational and training credit can be transcripted through the Community College of the Air Force (CCAF) and the Joint Services Transcript. Credit will be awarded based on credit recommendations for military training schools or ACE occupational credit recommendations.

❖ Community College of the Air Force (CCAF)

Jefferson College evaluates credit from CCAF in the same way as credit from any other accredited college or university. Academic credit may be awarded only for courses that directly apply to the student's declared certificate or degree program.

❖ Joint Services Transcript

From the Joint Services Transcript website:

> "The Joint Services Transcript is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations" *(Source: https://jst.doded.mil/faq.html)*

There is no fee for posting credits for military education on the student's transcript.

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 or her apprenticeship training to Jefferson College. Approved apprenticeship training is awarded 45 credit hours.

Eighteen hours of general education and additional three hours of computer literacy are required to complete the Associate of Applied Science degree. A student may distribute these 21 credit hours over a typical four-year apprenticeship program or can complete all of them in one or two semesters if his or 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.

Students requesting credit for apprenticeship training must present their Journeyman card for verification to the Registration and Student Records.

Portfolio Evaluation

Students may request credit for a course that does not have an established method for granting Credit for Prior Learning. In such instances, the student may submit a Portfolio of work for review by an evaluation committee, consisting of a Associate Dean and one or more faculty evaluators, as appropriate.

The following outlines the process for seeking credit by Portfolio Evaluation:

1. Student expresses interest in CPL.
2. Student meets with an Enrollment Specialist or faculty advisor to determine the most appropriate method of CPL for the course(s).
3. If there is not an established method for obtaining CPL, the student may request a portfolio evaluation.
4. The advisor directs the student to the appropriate Associate Dean/director for an initial meeting.
5. Associate Dean/director explains the process of Portfolio Evaluation.
6. If the student commits to the process, Associate Dean/director identifies faculty (one or two) to serve on evaluation committee.
7. Evaluation committee (Associate Dean/director and evaluator(s)) meets to establish criteria.
8. Student meets with the evaluation committee. During this meeting, established criteria to demonstrate mastery of each expected learning outcome are discussed. However, the student may request consideration of alternate criteria to demonstrate mastery of expected learning outcomes.
9. Student takes payment slip(s) to cashier and pays evaluation fee(s).
10. Student submits portfolio(s) to Associate Dean/director, along with receipt(s) of paid evaluation fee(s).
11. Associate Dean/director provides evaluator(s) with portfolio(s) and Portfolio Evaluation Agreement(s).
12. Evaluator(s) review(s) portfolio(s) in accordance with terms outlined in the Portfolio Evaluation Agreement(s).
13. During the initial review process, the evaluator(s) may determine that one or more outcomes is not fully demonstrated by the portfolio submission. In such a case, the evaluator(s) may request additional supporting documentation from the student and conduct one supplemental review.
14. If credit is not approved, Associate Dean/director notifies student.
15. If credit is approved, evaluation committee completes the Credit for Prior Learning Recommendation Form.
16. After all signatures have been received, the form is sent to the Registration and Student Records.
17. Office of Enrollment Services notifies student that CPL has been posted to the transcript.
18. Student pays posting fee to the cashier, then student notifies the Registration and Student Records that payment has been made.
19. All portfolios will be maintained in the dean's office of the applicable program.

Standards for Awarding CPL

1. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications.
2. A student may use CPL to fulfill all degree/certificate graduation requirements except for mandatory institutional requirements.
3. CPL may be applied toward the courses toward any degree or certificate sought at Jefferson College and only for the purpose of satisfying prerequisites or graduation requirements.
4. All work assessed for CPL must meet or exceed "C" level work. "C" level work criteria shall be determined by Jefferson College faculty, Associate Dean, or Evaluation Committee.

Policy & Procedures for Awarding CPL

1. At least one credit hour must be successfully completed and transcripted on the student's records before any Credit for Prior Learning (CPL) can be awarded. The process may be initiated in advance, but the CPL credit will not be awarded until this credit hour requirement is met.
2. For all prior learning credit awarded, the course number, course title, number of semester hours, and grade of "CPL" will be posted on the student's transcript and labeled CPL.
3. The College's residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College
   for graduation. Students may not fulfill the College's residency requirement using CPL, with the exception of Apprenticeship credit.
4. When CPL is applied to the degree or certificate requirements, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.
5. All portfolios, documentation, and files regarding a student's CPL will be maintained in the Dean's office of the applicable program.
6. A student appealing a CPL decision should contact the Registration and Student Records at 636-481- 3207.
7. Prior learning experiences shall be evaluated only if requested by the student.

Cancellation of 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 associate dean will approve a course cancellation.

Final Examination Policy

At the beginning of the fall and spring semesters, the Dean of Instruction publishes a special schedule for the completion of final examinations. The schedule is available at the deans' offices, Associate Deans' offices, as well as the Registration and Student Records, and Jefferson College Arnold. 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

If a student believes that a final grade for a course is not correct, the student should contact the instructor of record to determine why that grade was assigned. This communication may be conducted in person, in writing, or through electronic communication. This question should be asked as early as possible to allow for a rapid resolution of any administrative or clerical errors.

Formal Grade Appeal Review Process

1. If no answer is received by the start of the next regular semester (Fall or Spring), or if the instructor's response is not satisfactory, the student may initiate a formal grade appeal. The deadline for initiating a formal grade appeal is the first business day of the second week of the next regular semester (Fall or Spring). The student will contact the instructor by email using an official Jefferson College account. The student will copy the message to the instructor's associate dean (or designated institutional supervisor). The message must include the student's full name, the CRN of the course (five-digit course registration number), the nature of the disagreement, and the student's calculation of his or her final grade based on the course syllabus.

2. It is then the responsibility of the instructor to explain, making explicit references to the course syllabus, the determination of the course grade. That information will be sent to the student through an official Jefferson College email account. The instructor's associate dean (or designated institutional supervisor) will be copied on that message. The instructor has five business days after receiving the formal grade appeal to respond to it.

3. If the response provided by the instructor is deemed by the student to be insufficient, or if the student has not received a reply after five business days, the student may appeal the instructor's decision to the appropriate associate dean (or designated institutional supervisor). This must be initiated no later than 10 business days after the initial request for a formal grade appeal. The appeal to the associate dean must be submitted in Maxient by selecting Student Initiated Course Concerns.

4. The appeal of the instructor's decision going to the appropriate associate dean (or designated institutional supervisor) should include the nature of the grade disagreement, a copy of communication between the student and the instructor, and a copy of the course syllabus. The associate dean (or designated institutional supervisor) then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College email account.

5. If the response provided by the associate dean (or designated institutional supervisor) is deemed by the student to be insufficient, or if the student has not received a reply within five business days, the student may appeal the decision of the associate dean (or designated institutional supervisor) to the Dean of Instruction (or designated institutional supervisor). This should be initiated no later than 20 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College email account.

6. The dean (or designated institutional supervisor) will receive the same documentation provided to the associate dean (or designated institutional supervisor), with the additional inclusion of the response of the associate dean (or designated institutional supervisor). The dean (or designated institutional supervisor) then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College email account.

7. If the response provided by the dean (or designated institutional supervisor) is deemed by the student to be insufficient, or if the student has not received a reply within five business days, the student may appeal the decision of the dean to the Vice President of Academic Affairs. This should be initiated no later than 25 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College email account.

8. The Vice President of Academic Affairs will receive the same documentation provided to the dean (or designated institutional supervisor), with the additional inclusion of the response of the dean (or designated institutional supervisor). The Vice President of Academic Affairs then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College email account.

9. The determination of the Vice President of Academic Affairs is final.

Note: In the event that an appropriate individual is unavailable to resolve the grade dispute during the designated time frame or there is a conflict of interest, Jefferson College will designate an appropriate institutional peer.

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, WC, WX, H" and "I" are excluded from these calculations.)

Grade Reports

Final grades are available online through the MyJeffco Student link at the end of each semester. Online grade reports list the letter grade awarded in each course, the honor 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. Midterm grades may also be available online through MyJeffco.

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	Student-initiated withdrawal
WC	Student-initiated withdrawal due to crisis (Spring 2020 only)
WX	Administrative withdrawal

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. 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 associate dean for an exemption of the course in question.

All students must apply for graduation to be reviewed for eligibility and processing. To apply for graduation, see the Jefferson College Graduation webpage.

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 "I" grades in a spring semester have through that fall semester to resolve the "I" grade. Students receiving an "F" grade should follow the College's policy on repeating courses.

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. Financial aid recipients should check with the Financial Aid Office before repeating a course.

Retroactive Credit for Foreign Language and Math

Retroactive Credit in Foreign Language may be earned if a student has had two or more years of high school French, German, or Spanish. A student who completes Intermediate French, German, or Spanish with a grade of "C" or better as his/her first foreign language course will be eligible to receive retroactive credit for the course bypassed (Beginning French, German, or Spanish). After successful completion of Intermediate French, German, or Spanish, a student should speak with his/her instructor about the application for retroactive credit. 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.

Retroactive Credit for Math is available for those students who complete MTH161 Calculus for Business and Social Sciences, MTH180 Calculus I, or BUS168 Business Statistics with a "C" or better and wish to also receive three credit hours of retroactive College Algebra. Student who qualify for retroactive math credit should speak with his/her instructor upon successful completion of the higher level course. 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 names from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain Jefferson College's FERPA policy statement in the Jefferson College Student Handbook.

Inquiries regarding the Act of 1974 should be directed to the Registration and Student Records. Jefferson College may make available to the public this directory information: name, address, telephone number, date of birth, Jefferson College email 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 Registration and Student Records 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

Official Jefferson College transcripts are available electronically through the National Student Clearinghouse. Financial obligations to the College must be met before a transcript is released. Each official transcript costs $8, plus any additional PDF and delivery fees. To request an official transcript, please visit the Jefferson College website or order your official transcript through the Student tab in MyJeffco. Graduates will receive one complimentary transcript with their diploma.

Waitlist Procedure

A waitlist for a course may be initiated by an associate 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 Registration and Student Records. 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 Registration and Student Records. 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 MyJeffco or by the completion of an official withdrawal form, which is available from the Registration and Student Records, the appropriate dean or Associate Dean's office, or the offices at Jefferson College Arnold. Failure to attend classes does not constitute a withdrawal. For tuition refund purposes, only official drops made during the first two weeks of a regular 16-week 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 20). Refunds for courses of shorter-term length will be made on a prorated 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.

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 dropped or withdrawn from a class will receive a failing grade at the end of the semester, or the student may be administratively withdrawn (see Administrative Withdrawal on page 32).

To add, drop, or withdraw from a course, a student must complete a Schedule Change form, which must be filed in the Registration and Student Records. A schedule change form may be obtained and processed in the Registration and Student Records located in the Student Center building, at the appropriate dean or Associate Dean's office, or at the office at Jefferson College Arnold. Copies can also be printed through the Student tab in MyJeffco. The signed and dated form must be filed in the Registration and Student Records, the appropriate dean or Associate Dean's office, or at the offices at Jefferson College Arnold by the appropriate deadline, or the add, drop, or withdrawal is not complete. Students may also access the Student tab in MyJeffco 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 or Registration and Student Records advisor; 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 or Registration and Student Records Advisor 's approval to withdraw. If the student is passing during this period, the instructor or Registration and Student Records Advisor 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 and is unable to continue participating in classes, the student should withdraw to avoid receiving failing grades. **If an illness or injury occurs after the published withdrawal deadline has passed, a student may submit a Request for Medical Withdrawal.** 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. For specific withdrawal dates for all courses, visit the Jefferson College website. Financial aid recipients should contact the Financial Aid Office prior to withdrawing from classes to discuss how their financial aid status/eligibility may be affected.

The Request for Medical Withdrawal form may be accessed on the Student tab in MyJeffco, and can also be obtained from the Registration and Student Records, or the office at Jefferson College Arnold. To request a medical withdrawal, a student should submit the completed form with required documentation to the Registrar's Office. Requests submitted without supporting documentation will be denied. If medical necessity is validated, the student has not received federal/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 courses in the following semester without having to pay the tuition charges again, provided the courses are offered that semester.

Pregnant and Parenting Student Rights

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. Title IX also ensures the right to take medically necessary leave and to be free of harassment, intimidation, or other discrimination because of pregnancy-related conditions. For information for students who are pregnant or parenting, please visit www.jeffco.edu/titleix/pregnancy.

Student Conduct

The Student Conduct Office promotes ethical campus citizenship through enforcement of community standards, respect for individual rights, and accountability as outlined in the Student Code of Conduct. Allegations of student misconduct may be submitted using the Student Code of Conduct Report Form.

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedoms and rights that all citizens enjoy—freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process. As members of the academic community, students are expected to conduct their affairs in accordance with the standards set forth in the Student Code of Conduct. Because the College must maintain its credibility as an institution of higher education, it has established and maintains standards of academic honesty against which students are regularly evaluated in the performance of their course work.

Upon enrolling in the College, each student assumes an obligation to conduct themselves 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. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action.

Jefferson College Title IX Sexual Harassment Policy & Grievance Process

Title IX of the Education Amendments of 1972 states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Jefferson College is committed to fostering an inclusive environment where all individuals are respected and empowered to achieve their goals. In pursuit of the mission, vision, and values of the College, as well as to be in compliance with all applicable local, state, and federal laws, the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process prohibits any form of discrimination on the basis of sex, inclusive of Sexual Harassment. Jefferson College is committed to providing a learning, working, and living environment where all persons are able to thrive personally, academically, and professionally.

The Jefferson College Title IX Sexual Harassment Procedure and Grievance Process applies to all community members, including students, faculty, staff, contractors, and visitors. Any person who has been affected by any form of Sexual Harassment, Sexual Assault, Stalking, Dating Violence, or Domestic Violence, is strongly encouraged to make a report or speak to the Title IX Coordinator to learn more about options and resources available to them.

Additionally, all employees of the College, unless specifically designated as a Confidential Reporting Source for Title IX, are required to report matters that fall under this Policy to the Title IX Coordinator or to a Deputy Title IX Coordinator. Reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's Maxient reporting portal (found in MyJeffco or at jeffco.edu/titleix), or any other manner that delivers the information to the Title IX Coordinator at any time.

Title IX Coordinator:

Kristine Bogue, *Title IX Coordinator and Senior Director of Student Compliance*
Physical mailing address: 1000 Viking Drive, Student Center, Hillsboro, MO 63050
Office location: Student Center, 2nd floor, Room 209
Phone/Email: 636-481-3258/kbogue1@jeffco.edu (TTY Users dial 711)

Deputy Title IX Coordinators:

Ross Politte, *Student Support Coordinator*
Office location: Student Center, 2nd floor, Room 207
Phone/Email: 636-481-3267/rpolitt5@jeffco.edu

Alicia Smith, *Director of Talent Acquisition & Organizational Design*
Office location: Administration, Room 131-C
Phone/Email: 636-481-3154/asmith92@jeffco.edu

Jan Johnson, *Dean of Instruction*
Office location: Dr. B. Ray Henry Hall, Room 205
Phone/Email: 636-481-3400/jjohns84@jeffco.edu

Jefferson College will respond promptly, equitably, and thoroughly to all reports of Sexual Harassment in order to eliminate the harassment, prevent its recurrence, and address the effects or impacts on any individual(s) involved. The Jefferson College Title IX Sexual Harassment Procedure and Grievance Process, provides Jefferson College community members with information to assist those who have been impacted by Sexual Harassment regardless of their status as a Complainant, Respondent, Witness, or other participant/third-party, and provides for equitable procedures for reporting, investigation, and resolution of reports.

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 emailed to each student individually at his/her Jefferson College email address shortly after the start of the fall and spring semesters. The current versions of these reports are also available on the College website's Consumer Information page.



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 throughout the fall, spring, and summer semesters with a minimum 3.25 grade point average. Part-time students who believe they have met Dean's List requirements should notify the Office of the Vice President of Student Services, 636-481-3201, within 10 days of grade reporting to be added to the list. Names will be published on the College website and distributed to local newspapers for publication.

Grades that are not calculated into grade point averages (i.e., "S" for satisfactory work and "P" for passing work) will not count toward the 12 semester hour requirement. Students named to the Dean's List must accumulate a new set of courses with the required grade point average in order to be included on the list again.

Graduation Honors

A candidate for an associate degree who has earned a cumulative grade point average of 3.50 or higher and has completed at least 30 credit hours at Jefferson College is awarded the following graduation honors: 3.50 - 3.79 cumulative grade point average is cum laude; 3.80 – 3.99 cumulative grade point average is magna cum laude; and a 4.00 cumulative grade point average is summa cum laude.

A candidate for a certificate who has earned a cumulative grade point average of 3.50 or higher in the required courses and has completed at least 15 credit hours at Jefferson College 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.

Services to Students

Academic Support

The Academic Success Center provided a variety of support helping students reach their academic and career goals. The Academic Success Center is available for no-cost, face-to-face tutoring at the Hillsboro (B. Ray Henry Hall, first floor) and Arnold (third floor) campuses. Highly qualified individuals (primarily college instructors) are available to assist with a writing, math, science, psychology, business administration, information technology, and more. Computer labs are also available.

Tutoring
Peer tutoring is available through the Academic Success Center. The Peer Tutoring Program matches students with trained tutors and is provided at no cost to students. A student may request a tutor by visiting the Academic Success Center website.

Online Support
The Academic Success Center also provides no-cost academic support through the Online Writing Lab (OWL) and online Math lab. The online labs may be accessed through the Academic Success Center website or through the MyJeffco Online Support tabs.

Placement Test Preparation
Staff in the Academic Success Center can provide no-cost tutoring assistance to students and prospective students preparing for the Accuplacer Next Gen. By improving test scores, students may avoid taking extra coursework.

Accessibility Resource Office

Students with disabilities can utilize support services offered by the Accessibility Resource Office by registering with the program coordinator by submitting an application. Students must provide documentation of their disability from either a high school (IEP or 504) or a qualified medical professional in a timely manner to receive accommodations. An Assistive Technology Service Center is available for students who require adaptive technology and/or additional resources. If accommodations for a disability are needed, please contact the Accessibility Resource Office at 636-481-3158 or aro@jeffco.edu. TTY users may dial 711. The ARO is located in the Charles McClain Hall (MH) Room 104.

Campus Safety

Jefferson College Campus Police Department

Campus Police ensure a safe and secure campus environment for students, faculty, and staff. We assist the campus community with vehicle-related issues such as lockouts and jump-starts, as well as provide safety escorts to vehicles upon request. Campus Police also maintain custody of lost-and-found property until claimed.

The Jefferson College Campus Police Department office is located on the Viking Woods Apartment Property, 800 Mel Carnahan Drive, #214.

Reporting a Crime

All students, faculty, and staff are encouraged to report any crime or criminal activity to the Jefferson College Campus Police Department (JCCPD) at 636-481-3500 (on campus, dial 3500). The Jefferson College Campus Police Department will investigate, or report to the appropriate law enforcement agencies, all incidents of crime or criminal activity on campus. The JCCPD will also cooperate with local police agencies in monitoring any off-campus criminal activity.

To obtain a copy of the annual report on crime awareness and campus safety at Jefferson College, including crime statistics for the previous year, contact the Jefferson College Campus Police Department at 636-481-3503.

Building and Parking Lot Safety

Building and parking lot safety services are provided for students, faculty, and staff throughout the year. If you need to contact a police officer, you may call from any college campus phone by dialing extension 3500 or ask any staff member to call the Campus Police Department. If off-campus or by cell phone, you can call 636-481-3500.

In an emergency situation, you should call 9-1-1 from the nearest phone. The Jefferson College Campus Police Department and any other related first responder personnel will respond immediately.

The Jefferson College Campus Police Department is on the Hillsboro Campus 24 hours a day, 365 days a year.

Contact Information:

Emergency: 636-481-3500 or 9-1-1

If possible, tell the dispatcher the nature of your emergency, your exact location, and what services are needed. Remain there until help arrives.

Campus Police Department:

On-Duty Officer	636-481-3500	
Beau Besancenez, *Police Sergeant*	636-481-3503	bbesance@jeffco.edu

Care Team

The Care Team is here to support students who may be struggling with behavioral or well-being concerns. Meeting weekly, the team works together to connect students with personalized resources, encouragement, and accountability, while ensuring safety and care for both the individual and the campus community.

Students can self-refer or anyone can report concerns about other students through the College's Maxient Report portal found in MyJeffco, under the Student, Miscellaneous dropdown, or the Care Team website.

The Care Team assesses all incoming reports and implements appropriate intervention(s), as needed. For further information regarding the Care Team, please contact (636) 481-3333 or visit: jeffco.edu/care-team.

Student Wellness and Counseling Services

Jefferson College offers FREE counseling services for any currently enrolled student to address ongoing problems or concerns. Student Wellness and Counseling Services is dedicated to student success and works with students to navigate barriers to access appropriate treatment and resources. Services can be provided in person or virtually. Additional virtual options are also available through Central Methodist University. Services include sessions, drop-in hours, and crisis services for students. Consultation and outreach services are also available to students, faculty, and staff.

All Counseling Services are voluntary and confidential.

- The Student Wellness and Counseling Services Office is located on the second floor of the Student Center building (limited hours available at the JCA location) and can be reached at (636) 481-3215, counseling@jeffco.edu, or by visiting their webpage.
- Central Methodist University's Clinical Counseling Center can be reached at cccjeffco@centralmethodist.edu

Cost of Attendance

Pursuant to Missouri HB 1606 (2018) information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at Jefferson College can be found at the following URL: https://scorecard.mo.gov/scorecard/. Search using School / Program "Jefferson College" and choose the degree or credential type of interest.

The following limitations to the data apply: Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.

For more information on cost of attendance visit MoSCORES. (https://scorecard.mo.gov/Search).

Early Childhood Center

The Jefferson College Early Childhood Center is licensed by the State of Missouri and accredited by the Missouri Accreditation of Programs for Children and Youth, holding a Quality Assurance Report (QAR) designation of "Exhibiting High Quality" to serve children ages two through 12. The Center is designed to meet the needs of preschool and school-age children and their participating families by providing a safe and nurturing environment.

The Center also operates as an observation, laboratory, and practicum site for adult students enrolled in early childhood education courses and other curricula areas concerned with the care and education of children.

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.

For enrollment information or to participate in observations, labs, or practicums, call 636-481-3299, or 636-481-3298.

Employment Services

The Employment Services Office provides students and graduates with information and tools to prepare for a successful job search. Services provided include advice on resume and cover letter development, interview techniques, job search strategy, and connections to job openings in the community. The office provides individual assistance, workshops, and hosts an annual job fair that provides opportunities for students to interact with potential employers. Job placement data for Career Education Program graduates is also monitored. For more information on Employment Services, call 636-481-3223.

Registration and Student Records

The Registration and Student Records is your one stop shop for admissions, advising, financial aid, registration, student records, and transfer services. Visit the main floor of the Student Center in Hillsboro or Jefferson College Arnold for assistance.

Registration and Student Records Advising Specialists provide a variety of services designed to facilitate student success, including academic advising, registration, financial aid guidance, career exploration, academic and personal support, and transfer assistance. These services are critical in helping the student make the most of his or her college career. All students are encouraged to meet with an Registration and Student Records Advising Specialist each semester to discuss required courses for each certificate or degree and resources available for success.

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. Students are encouraged to schedule an appointment to meet with their assigned advisor or an Registration and Student Records Advising Specialist.

New students are required to make an advising appointment. After being admitted to Jefferson College, an Registration and Student Records Specialist 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 COL100 Freshman Seminar; COL101 Introduction to College: Strategies for Success; or COL103 Structured Support for Intro to College, or EDU105 Exploring the Field of Education. Students may schedule an appointment with an advisor through the MyJeffco student tab.

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 MyJeffco.

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

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.

Online Math Lab – The Online Math Lab is staffed by math faculty to assist students with math questions and problems. The Online Math Lab chat service provides real-time, easy access for students to request help with math concepts and application.

Help Desk – E-services extends the help desk service through live online chat. Help desk staff are available to answer questions related to online learning and educational technology.

Library Services

The Jefferson College Library houses individual and group study rooms, open computer and study spaces, a large collection of research and recreational titles, and areas for both collaborative and quiet study. Librarians and library staff are available to assist with technology, information, and research questions.

Examples of conduct which may subject a student to disciplinary action are itemized in the Jefferson College Student Handbook, as well as the Board of Trustees Policies Manual and the Board of Trustees Procedures Manual (available in the Office of the Vice President of Student Services). The Student Conduct and Title IX Offices are located on the top floor of the Student Center building and can be reached at 636-481-3262.

Jefferson College Library provides research assistance, print and digital resources, and assignment-specific instruction to help students with college-level research and the development of information literacy skills. LibGuides, our online research guides, are available for individual assignments, courses, and subjects. Access to over 80 databases full of eBooks, scholarly journals, streaming media, magazines, and newspapers is available both on and off-campus. Popular resources include Discovery, which enables you to search through dozens of databases, open access collections, and the Library catalog at once; Learning Express Library, which provides access to test preparation materials and career skill building courses; and Films on Demand, a streaming educational video database. Our online catalog, Locate, allows students to search for and request materials from our library, and MOBIUS, our consortium catalog, allows you to request books from academic and public libraries across the state and region.

Jefferson College Library offers a variety of online materials and services to support students. Our Ask-A-Librarian service provides chat, text, email, and phone options for getting answers to your questions, as well as one-on-one reference appointments with librarians. A few minutes spent consulting with a librarian can save you hours of frustrating research. Additionally, our LibGuides offer video tutorials, links to recommended resources, and convenient search boxes for our most popular databases.

Hillsboro

The library building on the Hillsboro campus reopened in March of 2018 after a complete renovation of the 1966 structure. Library features include bookable group and individual study rooms, dozens of PCs on both floors, SMARTboards, abundant natural and LED lighting, over 300 outlets, four times the WIFI capacity, and much more.

- Collaborative meeting rooms for student clubs and larger groups
- Individual quiet study rooms and spaces
- Laptops for check-out
- Content Creation Lab for digital audio & video creation and editing
- Over 60,000 print volumes & access to millions more through MOBIUS
- Research assistance from librarians
- Jefferson County History Center & Archives
- Federal Depository Library collection

Arnold
Students at the Arnold location have access to physical library materials via the daily campus courier. All students have online access to popular and scholarly periodicals, digital reference books, streaming video, and eBooks through the library's dozens of database and eBook subscriptions. Librarians provide research instruction to classes at the JCA campus and are available via phone, email, chat, or appointment to assist students with their research needs.

Jefferson College Library is a member of MOBIUS, the regional consortia of libraries who share resources and make millions of items available via courier service and online. Information about Jefferson College Library's services, materials, hours and renovation may be found on our webpage. Students may contact the Library via email at refdesk@jeffco.edu, phone at 636-481-3166, or via our Ask-A-Librarian chat or text at 636-486-0898.

Math Labs

The Math Labs are located in the Academic Success Center, B. Ray Henry Hall, room 105, and in the Academic Support Center at Jefferson College Arnold Room 312. 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.

The Online Math Lab provides math assistance for students through an online chat environment. Students will have an opportunity to ask questions and communicate with math faculty.

Online and Hybrid Courses

Courses offered online are equivalent to on-campus courses in terms of content, degree of difficulty, and transferability. In online courses at Jefferson College, students and instructors use the Internet for the distribution of learning materials, for communication, and for student assessment. Students should determine if they have sufficient computer literacy to take online courses (basic computer operations such as using the mouse, scrolling, clicking on links, saving files, using email, and searching the Internet).

Online courses may require access to a combination of technologies. The Technology recommendations listed are identified as the minimal and recommended standards when utilizing a computer to complete academic studies. These standards are provided to promote student success at the certificate/program/certificate level.

Minimum Standards: Processor - Dual core; 4 GB of RAM; Hard drive - 256 GB; Webcam that supports at least 480p resolution; functional speakers and microphone.

Recommended Standards: Processor - Quad core or better; 8 GB of RAM; Solid-state drive of 500 GB; High-definition camera with 1080p resolution; functional speakers and microphone; Recommended Network Speed: 10 Mbps for both upload and download

Internet Speed Recommendations: When completing internet-based assignments and activities, it is vital to have internet speeds and bandwidth that will enable uploading of files, documents, and participating in virtual meetings. **Minimum & Recommended Network Speed:** 10 Mbps for both upload and download

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 list of events on the campus life webpage for dates, times, and details. For more information about activities, call 636-481-3295.

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 636-481-3387.

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, visit the campus life webpage, or contact the Office of Student Development at 636-481-3231.

Student Support Services - Project SUCCESS

Student Support Services – Project SUCCESS is an academic program available to eligible students who are interested in graduating from Jefferson College and transferring to a four year institution. Participants will be provided:

- **Individualized Advising** – assigned one academic coach for your time at Jefferson College, personalized goal setting, academic skill development
- **Transfer Assistanc**e – determine transfer of credits between institutions and visit various college campuses
- **Financial Literacy** – assistance to secure financial aid and develop tools to promote financial stability
- **Cultural Enrichment** – trips to historical sites, plays, and museums to broaden cultural awareness. To be eligible to participate, a student must fall into at least one classification below.
  - Low income (based on federal guidelines)
  - First generation college student
  - Student with a documented disability

Services are free to eligible students. Interested students may visit the Project SUCCESS office in the Student Center, room 217, on the Hillsboro campus or call 636-481-3281. Appointments are available at the Hillsboro and Arnold campus locations. Project SUCCESS is a TRIO program federally funded through the U.S. Department of Education.

Testing Services

The Testing Center offers a variety of testing services for students including the Accuplacer Next Gen Reading and Math placement tests, correspondence tests, distance learning tests, exit exams (graduation requirement), faculty make-up tests, and many other standardized tests such as CLEP, HESI A2, HiSET, MoGEA, POST, and others.

Veterans' Benefits

Benefits are available to veterans and other persons eligible under Chapters 30, 31, 33, 35, and 1606 of the Montgomery GI Bill™ how 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 MyJeffco 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.

Students who receive Federal Tuition Assistance are required to earn those funds by attending classes through at least 60% of the period of enrollment. Students who withdraw or are administratively withdrawn from any or all course(s) prior to the 60% point for that particular class or classes may have been overpaid. When an overpayment is found to exist, 100% of the tuition for the course(s) affected will be repaid to the Federal Tuition Assistance program and the student will become financially responsible to Jefferson College for the amount repaid on his/her behalf. The student will be billed by the College for the total overpayment and will be allowed 45 days for repayment to the College.

Should a veteran have questions about his/her educational benefits, the student should contact Services International and Veteran Services Coordinator at 636-481-3272.

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 education, and assistance with books, supplies, and transportation, if financially eligible.

Further information can be obtained at the Division of Vocational Rehabilitation, 3256 Laclede Station Road, Suite 103, St. Louis, MO 63143; phone number 314-877-1900.

Writing Labs

Located in the Academic Success Center (B. Ray Henry Hall, first floor) 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 Support tab on MyJeffco.


Next Due
Mod # 3
Quiz #3
Workbook
INSTRUCTOR
JEFFERSON COLLEGE
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
Jefferson College

Four Schools of Jefferson College

School of Humanities

The following programs are housed within the School of Humanities:

- Art
- Communication
- English
- Foreign Language
- Geography
- Global Studies
- History
- Journalism
- Music
- Philosophy
- Political Science
- Theatre
- TV Production

School of Business, Social Sciences and Public Services

The following programs are housed within the School of Business, Social Sciences & Public Services:

- Accounting
- Business Administration
- Business Management
- College Studies
- Criminal Justice
- Culinary Arts
- Early Childhood Education
- Economics
- EMT/Paramedic
- Guidance
- Health/Physical Education
- Law Enforcement Academy
- Psychology
- Social Work
- Sociology
- Teacher Education

School of Math, Physics & Technology

The following programs are housed within the School of Math, Physics & Technology

- Applied Technology
- Astronomy
- Automotive Technology
- Computer Information Systems:
  - Computer Support Option
  - Criminal Justice Cyber Forensics Option
  - Cyber Security Option
- Engineering
- Geology
- Heating, Refrigeration and Air Conditioning
- Math
- Physics
- Precision Machining Technology
- Welding

School of Science & Health

The following programs are housed within the School of Science & Health:

- Anatomy & Physiology
- Biology
- Chemistry
- Health Information Technology (HIT)
- Nursing
- Radiologic Technology
- Veterinary Technology

General Degree Requirements

Jefferson College Offers Five Associate Degrees

Associate of Arts (A.A.)
Transferable to four-year institution as part of a bachelor's degree

Associate of Fine Arts (A.F.A)
Two options are offered: Art and Music transferable to a four-year institution as part of a bachelor's degree in fine arts

Associate of Arts in Teaching (A.A.T.)
Transferable to four-year institution Teacher Education Program as part of an education bachelor's degree

Associate of Science (A.S.)
Three options for emphasis: Biology, Chemistry, Engineering, or Engineering Technology transferable to specific four-year institutions as part of a bachelor's degree

Associate of Applied Science (A.A.S.)
Designed for entry into a particular occupation

And Several Career Education Certificates

The general graduation requirements for all degrees and certificates are detailed below. These are followed by a summary of the required components of the General Education Program. A summary of the statewide and institutional requirements for degrees and certificates follows. Specific requirements for each associate degree (A.A., A.F.A, A.A.T., and A.S.) are detailed on pages 79-105. Requirements for specific Career Education certificates and Associate of Applied Science degrees (A.A.S.) including departmental/program requirements are detailed on pages 106-138.

Degree & Certificate Requirements

The requirements for an associate degree from Jefferson College are:

1. Minimum of 62 hours of college credit with a minimum of 15 credit hours completed at Jefferson College.
   a. Completion of the General Education program requirements specified for each degree (i.e., 42 credit hours for A.A. and A.A.T., 45 credit hours for A.S., 27 credit hours for he A.F.A, and a minimum of 18 credit hours for A.A.S.).
   b. Completion of specified curriculum for each degree/department/program/major.
2. Successful completion of institutional requirements:
   a. Successful demonstration of computer literacy proficiency with a grade of "C" or better.
   b. First Year Experience requirement.
3. A minimum cumulative grade point average of:
   a. 2.00 ("C") is required for the A.A., A.F.A, A.S. and most A.A.S. degrees
   For the A.A.T degree, 2.5 overall and 2.75 in all education (EDU) courses, with no grade lower than a "C" in education (EDU) courses.

The requirements for a career education certificate from Jefferson College are:

1. Completion of the specified departmental/program/major curriculum with a minimum of 15 credit hours completed at Jefferson College.
2. Successful completion of the First Year Experience institutional requirement.
3. A minimum cumulative grade point average of 2.00 ("C") in the required curriculum.

All candidates for a certificate or degree must:

1. File an Application for Graduation with the Registration and Student Records by September 1 for fall graduation, February 1 for spring graduation, and June 1 for summer graduation.
2. Complete the exit exam assessment as required by the College and specific degree or certificate.
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. Receive certification for a degree or certificate by the Registrar.
5. Candidates for graduation are encouraged to participate in Commencement ceremonies scheduled for May 16, 2026. Please check the Commencement webpage for details.

The following should be noted:

1. No degree or certificate credit will be given for developmental courses with numbers that begin with "0," for example, English 099. Although they may be required of students to prepare for entering other courses, they will not apply as credit toward a degree or certificate.
2. No more than four hours of performance credit in music and/or four hours of physical activity courses may be counted toward an A.A. or A.A.T. degree.
3. All new, degree-seeking freshman for fall 2019 are required to pass the Missouri Higher Education Civics Examination as required by Missouri with the passage of Senate Bill 807 in 2018. The Missouri Higher Education Civics Examination will be administered through PSC001, zero credit hour course. New degree-seeking students must enroll in the course and pass the exam for graduation eligibility. Students are not required to complete the examination to be eligible for a career education certificate.
4. Multiple degrees/certificates: In most instances, a student may receive multiple degrees (A.A., A.A.T., A.S., A.F.A., A.A.S). However, an A.A.T. degree recipient may not subsequently earn an A.A. An A.A. degree recipient may subsequently earn an A.A.T. degree if an additional 15 credit hours of applicable coursework is completed. A student may receive multiple certificates without limit.
5. The Associate of Applied Science (A.A.S.) degree and Career Education certificates are not limited by prior graduation.
6. Second degrees: Associate of Arts degrees satisfy the General Education program for 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 program of Jefferson College's Associate of Applied Science degree.
7. 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 COL100 Freshman Seminar; COL101 Introduction to College: Strategies for Success; COL136 Mastering the College Experience, EDU105 Exploring the Field of Education; or EGR100 Introduction to Engineering 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 Registrar) are exempt from this requirement.



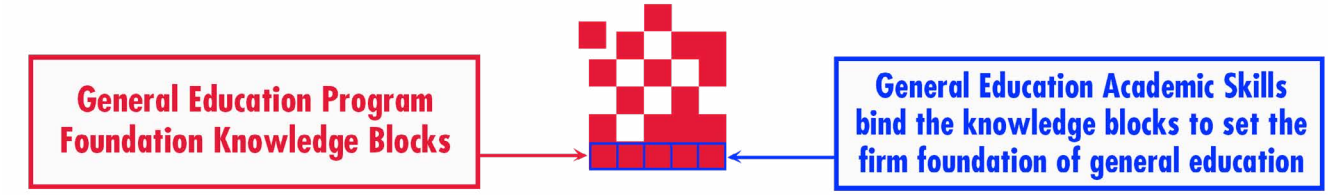
General Education Program Requirements

Building a Strong Foundation for Learning, Growth, and Success

At Jefferson College, we value general education because it is a necessary foundation for success in a complex and changing society, as well as for advanced work in specific areas of study or degrees. The general education program equips students with the intellectual tools, knowledge, and creative capabilities to engage in today's globally interconnected and rapidly changing world.

General education informs students that the world is understood in different ways and provides them with the means to come to terms, intelligently and humanely, with that diversity. Throughout general education, students acquire appropriate investigative, interpretative, and communicative competencies. General education encourages students to acquire and use the intellectual tools, knowledge, and creative capabilities necessary to study the world as it is, as it has been understood, and as it might be imagined. General education furnishes students with skills that enable them to deepen that understanding and to communicate it to others. Through general education, Missouri institutions foster student success in their specialized areas of study and toward rewarding lives as educated persons, active citizens, and effective contributors to their own prosperity and to the general welfare of the world in which they live.

Students who complete minimum 42 credit hour transferable general education program MOTR CORE 42 curriculum requirements will acquire a broad base of knowledge from the traditional disciplines of the arts and sciences as well as competency in academic skills embedded across this curriculum that serve as the foundation for continued learning, acquiring new skills, successful citizenship, and personal accomplishment. They will have met the high expectations embodied in the mission and values of Jefferson College, as well as the statewide general education policy.



Jefferson College has constructed blocks of general education courses required for each associate degree that are designed to build this foundation of knowledge and skills. The General Education Program curriculum includes a range of courses from the traditional disciplines of the arts and sciences to ensure a broad base of knowledge from multiple disciplines. Through the courses in these blocks, students gain knowledge of the unique terminology, concepts, assumptions, theories, key figures, events, procedures, and practices distinctive to each discipline. General education also introduces students to the connections between these disciplines and the potential for interaction among all branches of knowing, ordering, and imagining the real world. This block of courses is designed to be accepted as equivalent to corresponding general education programs at other institutions.

Jefferson College General Education Program Foundation Knowledge Blocks

Required General Education program curriculum for each associate degree consists of courses in the following areas (see specific degree requirements for a list of General Education courses in each of these areas).

Social & Behavioral Sciences Foundation Block	Written & Oral Communications Foundation Block	Natural Sciences Foundation Block	Mathematical Sciences Foundation Block	Humanities and Fine Arts Foundation Block

This general education program curriculum at Jefferson College is aligned with the Missouri Transfer (MOTR) CORE 42 guidelines for curricular goals and student competencies found at the Missouri Department of Higher Education (MDHE) MOTR CORE 42 webpage https://journeytocollege.mo.gov/finish/transfer-credit/core-42/.

Missouri Transfer (MOTR) CORE 42 General Education Requirements

Missouri statewide general education course of study is intended to ensure that all graduates possess a common core of college-level skills and knowledge. The statewide general education policy grants each institution of higher education in Missouri the privilege and responsibility to exercise their academic and institutional autonomy to design a program of general education that:

- is developed by the faculty
- is validated by the institution's administration and governing board
- reflects the institution's mission
- is consistent with the statewide guidelines which embody the high expectations for the academic skills and knowledge that all students who complete degrees should master.

Students who complete the CORE 42 at any Missouri public institution of higher education shall be considered as having completed all lower-division general education requirements at a receiving public institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. The receiving Missouri public institution cannot require the student take any additional lower-division general education courses. The student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.

CORE 42 completion requires at least 42 credit hours of MOTR aligned courses with a minimum cumulative grade point average of 2.00, distributed among the Knowledge Areas as listed below.

- The Associate of Arts (A.A.) transfer degree requires completion of the CORE 42.
- Students pursuing other degrees (A.A.T., A.F.A., A.S., & A.A.S.) may complete all or just a portion of the CORE 42 as part of their specific degree requirements.

Students who do not complete either the Associate of Arts or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program or CORE 42 at the receiving institution.

Social & Behavioral Sciences	Written Communications	Oral Communications	Natural Sciences	Mathematical Sciences	Humanities & Fine Arts
9 credit hours minimum from at least 2 disciplines, including at least one Civics course	6 credit hours minimum	3 credit hours minimum	7 credit hours minimum from at least 2 disciplines, including one course with a lab component	3 credit hours minimum.	9 credit hours minimum, from at least 2 disciplines; Limit of 3 credit hours in PERF credits.

Individual courses that comprise the general education program CORE 42 curriculum for most* degrees are recognized as equivalent to a Missouri Transfer Guaranteed CORE 42 course. These courses are designated with a Missouri Transfer (MOTR) course number, which guarantees the one-to-one transfer of these courses among all Missouri public institutions of higher education. The credit received for any individual course with a MOTR prefix shall not only fulfill the specific discipline-area within the CORE 42 framework, but will also fulfill any other requirements or pre-requisites that the course satisfies.

**Degrees other than the A.A. are aligned as closely as possible to the MOTR CORE courses and structure. Some variations/exceptions exist and are allowed by Missouri Department of Higher Education (MDHE) due to unique academic needs and/or accreditation requirements for specific degrees, existing transfer and articulation agreements, and degree plans/curriculum approved MDHE.*

Jefferson College 2026-27 Approved MOTR Core 42 Courses

Jefferson College Course by Knowledge Area	MOTR Course Equivalent
COMMUNICATIONS	**MOTR COURSE EQUIVALENT**
Oral Communications	
COM100(H) Fundamentals of Communication	MOTR COMM 100 Introduction to Communications
COM110 Public Speaking	MOTR COMM 110 Fundamentals of Public Speaking
COM220 Argumentation & Debate	MOTR COMM 220 Argumentation & Debate
Written Communications	
ENG101(H) English Composition I	MOTR ENGL 100 Composition I
ENG102(H) English Composition II	MOTR ENGL 200 Composition II
HUMANITIES AND FINE ARTS	**MOTR COURSE EQUIVALENT**
Art	
ART101 Art Appreciation	MOTR ARTS 100 Art Appreciation
ART103 Survey of Art I	MOTR ARTS 101 Art History I
ART105 Survey of Art II	MOTR ARTS 102 Art History II
Literature	
ENG105 Poetry and Short Story	MOTR LITR 100P Introduction to Literature - Poetry
ENG106 Drama and Short Novel	MOTR LITR 100D Introduction to Literature - Drama
ENG122 Film Appreciation: Introduction to Cinema	MOTR FILM 100 Introduction to Film Studies
ENG215 World Literature: Before 1650	MOTR LITR 200A World Literature – Antiquity to 1660
ENG216 World Literature: After 1650	MOTR LITR 200B World Literature – 1660 to Present Day
ENG225 English Literature: Before 1800	MOTR LITR 102A British Literature: Beginning to 18th Century
ENG226 English Literature: After 1800	MOTR LITR 102B British Literature: Late 18th Century to Present
ENG228 American Literature: Before 1865	MOTR LITR 101A American Literature – Pre-Civil War
ENG229 American Literature: After 1865	MOTR LITR 101B American Literature – Post-Civil War
ENG235(H) The Shakespeare Plays	MOTR LITR 107 Introduction to Shakespeare
ENG250(H) Mythology	MOTR LITR 201 Mythology
Foreign Language	
FRN101 Beginning French	MOTR LANG 101 French I
FRN102 Intermediate French	MOTR LANG 102 French II
GRM101 Beginning German	MOTR LANG 105 Foreign Language I
GRM102 Intermediate German	MOTR LANG 106 Foreign Language II
SPN101 Beginning Spanish	MOTR LANG 103 Spanish I
SPN102 Intermediate Spanish	MOTR LANG 104 Spanish II
Civilization and Culture	
HST201 Ancient and Medieval Civilization	MOTR WCIV 101 Western Civilization I
HST202 Renaissance to Early Modern Europe	MOTR WCIV 102 Western Civilization II
Music	
MSC101 Fundamentals of Music	MOTR MUSC 101 Music Fundamentals
MSC131 Music Appreciation	MOTR MUSC 100 Music Appreciation
MSC133 Jazz Appreciation	MOTR MUSC 100J Music Appreciation – Jazz
MSC135 History of Rock and Roll	MOTR MUSC 100RP Music Appreciation – Rock/Pop
MSC137 World Music	MOTR MUSC 102 World Music
MSC231 Music Literature: Before 1750	MOTR MUSC 103 Music History I
MSC232 Music Literature: After 1750	MOTR MUSC 104 Music History II
Philosophy/Religion	
PHL101 Logic	MOTR PHIL 101 Introduction to Logic
PHL102(H) Introduction to Philosophy	MOTR PHIL 100 Introduction to Philosophy
PHL110 Old Testament	MOTR RELG 101O Religious Texts – Old Testament

March 2026

Jefferson College 2026-27 Approved MOTR Core 42 Courses

PHL111 New Testament	MOTR RELG 101N Religious Texts – New Testament
PHL201 World Religions	MOTR RELG 100 World Religion
PHL202(H) Ethics	MOTR PHIL 102 Introduction to Ethics
PHL204 Business & Professional Ethics	MOTR PHIL 102P Introduction to Ethics – Buisiness and Professional
Theater	
THT100(H) Theatre Appreciation	MOTR THEA 100A Theater Appreciation
Performance/Production of Creative Arts	
ART115 Drawing I	MOTR PERF 105D Studio Art – Drawing
ART123 Ceramics/Pottery I	MOTR PERF 105C Studio Art – Ceramics
ART127 Introduction to Filmmaking	MOTR PERF 107 Introduction to Filmmaking
ART129 Sculpture I	MOTR PERF 105S Studio Art-Sculpture
ART141 Painting I	MOTR PERF 105P Studio Art – Painting
ART150 Digital Photography I	MOTR PERF 105GA Studio Art – Graphic Arts
ART160 Graphic Design I	MOTR PERF 105GA Studio Art – Graphic Arts
ENG104 Creative Writing	MOTR PERF 106 Creative Writing
MSC144 Woodwind Ensemble	MOTR PERF 102B Music Performance – Band
MSC145 Brass Ensemble	MOTR PERF 102B Music Performance – Band
MSC146 Percussion Ensemble	MOTR PERF 102B Music Performance – Band
MSC152 Concert Band	MOTR PERF 102B Music Performance – Band
MSC241 Small Jazz Combo	MOTR PERF 102B Music Performance – Band
MSC251 Jazz Ensemble	MOTR PERF 102B Music Performance – Band
MSC259 Concert Chorale	MOTR PERF 102C Music Performance – Choir
THT110 Beginning Acting	MOTR PERF 100 Acting I
MATHEMATICS AND NATURAL SCIENCES	**MOTR COURSE EQUIVALENT**
Mathematics	
MTH131 Survey of College Mathematics	MOTR MATH 120 Mathematical Reasoning & Modeling
MTH132 Introductory Statistics	MOTR MATH 110 Statistical Reasoning
MTH134 College Algebra	MOTR MATH 130 Pre-Calculus Algebra
MTH141 Precalculus	MOTR MATH 150 Pre-Calculus
Biological and Life Sciences	
BIO101(H) General Biology	MOTR BIOL 100L Essentials in Biology with Lab
BIO102 Concepts in Biology	MOTR BIOL 100 Essentials in Biology
BIO103 Biology for Majors I	MOTR BIOL 150L Biology with Lab
BIO109 Ecology and Environmental Conservation	MOTR BIOL 100EC Essentials in Biology
BIO116 Anatomy and Physiology for Pre-Hospital Healthcare	MOTR LIFS 100AP Essentials in Human Biology
BIO211 Anatomy and Physiology I	MOTR LIFS 150LAP Human Biology with Lab
Physical Sciences	
CHM101 Introductory Chemistry	MOTR CHEM 100L Essentials in Chemistry with Lab
CHM102 Concepts in Chemistry	MOTR CHEM 100 Essentials in Chemistry
CHM111 General Chemistry I	MOTR CHEM 150L Chemistry I with Lab
PHY101 Survey of Physical Science	MOTR PHYS 110L Essentials in Physical Sciences with Lab
PHY102 Topics in Physical Science	MOTR PHYS 110 Essentials in Physical Sciences
PHY105 Physical Geology	MOTR GEOL 100L Geology with Lab
PHY106 Introduction to Astronomy	MOTR ASTR 100L Astronomy with Lab
PHY111 Elementary College Physics I	MOTR PHYS 150L Physics I with Lab
PHY223 General Physics	MOTR PHYS 200L Advanced Physics I with Lab
SOCIAL AND BEHAVIORAL SCIENCES	**MOTR COURSE EQUIVALENT**
Communication	

Jefferson College 2026-27 Approved MOTR Core 42 Courses

COM130 Introduction to Mass Media	MOTR SBSC 100 Introduction to Mass Communications
Criminal Justice	
CRJ110 Introduction to Criminal Justice	MOTR CRJS 101 Introduction to Criminal Justice
Criminology	
CRJ202 Introduction to Criminology	MOTR CRIM 205 Introduction to Criminology
Economics	
ECO100 Introduction to Economics	MOTR ECON 100 Introduction to Economics
ECO101 Macroeconomics	MOTR ECON 101 Introduction to Macroeconomics
ECO102 Microeconomics	MOTR ECON 102 Introduction to Microeconomics
History	
HST103(H) U.S. History I to Reconstruction [*Civics course*]	MOTR HIST 101 American History I
HST104(H) U.S. History II from Reconstruction [*Civics course*]	MOTR HIST 102 American History II
HST250 World History I	MOTR HIST 201 World History I
HST260 World History II	MOTR HIST 202 World History II
Geography	
GEO103 World Regional Geography	MOTR GEOG 101 World Regional Geography
Political Science	
PSC102(H) U.S. and Missouri Govt and Const [*Civics course*]	MOTR POSC 101 American Government
PSC155 International Relations	MOTR POSC 201 International Relations
PSC202 Introduction to Comparative Politics	MOTR POSC 202 Introduction to Comparative Politics
Psychology	
PSY101(H) General Psychology	MOTR PSYC 100 General Psychology
PSY205 Life Span Human Development	MOTR PSYC 200 Life Span Human Development
Sociology/Anthropology	
SOC101(H) General Sociology	MOTR SOCI 101 General Sociology
SOC240 Marriage & Family	MOTR SOCI 204 Introduction to Family Studies
SOC250 Social Problems	MOTR SOCI 201 Social Problems
GENERAL EDUCATION ELECTIVES	**MOTR COURSE EQUIVALENT**
COL101 Introduction to College	MOTR IDSE 101 Navigating College
COL103 Structured and Supported Introduction to College	MOTR IDSE 101 Navigating College
HPE138 Lifetime Fitness & Wellness	MOTR IDSE 102 Wellness for the Individual

COMMUNICATION

Writing and speaking clearly and concisely using edited American English.

A.A.	9 hours	(6 hours in written communication and 3 hours in oral communication)
A.A.T.	9 hours	(6 hours in written communication and 3 hours in oral communication)
A.F.A.	6 hours	(3 hours from ENG 101 English Composition I and 3 hours from either Written or Oral Communications)
A.S. Biology	6 hours	(6 hours in written communication)
A.S. Engineering	3 hours	(3 hours in written communication)
A.S. Engineering Technology	9 hours	(6 hours in written communication and 3 hours in oral communication)
A.A.S.	3-6 hours	(3 hours in written communication and 3 hours from either Communications OR Humanities and Fine Arts)

See specific degree plans for courses required/recommended for each specific degree. **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**

WRITTEN COMMUNICATIONS

Jefferson College	MOTR CORE 42
ENG101(H) English Composition I	MOTR ENGL 100 Composition I
ENG102(H) English Composition II	MOTR ENGL 200 Composition II

ORAL COMMUNICATIONS

Jefferson College	MOTR CORE 42
COM100(H) Fundamentals of Communication	MOTR COMM 100 Introduction to Communications
COM110 Public Speaking	MOTR COMM 110 Fundamentals of Public Speaking
COM220 Argumentation and Debate	MOTR COMM 220 Argumentation and Debate

NATURAL AND MATHEMATICAL SCIENCES

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

A.A.	10 hours	(3 hours from mathematical sciences and 7 hours combined from one biological sciences course and one physical sciences course with at least one of those courses with laboratory)
A.A.T.	10 hours	(3 hours from mathematical sciences and 7 hours combined from one biological sciences course and one physical sciences course with at least one of those courses with laboratory)
A.F.A.	6 hours	(3 hours from mathematical sciences and 3 hours from natural sciences)
A.S. Biology	14 hours	(5 hours from mathematical sciences and 9 hours from physical sciences courses with both of those courses with laboratory)
A.S. Engineering	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
A.S. Engineering Technology	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
A.A.S.	6 hours	(6 hours from either mathematical sciences, biological sciences, OR physical sciences)

See specific degree plans for courses required/recommended for each specific degree. **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**

BIOLOGICAL SCIENCES

**courses with laboratory*

Jefferson College	MOTR CORE 42
BIOLOGY	**BIOLOGY**
BIO102 Concepts in Biology	MOTR BIOL 100 Essentials in Biology
BIO103 Biology for Majors I	MOTR BIOL 150L Biology with Lab
BIO109 Ecology and Environmental Conservation	MOTR BIOL 100EC Essentials in Biology
BIO101(H) General Biology*	MOTR BIOL 100L Essentials in Biology with Lab
BIO205 General Botany*	MOTR BIOL 150L Biology with Lab
BIO206 General Zoology*	MOTR BIOL 150LZ Biology with Lab
LIFE SCIENCES	**LIFE SCIENCES**
BIO116 Anatomy and Physiology for Pre-Hospital Healthcare	MOTR LIFS 100AP Essentials in Human Biology
BIO120 Human Anatomy and Physiology*	MOTR LIFS 150LAP Human Biology with Lab
BIO211 Anatomy and Physiology I*	MOTR LIFS 150LAP Human Biology with Lab
BIO207 Vertebrate Anatomy* – for select A.A.S. degree only	***NO MOTR CORE 42 course equivalent***
BIO208 Vertebrate Physiology* – for select A.A.S. degree only	***NO MOTR CORE 42 course equivalent***
BIO212 Anatomy and Physiology II* – for select A.A.S. degrees only	***NO MOTR CORE 42 course equivalent***

PHYSICAL SCIENCES

**courses with laboratory*

Jefferson College	MOTR CORE 42
ASTRONOMY	**ASTRONOMY**
PHY106 Introduction to Astronomy*	MOTR ASTR 100L Astronomy with Lab
CHEMISTRY	**CHEMISTRY**
CHM102 Concepts in Chemistry	MOTR CHEM 100 Essentials in Chemistry
CHM101 Introductory Chemistry*	MOTR CHEM 100L Essentials in Chemistry with Lab
CHM111(H) General Chemistry I*	MOTR CHEM 150L Chemistry I with Lab
GEOLOGY	**GEOLOGY**
PHY105 Physical Geology*	MOTR GEOL 100L Geology with Lab
PHYSICAL SCIENCES	**PHYSICAL SCIENCES**
PHY102 Topics in Physical Science	MOTR PHYS 110 Essentials in Physical Sciences
PHY101 Survey of Physical Science*	MOTR PHYS 110L Essentials in Physical Sciences with Lab
PHYSICS	**PHYSICS**
PHY111 Elementary College Physics I*	MOTR PHYS 150L Physics I with Lab
PHY223 General Physics*	MOTR PHYS 200L Advanced Physics I with Lab

NATURAL AND MATHEMATICAL SCIENCES

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

A.A.	10 hours	(3 hours from mathematical sciences and 7 hours combined from one biological sciences course and one physical sciences course with at least one of those courses with laboratory)
A.A.T.	10 hours	(3 hours from mathematical sciences and 7 hours combined from one biological sciences course and one physical sciences course with at least one of those courses with laboratory)
A.F.A.	6 hours	(3 hours from mathematical sciences and 3 hours from natural sciences)
A.S. Biology	14 hours	(5 hours from mathematical sciences and 9 hours from physical sciences courses with both of those courses with laboratory)
A.S. Engineering	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
A.S. Engineering Technology	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
A.A.S.	6 hours	(6 hours from either mathematical sciences, biological sciences, OR physical sciences)

See specific degree plans for courses required/recommended for each specific degree. **Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.**

MATHEMATICAL SCIENCES

Jefferson College	MOTR CORE 42
MGT103 Business Math – for select A.A.S. degrees only	***NO MOTR CORE 42 course equivalent****
MTH105 Industrial Math – for select A.A.S. degrees only	***NO MOTR CORE 42 course equivalent****
MTH110 Introductory Algebra – for select A.A.S. degrees only	***NO MOTR CORE 42 course equivalent****
MTH121 Technical Math I – for select A.A.S. degrees only	***NO MOTR CORE 42 course equivalent****
MTH128 Intermediate Algebra – for select A.A.S. degrees only	***NO MOTR CORE 42 course equivalent****
MTH130 Structure of the Real Number System - for A.A.T. Elementary/Early Childhood degree and select A.A.S. degree only	***NO MOTR CORE 42 course equivalent****
MTH132 Introductory Statistics	MOTR MATH 110 Statistical Reasoning
MTH131 Survey of College Mathematics	MOTR MATH 120 Mathematical Reasoning & Modeling
MTH134(H) College Algebra	MOTR MATH 130 Pre-Calculus Algebra
MTH141 Precalculus	MOTR MATH 150 Pre-Calculus
MTH161 Calculus for Business and the Social**	***NO MOTR CORE 42 course equivalent****
BUS168 Business Statistics**	***NO MOTR CORE 42 course equivalent****
MTH172 Linear Algebra	***NO MOTR CORE 42 course equivalent****
MTH180 Calculus I**	***NO MOTR CORE 42 course equivalent****

*** Students who directly place into and successfully complete (C or better) an advanced mathematical sciences 3+ credit hour course with one of the above MTH general education MOTR courses as a prerequisite meet the general education CORE 42 requirement of a minimum of 3 credit hours in Mathematical Sciences.*

- *Three credit hours from this course may apply to meet the Mathematical Sciences and overall total of 42 credit hours for CORE 42 completion. Credits in excess of these three apply to degree requirements/electives.*
- *Students have the option of having the prerequisite course credit hours posted to their transcript for the normal credit hour posting fee.*

** Mathematical sciences courses that use one of the MOTR math pathway courses as a prerequisite will meet the CORE 42 mathematical sciences knowledge area requirement for the minimum of 3 credit hours.*

For example, Calculus meets the CORE 42 mathematical sciences requirement since Pre-Calculus Algebra is a prerequisite. Three credit hours from the advanced non-MOTR course can be applied to the CORE 42 mathematical sciences knowledge area requirement for students not required to take the prerequisite MOTR course.

**Direct placement into MTH161 Calculus for Business and the Social Science AND successful completion with C or higher meets the Mathematical Sciences minimum 3 credit hours requirement. Three credit hours from this course may apply to general education and/or CORE 42 mathematical sciences OR may post credit for prerequisite MTH134 College Algebra 3 credit hours for the normal credit hour posting fee.

**Direct placement into MTH168 Probability and Statistics AND successful completion with C or higher meets the Mathematical Sciences minimum 3 credit hours requirement. Three credit hours from this course may apply to general education and/or CORE 42 mathematical sciences OR may post credit for prerequisite MTH134 College Algebra 3 credit hours for the normal credit hour posting fee.

**Direct placement into BUS168 Business Statistics AND successful completion with C or higher meets the Mathematical Sciences minimum 3 credit hours requirement. Three credit hours from this course may apply to general education and/or CORE 42 mathematical sciences OR may post credit for prerequisite MTH134 College Algebra 3 credit hours for the normal credit hour posting fee.

**Direct placement into MTH180 Calculus I AND successful completion with C or higher meets the Mathematical Sciences minimum 3 credit hours requirement. Three credit hours from this course may apply to general education and/or CORE 42 mathematical sciences with two credit hours applied to degree requirements/electives OR may post credit for prerequisite MTH141 Precalculus 5 credit hours for the normal credit hour posting fee.

HUMANITIES AND FINE ARTS

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

A.A.	9 hours	(Three courses from at least two disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts)
A.A.T.	9 hours	(Three courses from at least two disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts)
A.F.A.	9 hours	(Three specific courses - ART101, ART103, ART105; other ART performance classes apply to degree requirements/options)
A.S. Biology	6 hours	(Two courses from either Humanities and Fine Arts OR Social and Behavioral Sciences; performance classes do not apply to either Humanities and Fine Arts and/or total general education)
A.S. Engineering	0-3 hours	(One course from either Humanities and Fine Arts OR Social and Behavioral Sciences; performance classes do not apply to either Humanities and Fine Arts and/or total general education)
A.S. Engineering Technology	3-6 hours	(One to two courses required with 3 hours from Logic; and one course from either Humanities and Fine Arts OR Social and Behavioral Sciences; performance classes do not apply to either Humanities and Fine Arts and/or total general education)
A.A.S.	0-3 hours	(3 hours from either Humanities OR Communications; performance classes do not apply to either Humanities and Fine Arts and/or total general education)

See specific degree plans for courses required/recommended for each specific degree. **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**

Jefferson College	MOTR CORE 42
ART	**ART**
ART101 Art Appreciation	MOTR ARTS 100 Art Appreciation
ART103 Survey of Art I	MOTR ARTS 101 Art History I
ART105 Survey of Art II	MOTR ARTS 102 Art History II
CIVILIZATION AND CULTURE	**CIVILIZATION**
HST201 Ancient and Medieval Civilization	MOTR WCIV 101 Western Civilization I
HST202 Renaissance to Early Modern Europe	MOTR WCIV 102 Western Civilization II
EDU240 Multicultural Education - for A.A.T. degree only	***NO MOTR CORE 42 course equivalent****
FOREIGN LANGUAGE	**FOREIGN LANGUAGE**
FRN101 Beginning French	MOTR LANG 101 French I
FRN102 Intermediate French	MOTR LANG 102 French II
GRM101 Beginning German	MOTR LANG 105 Foreign Language I
GRM102 Intermediate German	MOTR LANG 106 Foreign Language II
SPN101 Beginning Spanish	MOTR LANG 103 Spanish I
SPN102 Intermediate Spanish	MOTR LANG 104 Spanish II
LITERATURE	**LITERATURE**
EDU245 Literature for Children - for A.A.T. Elementary/ Early Childhood degree only	***NO MOTR CORE 42 course equivalent****
ENG105 Poetry and Short Story	MOTR LITR 100P Introduction to Literature – Poetry
ENG106 Drama and Short Novel	MOTR LITR 100D Introduction to Literature – Drama
ENG122 Film Appreciation: Introduction to Cinema	MOTR FILM 100 Introduction to Film Studies
ENG215(H) World Literature: Before 1650	MOTR LITR 200A World Literature – Antiquity to 1660
ENG216(H) World Literature: After 1650	MOTR LITR 200B World Literature – 1660 to Present Day
ENG225 English Literature: Before 1800	MOTR LITR 102A British Literature: Beginning to 18th Century
ENG226 English Literature: After 1800	MOTR LITR 102B British Literature: Late 18th Century to Present
ENG228 American Literature: Before 1865	MOTR LITR 101A American Literature I – Pre-Colonial through the end of the Civil War
ENG229 American Literature: After 1865	MOTR LITR 101B American Literature II– Civil War to the Present
ENG250(H) Mythology	MOTR LITR 201 Mythology

Jefferson College	MOTR CORE 42
MUSIC	**MUSIC**
MSC101 Fundamentals of Music	MOTR MUSC 101 Music Fundamentals
MSC131 Music Appreciation	MOTR MUSC 100 Music Appreciation
MSC135 History of Rock and Roll	MOTR MUSC 100RP Music Appreciation – Rock/Pop
MSC133 Jazz Appreciation	MOTR MUSC 100J Music Appreciation – Jazz
MSC137 World Music	MOTR MUSC 102 World Music
MSC231 Music Literature: Before 1750	MOTR MUSC 103 Music History I
MSC232 Music Literature: After 1750	MOTR MUSC 104 Music History II
PHILOSOPHY/RELIGION	**PHILOSOPHY/RELIGION**
PHL102(H) Introduction to Philosophy	MOTR PHIL 100 Introduction to Philosophy
PHL101 Logic	MOTR PHIL 101 Introduction to Logic
PHL110 Old Testament	MOTR RELG 101O Religious Texts - Old Testament
PHL111 New Testament	MOTR RELG 101N Religious Texts - New Testament
PHL202(H) Ethics	MOTR PHIL 102 Introduction of Ethics
PHL203 Medical Ethics – for select A.A.S. degree only	***NO MOTR CORE 42 course equivalent****
PHL204 Business & Professional Ethics	MOTR PHIL 102P Introduction to Ethics-Business & Professional
PHL201 World Religions	MOTR RELG 100 World Religion
THEATRE	**THEATRE**
THT100(H) Theatre Appreciation	MOTR THEA 100A Theatre Appreciation
PERFORMANCE/PRODUCTION OF CREATIVE ARTS	**PERFORMANCE/PRODUCTION OF CREATIVE ARTS**
	Limit of 3 credit hours in PERF credits can be applied to the Humanities and Fine Arts Knowledge Area and total CORE 42.
ART115 Drawing I - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 105D Studio Art – Drawing
ART123 Ceramics/Pottery I - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 105C Studio Art - Ceramics
ART127 Digital Short Film - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 107 Intro to Filmmaking
ART129 Sculpture I - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 105S Studio Art - Sculpture
ART141 Painting I - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 105P Studio Art - Painting
ART143 Landscape Painting I - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 105P Studio Art - Painting
ART150 Digital Photography I - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 105GA Studio Art - Graphic Arts
ART160 Graphic Design I - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 105GA Studio Art - Graphic Arts
ENG104 Creative Writing - for A.A., A.A.T., and A.F.A. degrees only	MOTR PERF 106 Creative Writing
MSC259 Concert Chorale - for A.A. and A.A.T. degrees only	MOTR PERF 102C Music Performance – Choir
MSC144 Woodwind Chamber Ensemble - for A.A. and A.A.T. degrees only	MOTR PERF 102B Music Performance - Band
MSC145 Brass Chamber Ensemble - for A.A. and A.A.T. degrees only	MOTR PERF 102B Music Performance – Band
MSC146 Percussion Ensemble - for A.A. and A.A.T. degrees only	MOTR PERF 102B Music Performance – Band
MSC152 Wind Ensemble - for A.A. and A.A.T. degrees only	MOTR PERF 102B Music Performance – Band
MSC241 Small Jazz Combo - for A.A. and A.A.T. degrees only	MOTR PERF 102B Music Performance – Band
MSC251 Jazz Ensemble - for A.A. and A.A.T. degrees only	MOTR PERF 102B Music Performance – Band
THT110 Beginning Acting - for A.A. and A.A.T. degrees only	MOTR PERF 100 Acting I
THT120 Stagecraft - for A.A. and A.A.T. degrees only	MOTR PERF 104S Stagecraft

Jefferson College General Education Academic Skills Competencies bind the knowledge blocks to set the firm foundation of general education

Embedded across the General Education program curriculum as well as in more advanced coursework, students learn the following academic skills, characteristics, and practices that reflect the competencies of educated persons needed for continuous learning in complex, diverse, and changing environments; full civic engagement; and fulfillment of personal life goals. These academic skill competencies help students continue to learn and acquire new skills to deal with constantly evolving environments. Competency in these academic skills are developed and applied over the full General Education program curriculum, not in any single course.

Upon completion of the full 42-credit hour General Education program curriculum required for the A.A. transfer degree, students are expected to be able to demonstrate competency in skills related to communicating, higher-order thinking, managing information, and valuing:

Communication

Communicate effectively through critical reading and listening, as well as clear writing and speaking, using appropriate modes or methods of delivery.

Civic Engagement

Explain the importance of civic engagement to one's own life, the community, and the global society.

Creativity and Innovation

Synthesize or generate ideas, works, or expertise in imaginative ways characterized by innovation, divergent thinking, and risk taking.

Critical Thinking

Apply logic, scientific methodology, and quantitative reasoning to develop, express, and defend solutions and conclusions across the curriculum.

Ethical and Social Responsibility

Demonstrate and assess the impact of ethical decision-making and collaborative teamwork in academic, social, and professional settings.

Information Literacy

Identify, access, and critically evaluate relevant information sources for use in creating new knowledge, solving problems, and participating ethically in communities of learning.

Technology Literacy

Select and utilize appropriate technology to achieve academic and professional objectives.

Understanding and Engaging Diverse Perspectives

Analyze the theoretical, historical, and practical dimensions of local and global systems and the diverse ways in which individuals and societies make and express meaning.

Statewide and Institutional Requirements

Jefferson College, as a member of the Missouri Community College Association (MCCA), follows the Missouri Department of Higher Education (MDHE) statewide guidelines for public postsecondary institutions establishing college readiness standards for students entering community colleges. In addition to the statewide guidelines, Jefferson College has institutional requirements for fundamental skills or experiences that indicate readiness for college. These skills and experiences are necessary for attainment of knowledge as well as acquisition of skills, characteristics, and practices of educated persons in higher education. Basic competencies in these skills should be demonstrated early in one's academic career.

The statewide and institutional requirements include the following fundamental skills or experiences:

Academic Preparedness - Reading, Writing, and Mathematics Proficiency:

Evidencing readiness for college-level reading, writing, and mathematics.

All degrees & some certificates	0 hours	(Meet through placement process or developmental coursework with course numbers that begin with "0" which are not applied as college-level credit toward a degree or certificate)

Computer Literacy Proficiency:

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

A.A.	3 hours	(Meet through examination or coursework which counts as elective credit)
A.A.T.	3 hours	(Meet through required Teacher Education EDU205 course)
A.F.A.	6 hours	(Meet through required A.F.A. Fine Arts Art or Music major courses)
A.S. BIO	3 hours	(Meet through examination or coursework which counts as elective credit)
A.S. EGR	5 hours	(Meet through required A.S. degree Engineering or Engineering Technology course)
A.A.S. *and some certificates*	3 hours	(Meet through examination or coursework which either counts as an elective credit or fulfills specific departmental/program/major requirement)

First Year Experience:

Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors to include how to navigate the processes and procedures of Jefferson College.

All degrees & some certificates	1-3 hours	(Meet through coursework which counts as elective credit. Transfer students with at least 15 college credit hours and a 2.0 GPA and/or Apprenticeship Training students are exempt from this requirement)

Total Credit Hours for the Associate Degree:

I. Associate of Arts Degree – Statewide general studies liberal arts degree – minimum 62 credit hours:

a. General education requirements – 42 credit hours as mandated by the Missouri Higher Education Core Transfer Act
b. Institutional Requirements – 20 credit hours to include computer literacy and first year experience, if applicable

II. Associate of Arts in Teaching Degree – Statewide teacher education transfer degree – minimum 62 credit hours:

a. General education requirements – minimum 42 credit hours
b. Required core education courses, including computer literacy – 13 credit hours
c. Required approved electives – 7 credit hours

III. Associate of Fine Arts in Art Degree – Fine Arts transfer degree – minimum 67 credit hours:

a. General education requirements – minimum 27 credit hours
b. Required core art courses, including computer literacy – 18 credit hours
c. Required approved electives, including first year experience, if applicable – 22 credit hours

IV. Associate of Fine Arts in Music Degree – minimum 66 credit hours:

a. General education requirements – minimum 27 credit hours
b. Required core music courses, including computer literacy – 32 credit hours
c. Required approved electives – 6 credit hours
d. First year experience, if applicable 1 – 3 credit hours

V. Associate of Science Degree – Engineering Emphasis – minimum 64 credit hours

a. General education requirements to include computer literacy – 27 credit hours
b. Required courses – 27 hours
c. Required approved technical electives – 9 hours
d. First year experience, if applicable – 1-3 credit hours

VI. Associate of Science Degree – Engineering Technology Emphasis – minimum 65 credit hours

a. General education requirements to include computer literacy – 42 credit hours
b. Required technical courses – 22 hours
c. First year experience, if applicable – 1-3 credit hours

VII.
Associate of Science Degree – Biology – minimum 63 credit hours

a. General education requirements – 29 hours
b. Required elective courses and computer literacy – 33 hours
c. First year experience, if applicable – 1-3 credit hours

VIII. Associate of Science Degree – Chemistry – minimum 66 credit hours

a. General Education Requirements – 29 credit hours
b. Required core/elective courses and computer literacy – 36 credit hours
c. First year experience, if applicable – 1-3 credit hours

IX. Associate of Applied Science Degree – hours will vary depending on degree

a. General education requirements – minimum 18 credit hours
b. Required electives – will vary by degree
c. First year experience, if applicable – 1-3 credit hours
d. Computer literacy – 3 credit hours

X. Certificate Requirements – hours and technical requirements will vary

*Total will vary depending on departmental/program/major requirements

Associate of Arts Degree

The Associate of Arts (A.A.) degree is designed as the statewide general studies liberal arts transfer degree. This degree is structured for entry into a range of baccalaureate degree programs offered by four-year colleges or universities. The A.A. degree requires completion of a minimum of 42 credit hours within the General Education CORE 42 program as well as 20+ hours of elective credit which may include institutional requirements.

General education includes courses commonly required for a wide variety of programs of study and is the curricular foundation of a liberal arts (Arts and Science) education. Details regarding the Jefferson College General Education program knowledge areas from the traditional disciplines of the arts and sciences as well as the academic skills competencies embedded across the curriculum are found on pages 59-69. In order to ensure transferability, the General Education program requirements for A.A. degrees consist of a minimum 42 general education CORE 42 credit hours designed to be equivalent to corresponding blocks of general education credit at other public and signatory institutions as detailed in the statewide Articulation and Transfer Agreement among Missouri Colleges and Universities and Missouri Department of Higher Education (MDHE) MOTR CORE 42 webpage https://journeytocollege.mo.gov/finish/transfer-credit/core-42/.

Elective courses 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. Students assume full responsibility for meeting specified degree and/or major requirements, including those related to course prerequisites. Consequently, the student pursuing an A.A. degree 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 in selecting courses. The Associate of Arts degree elective course options are designed to prepare the student for further study in the following areas:

- Accounting
- Business Administration
- Communications
- Computer Science
- Criminal Justice
- Education *(see Associate of Arts in Teaching degree)*
- English
- Engineering *(see Associate of Science degree)*
- Fine Arts/Humanities
  - Art *(see Associate of Fine Arts degree)*
  - Communication
  - Foreign Language
  - Journalism
  - Music *(see Associate of Fine Arts degree)*
  - Philosophy
  - Theatre
  - TV Production
- Liberal Arts
- Life Sciences
  - Biology
  - Ecology
- Mathematics
- Physical Sciences
  - Astronomy
  - Chemistry
  - Geology
  - Physics
- Social/Behavioral Sciences
  - Economics
  - Geography
  - History
  - Political Science
  - Psychology
  - Sociology
  - Social Work

Students are encouraged to complete all requirements for the Associate of Arts degree before transfer as transfer of General Education program credits is greatly facilitated if all requirements for the Associate of Arts degree are met.
Students who complete the Associate of Arts degree at a Missouri community college and transfer to a Missouri public university shall have completed all lower-division general education requirements at the receiving public institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. The receiving public institution cannot require the student take any additional lower-division general education courses. The student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.

This means that students who complete the 42 credit hours of courses within the General Education MOTR CORE 42 program, as certified by the Registrar, before transferring will not have additional general education or other lower-division institutional requirements imposed by the receiving public 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 public institution's 42 credit hour General Education program. Jefferson College students should contact the Registration and Student Records at 636-481-3209, to certify that the 42 credit hour General Education MOTR CORE 42 program has been met. Students who transfer from Jefferson College before certification by the Registrar (the designated Transfer Articulation Officer) as having completed their General Education program 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 credit hour block of general education will have their transcript reviewed on a course-by-course basis.

Associate of Arts General Education Program Requirements:

Jefferson College General Education Program Curriculum aligned to MOTR CORE 42

The Associate of Arts (A.A.) transfer degree requires completion of the MOTR CORE 42 General Education program curriculum. **CORE 42 completion** requires at least 42 credit hours of MOTR aligned courses with a minimum cumulative grade point average of 2.00, distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses with MOTR equivalents in each of these knowledge areas.

Students who **complete the CORE 42** at any Missouri public institution of higher education shall be considered as having completed all lower-division general education requirements at a receiving public institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. The receiving Missouri public institution cannot require the student take any additional lower-division general education courses. The student may, however, have to take additional lower-division courses to fulfill program or institutional requirements.

Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Arts or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program or CORE 42 at the receiving institution.

Social & Behavioral Sciences	Written Communications	Oral Communications	Natural Sciences	Mathematical Sciences	Humanities & Fine Arts
9 credit hours minimum from at least 2 disciplines, including at least one Civics course A.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	6 credit hours minimum A.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum A.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	7 credit hours minimum from at least 2 disciplines (Biological and Physical), including one course with a lab component A.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum** A.A. requires: Courses with MOTR equivalence or ** successful completion of MTH161, 168, 180 or BUS168. **Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.**	9 credit hours minimum, three courses from at least 2 disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts A.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**

CORE 42 MOTRANSFER GUARANTEED

General Education Option

5 credit hours from any general education course with MOTR equivalence except performance classes

Associate of Arts Institutional Requirements:

Computer Literacy Proficiency 3 credit hours

Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following courses apply as elective credit hours:

CIS125 Computer Concepts and Applications
EDU205 Educational Technology

First Year Experience 1-3 credit hours (apply as elective credit hours)

One of the following required:

COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL103 Sturcture and Support for Intro to College
EDU105 Exploring the Field of Education (for A.A., A.A.T. and A.F.A. degrees)

Associate of Arts Elective Requirements:

Elective Courses 20 credit hours

Electives 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.

20 credit hours from the following with course numbers greater than or equal to 100:

ART
BIO (BIO101-220 only)
BUS101,120,150,168,240,241,245,246,261,265
CHM
CIS125,129,153,155
COL
COM
CRJ110,112,114,120,130,135,140,220,222,224,230,242
ECO
EDU
EGR
ENG
FRN
GEO
GRM
GUD
HPE *(No more than four hours of physical education activity courses may be counted toward a degree)*
HST
HUM
MSA/C *(No more than four hours of performance credit in music courses may be counted toward a degree)*
MTH128+ ECE102,103,108,212
PHL
PHY
PSC
PSY
SOC
SPN
SWK
THT

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.

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 3.30 grade point average (GPA) on a 4.0 scale
- 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 3.30 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.

Pre-Social Work Program

The Pre-Social Work Program is a curriculum designed specifically to meet the needs of students preparing for eventual completion of a bachelor's degree in Social Work (BSW) at a Council on Social Work Education-accredited college or university. This course of study facilitates a more seamless transfer into a BSW program upon graduation from Jefferson College with an Associate of Arts degree. Required components for this endorsement include completion of SWK105, Introduction to Social Work and SWK110, Social Work Lab, with grades of "B" or better; and SOC125, Human Diversity, and SOC240, Marriage and Family, with grades of "C" or better. Requirements also include a cumulative GPA of 2.5, completion of all Associate of Arts degree requirements, and a recommendation from a Jefferson College Social Work faculty member.

For more information, please contact the Pre-Social Work Program Coordinator, Suzie Welch, at 636-481-3435, or swelch1@jeffco.edu.

Associate of Arts Transfer (62 Credits)
2026 – 2027 Degree Plan

A minimum 2.0 cumulative GPA is required for both the CORE42 general education block and the overall degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. A maximum of 4 credits of music performance, and a maximum of 4 credits of physical education activity courses apply to the degree. A maximum of 3 credits of performance courses apply to CORE42 general education. Courses with similar content may not both apply towards graduation. All degrees require completion of a first year experience course. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Arts General Education CORE42 Degree Requirements – 42 credits	Communications	6 credits	Written Communications	ENG101(H)		
				ENG102(H)		
		3 credits	Oral Communications	COM100(H), 110, 220		
	Humanities and Fine Arts	9 credits from 2 or more areas	Art	ART101, 103, 105		
			Civilization	HST201, 202		
			Foreign Language	FRN101, 102; GRM101, 102; SPN101, 102		
			Literature/Film	ENG105, 106, 122, 215, 216, 225, 226, 228, 229, 235(H), 250(H)		
			Music	MSC101, 131, 133, 135, 137, 231, 232		
			Philosophy/Religion	PHL101, 102(H), 110, 111, 201, 202(H), 204		
			Theatre	THT100(H)		
			Performance/Production of Creative Arts	ART115, 123, 127, 129, 141, 150, 160; ENG104; MSC144, 145, 146, 152, 241, 251, 259, THT110		
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH131, 132, 134, 141, 161*, 180*; BUS168*		
	Natural Science (*includes a lab)	7 credits from 2 areas with 1 lab	Biological Science	BIO101*, 102, 103*, 109, 116, 211*		
			Physical Science	CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*		
	Social and Behavioral Sciences	9 credits from 2 areas including 1 Civics course	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
			Communications	COM130		
			Criminal Justice	CRJ110, 202		
			Economics	ECO100, 101, 102		
			Geography	GEO103		
			History	HST103(H), 104(H), 250, 260		
			Political Science	PSC102(H), 155, 202		
			Psychology	PSY101(H), 205		
			Sociology/Anthropology	SOC101(H), 240, 250		
	General Education Electives	5 credits	COL101, 103; HPE138; Choose any MOTR course from the courses listed above except performance classes. See MOTR webpage.			
Associate of Arts Electives and Institutional Requirements – 20 credits	Institutional Requirements	20 credits	First Year Experience is met with one of the following courses: COL100, 101, 103; EDU105 The following First Year Experience courses can be applied to either the general education electives or electives but not both: COL100, 103			
			Computer Literacy	CIS125; EDU205		
	Electives (including Institutional requirements)		Courses # >= 100: ART; BIO101-220; BUS101, 120, 150, 168, 240, 241, 245, 246, 261, 265; CHM; CIS125, 129, 155; COL; COM; CRJ110, 112, 114, 130, 135, 140, 202, 220, 222; ECE102, 103, 108, 212; ECO; EDU; EGR; ENG; FRN; GEO; GRM; GUD; HPE; HST; HUM; MSA/C; MTH110, 128+; PHL; PHY; PSC; PSY; SOC; SPN; SWK; THT			

Revised March 2026

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (A.A.T.) is designed as a statewide teacher education specialized transfer degree for entry into a Teacher Education baccalaureate degree program. It is the result of careful planning and agreement between Missouri four-year colleges and universities and Missouri public community colleges. The A.A.T. does not automatically qualify a student for any other transfer programs, and students who change degrees may have to take additional general education courses.

Jefferson College's A.A.T. is comprised of 42 credit hours of general education, a 13-credit hour Teacher Education Core, which includes the First Year Experience institutional requirement, a minimum of seven additional credit hours in elective credit. Students must earn a cumulative GPA of 2.50 to be eligible to graduate with the A.A.T degree as well as a 2.75 in all education (EDU) courses, with no grade lower than a "C" in education (EDU) courses. Four-year transfer institutions may have additional requirements including higher GPA, or higher teacher preparation assessment scores, or additional course requirements. Most education majors will transfer with more than the 62 credit hours in order to meet certification requirements.

Students who want the Missouri state certification to teach at the early childhood, elementary, middle, or secondary levels or in special education should follow this course of study. Since selection of courses depends on certification area, teacher education majors should work with an education advisor/faculty for program planning. In addition, honors-qualified students should take honors courses. It is strongly recommended that honors-qualified students take honors courses. Please contact Dr. Ken Boning, Teacher Education Program Coordinator, at 636-481-3344, or kboning@jeffco.edu, for more information.

Associate of Arts in Teaching Institutional Requirements:

Computer Literacy Proficiency: 3 credit hours as part of Teacher Education Core

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 Teacher Education core courses:

EDU205 Educational Technology

First Year Experience: 1 credit hour as part of the Teacher Education Core:

EDU105 Exploring the Field of Education

Associate of Arts in Teaching Core Course Requirements:

Required Teacher Education Core Courses: 13 credit hours

All education courses must be completed with a grade of "C" or better with 2.5 overall G.P.A. and 2.75 G.P.A. in all education courses.

EDU105 Exploring the Field of Education
EDU205 Educational Technology
EDU210 Foundations of Education in a Diverse Society
EDU225 Educational Psychology
EDU230 Teaching Profession with Field Experience

Associate of Arts in Teaching Elective Requirements:

Elective Courses 7 credit hours

Electives should be carefully chosen based on area of certification. See an education advisor/faculty for recommended courses. EDU235 Education of Exceptional Learners is recommended for all education majors.

Associate of Arts in Teaching General Education Program Requirements:

The Associate of Arts in Teaching (A.A.T.) transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for the A.A.T. degree. General education credits should be carefully selected with the help of an education advisor/faculty to meet degree requirements and prerequisites.

Students pursuing an A.A.T. degree may complete all or just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. *Students who do not complete either the Associate of Arts in Teaching or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program for Teacher Education degree or CORE 42 at the receiving institution.*

Social & Behavioral Sciences	Written Communications	Oral Communications	Natural Sciences	Mathematical Sciences	Humanities & Fine Arts
9 credit hours minimum from at least 2 disciplines, including at least one Civics course A.A.T. requires: Courses with MOTR equivalence One Civics course **Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.** **AND** PSY101(H) **AND** PSY205	6 credit hours minimum A.A.T. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum A.A.T. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.**	7 credit hours minimum from at least 2 disciplines (Biological and Physical), including one course with a lab component A.A.T. requires: Courses with MOTR equivalence A.A.T. may require second lab depending on area of certification and/or four-year program. **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum** A.A.T. requires: Courses with MOTR equivalence (MTH134 required for UMSL Elementary education) or ** successful completion of MTH161, 168, 180 or BUS168. With exception of MTH130 Structure of the Real Number System for Elementary Education or Early Childhood Education only **Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.**	9 credit hours minimum, three courses from at least 2 disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts A.A.T. requires: Courses with MOTR equivalence With exception of: • EDU240 • EDU245 for Elementary Education or Early Childhood Education only **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**

CORE 42 MOTRANSFER GUARANTEED

General Education Option

5 credit hours from any general education course with MOTR equivalence except performance classes. See education advisor/faculty for assistance in selecting courses based on area of certification and/or four-year program.

Associate of Arts in Teaching Transfer (62 Credits) 2026 – 2027 Degree Plan

A minimum 2.5 cumulative GPA is required for the overall degree, and a minimum 2.75 cumulative GPA is required for all education courses. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. A maximum of 4 credits of music performance, and a maximum of 4 credits of physical education activity courses apply to the degree. A maximum of 3 credits of performance courses apply to CORE42 general education. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Arts in Teaching General Education Degree Requirements – 42 credits (AAT General Education credit hours may or may not be from MOTR aligned courses. MOTR Core42 completion not required for AAT degree.)	Communications	6 credits	Written Communications	ENG101(H)		
				ENG102(H)		
		3 credits	Oral Communications	COM100(H), 110		
	Humanities and Fine Arts (*not a MOTR course)	9 credits from 2 or more areas	Art	ART101, 103, 105		
			Civilization	HST201, 202		
			Culture	EDU240*		
			Foreign Language	FRN101, 102; GRM101, 102; SPN101, 102		
			Literature/Film	EDU245* (for Elem/Early Child only); ENG105, 106, 122, 215, 216, 225, 226, 228, 229, 235(H), 250(H)		
			Music	MSC101, 131, 133, 135, 137, 231, 232		
			Philosophy/Religion	PHL101, 102(H), 110, 111, 201, 202(H), 204		
			Theatre	THT100(H)		
			Performance/Production of Creative Arts	ART115, 123, 127, 129, 141, 150, 160; ENG104; MSC144, 145, 146, 152, 241, 251, 259, THT110		
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH130* (for Elem/Early Child only), 131, 132, 134, 141, 161*, 180*; BUS168*		
	Natural Science (*includes a lab)	7 credits from 2 areas with 1 lab	Biological Science	BIO101*, 102, 103*, 109, 116, 211*		
			Physical Science	CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*		
	Civics	3 credits	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
	Social and Behavioral Sciences	6 credits	Psychology	PSY101(H)		
				PSY205		
	General Education Electives	5 credits	COL101, 103; HPE138; Choose any MOTR course from the courses listed above except performance classes. See MOTR webpage.			
Associate of Arts in Teaching Education Requirements, Institutional Requirements, and Electives – 20 credits	Computer Literacy requirement met with required Teacher Education course EDU205.					
	First Year Experience requirement met with required Teacher Education course EDU105.					
	Education Courses	13 credits (All courses must be completed with a grade of "C" or better.)	Exploring the Field of Educ	EDU105		
			Educational Technology	EDU205		
			Found of Educ in Diverse Soc	EDU210		
			Educational Psychology	EDU225		
			Teaching Prof Field Exp	EDU230		
	Electives	7 credits	Courses # >= 100: ART; BIO101-220; BUS101, 120, 150, 168, 240, 241, 245, 246, 261, 265; CHM; CIS125, 129, 155; COL; COM; CRJ110, 112, 114, 130, 135, 140, 202, 220, 222; ECE102, 103, 108, 212; ECO; EDU; EGR; ENG; FRN; GEO; GRM; GUD; HPE; HST; HUM; MSA/C; MTH110, 128+; PHL; PHY; PSC; PSY; SOC; SPN; SWK; THT EDU235 recommended			

Revised March 2026

Associate of Fine Arts – Art Degree

The Associate of Fine Arts-Art (A.F.A.) is designed as a specialized transfer degree for entry into a Fine Arts baccalaureate degree program. This degree involves changes in the traditional general education requirements resulting in differences across the traditional disciplines of the arts and sciences from the minimum 42 credit hours in General Education for the A.A. transferable degree with CORE 42 completion. Students pursuing an A.F.A. degree complete just a portion of the CORE 42 as part of their specific degree requirements. The A.F.A. does not automatically qualify a student for any other transfer programs and students who change degrees may have to take additional general education courses.

Associate of Fine Arts-Art Institutional Requirements

Computer Literacy Proficiency 3 credit hours as part of Fine Art Major courses

Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following courses combined apply as part of the required Fine Arts major courses:

ART150 Digital Photography I ART152 Digital Art Studio

First Year Experience (FYE) 1-3 credit hours (apply as elective credit hours)

One of the following required:

COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL103 Structure and Support for Intro to College
EDU105 Exploring the Field of Education

Associate of Fine Arts-Art Major Course Requirements

Required Fine Arts Major Courses 18 credit hours

ART146 Drawing II or ART147 Figure Drawing
ART120 Design I
ART121 Design II
ART150 Digital Photography I
ART152 Digital Art Studio
ART290 Studio Practices

Associate of Fine Arts-Art Elective Requirements

Fine Arts Elective Courses 22 credit hours (including 1 credit hour FYE course)

ART107 Modern Art
ART117 Watercolor I
ART123 Ceramics Pottery I
ART127 Digital Short Film
ART141 Painting I
ART142 Painting II
ART143 Landscape Painting
ART151 Printmaking I
ART160 Graphic Design I
ART170 Graphic Design II
ART180 History of Photography
ART217 Watercolor II
ART223 Drawing III
ART225 Watercolor III
ART243 Painting III
ART250 Digital Photography II
ART252 Printmaking II
ART260 Graphic Design III
ART262 Ceramics Pottery II
ART263 Ceramics Pottery III
ART265 Digital Photography III
ART270 Graphic Design IV
ART281 Studio Art

Associate of Fine Arts-Art General Education Program Requirements:

The Associate of Fine Arts (A.F.A.) transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses within each of these knowledge areas as well as the notes below regarding specific courses recommended/required for the A.F.A. degree. General education credits should be carefully selected with the help of an advisor/faculty to meet degree requirements and prerequisites.

Students pursuing an A.F.A. degree complete just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Fine Arts or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending public institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program for Fine Arts degree or CORE 42 at the receiving institution.

Social & Behavioral Sciences	Communications	Natural Sciences	Mathematical Sciences	Humanities & Fine Arts
6 credit hours minimum, including at least one Civics course _____ A.F.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum written communications and 3 credit hours minimum either written or oral communications _____ A.F.A. requires: Courses with MOTR equivalence ENG101, 101H English Composition I **AND** ENG102(H) English Composition II **OR** COM100(H) Fundamentals of Communication **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum _____ A.F.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum** _____ A.F.A. requires: Courses with MOTR equivalence or ** successful completion of MTH161, 168, 180 or BUS168. **Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.**	9 credit hours minimum _____ A.F.A. requires: Courses with MOTR equivalence ART103 Survey of Art I **AND** ART105 Survey of Art II **AND** ART115 Drawing I

Associate of Fine Arts in Art Transfer (67 Credits) 2026 – 2027 Degree Plan

A minimum 2.0 cumulative GPA is required for both the general education block and the overall degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Fine Arts in Art General Education Degree Requirements – 27 credits (MOTR CORE42 completion not required for AFA degree.)	Communications	6 credits	Written Communications	ENG101(H)		
			Communications	COM100(H) or ENG102(H)		
	Humanities and Fine Arts	9 credits	Art	ART103		
				ART105		
			Performance	ART115		
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH131, 132, 134, 141, 161*, 180*; BUS168*		
	Natural Science (*includes a lab)	3 credits	Biological Science	BIO101*, 102, 103*, 109, 116, 211*		
			Physical Science	CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*		
	Civics	3 credits	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
	Social and Behavioral Sciences	3 credits	Communications	COM130		
			Economics	ECO100, 101, 102		
			Geography	GEO103		
			History	HST103(H), 104(H), 250, 260		
			Political Science	PSC102(H), 155, 202		
			Psychology	PSY101(H), 205		
			Sociology/Anthropology	SOC101(H), 240, 250		
Associate of Fine Arts in Art Core Requirements, Electives, and Institutional Requirements (First Year Experience and Computer Literacy) – 40 credits	Institutional Requirements	Computer Literacy is met with required Art courses ART150 and ART152.				
		1 credit	First Year Experience	COL100, 101, 103; EDU105		
	Core Art Courses	18 credits	Drawing (3)	ART146 or ART147		
			Design I (3)	ART120		
			Design II (3)	ART121		
			Digital Photography I (3)	ART150		
			Digital Art Studio (3)	ART152		
			Studio Practices (3)	ART290		
	Art Electives	21 credits	ART107, 117, 123, 127, 129, 141, 142, 146, 147, 151, 160, 170, 180, 217, 223, 225, 243, 250, 252, 260, 262, 263, 265, 270, 281			

Associate of Fine Arts – Music Degree

The Associate of Fine Arts in Music (A.F.A.) is designed as a specialized transfer degree for entry into a Fine Arts baccalaureate degree program. This degree involves changes in the traditional general education requirements resulting in differences across the traditional disciplines of the arts and sciences from the minimum 42 credit hours in General Education for the A.A. transferable degree with CORE 42 completion. Students pursuing an A.F.A. degree complete just a portion of the CORE 42 as part of their specific degree requirements. The A.F.A. does not automatically qualify a student for any other transfer programs and students who change degrees may have to take additional general education courses.

Associate of Fine Arts - Music Institutional Requirements

Computer Literacy Proficiency 3 credit hours as part of Fine Art Music Major courses

Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following courses combined apply as part of the required Fine Arts major courses:

MSC104 Music Theory II
MSC204 Music Theory III

First Year Experience (FYE) 1-3 credit hours (apply as elective credit hours)

One of the following required:

COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL103 Structure and Support for Intro to College
EDU105 Exploring the Field of Education

Associate of Fine Arts Music Major Course Requirements

Required Fine Arts Major Courses 28 credit hours

Music Theory – 16 credit hours

MSC103 Music Theory I
MSC104 Music Theory II
MSC203 Music Theory III
MSC204 Music Theory IV

Applied Lessons – 8 credit hours
(course number depends on type of lesson)

MSA17x
MSA18x
MSA27x
MSA28x

Large Ensemble – 4 credit hours

MSC152
MSC259

Associate of Fine Arts – Music Elective Requirements

Music Elective Courses 13 credit hours (FYE course also counts towards elective courses)

MSC126
MSC131
MSC133
MSC135
MSC137
MSC144
MSC145
MSC146
MSC152
MSC168
MSC169
MSC235
MSC241
MSC248
MSC251
MSC259
MSC16x
MSA17x
MSA18x
MSA27x
MSA28x

Associate of Fine Arts-Music General Education Program Requirements:

The Associate of Fine Arts-Music (A.F.A.) transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses within each of these knowledge areas as well as the notes below regarding specific courses recommended/required for the A.F.A. degree. General education credits should be carefully selected with the help of an advisor/faculty to meet degree requirements and prerequisites.

Students pursuing an A.F.A. degree complete just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Fine Arts or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending public institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program for Fine Arts degree or CORE 42 at the receiving institution.

Social & Behavioral Sciences	Communications	Natural Sciences	Mathematical Sciences	Humanities & Fine Arts
6 credit hours minimum, including at least one Civics course A.F.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum written communications **AND** 3 credit hours minimum either written or oral communications A.F.A. requires: Courses with MOTR equivalence ENG101, 101H English Composition I **AND** ENG102(H) English Composition II **OR** COM100(H) Fundamentals of Communication **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum A.F.A. requires: Courses with MOTR equivalence **Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.**	3 credit hours minimum** A.F.A. requires: Courses with MOTR equivalence or ** successful completion of MTH161, 168, 180 or BUS168. **Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.**	9 credit hours minimum A.F.A. requires: Courses with FRN101, FRN102, GRM101, GRM102, SPN101, SPN102, ART101, ART103, OR ART105 **AND** MSC231 Music Literature Before 1750 **AND** MSC232 Music Literature After 1750

Associate of Fine Arts in Music Transfer (68 Credits) 2026 – 2027 Degree Plan

A minimum 2.0 cumulative GPA is required for both the general education block and the overall degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/In Progress	Future
Associate of Fine Arts in Music General Education Degree Requirements – 27 credits (MOTR CORE42 completion not required for AFA degree.)	Communications	6 credits	Written Communications	ENG101(H)		
			Communications	COM110 or ENG102(H)		
	Humanities and Fine Arts	9 credits	Performance	MSC144, 145, 146, 152, 241, 248, 251, 259		
			Music	MSC231		
				MSC232		
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH131, 132, 134, 141, 161*, 180*; BUS168*		
	Natural Science (*includes a lab)	3 credits	Biological Science	BIO101*, 102, 103*, 109, 116, 211*		
			Physical Science	CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*		
	Civics	3 credits	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
	Social and Behavioral Sciences	3 credits	Communications	COM130		
			Criminal Justice	CRJ110		
			Economics	ECO100, 101, 102		
			Geography	GEO103		
			History	HST103(H), 104(H), 250, 260		
			Political Science	PSC102(H), 155, 202		
			Psychology	PSY101(H), 205		
			Sociology/Anthropology	SOC101(H), 240, 250		
Associate of Fine Arts in Music Core Requirements, Electives, and Institutional Requirements (First Year Experience and Computer Literacy) – 41 credits	Institutional Requirements	Computer Literacy is met with required Music courses MSC104 and MSC204.				
		1 credit	First Year Experience	COL100, 101, 103; EDU105^		
	Core Music Courses	28 credits	Music Theory I (4)	MSC103		
			Music Theory II (4)	MSC104		
			Music Theory III (4)	MSC203		
			Music Theory IV (4)	MSC204		
			Applied Lessons I (2)	MSA17X^		
			Applied Lessons II (2)	MSA 18X^		
			Applied Lessons III (2)	MSA27X^		
			Applied Lessons IV (2)	MSA28X^		
			Large Ensemble (4)	MSC152 or MSC259		
	Music Electives	12 credits	MSA17X, 18X, 27X, 28X; MSC126, 131, 133, 135, 137, 144, 145, 146, 152, 161^, 162^, 168, 169, 210, 211, 235, 241, 248, 250, 251, 259, 261^			

^EDU105 is recommended for music education majors. MSA001 is a corequisite for all applied lessons. MSA002 is a corequisite for all Applied Vocal Lessons. MSC161, MSC162, and MSC261 are recommended electives for non-piano majors.

Revised March 2026

Associate of Science Degree

The Associate of Science (A.S.) degree is designed as a specialized transfer degree for entry into a baccalaureate degree program. Jefferson College offers three Associate of Science degree options:

- **Associate of Science in Biology**
- **Associate of Science in Chemistry**
- **Associate of Science with Engineering Emphasis**
- **Associate of Science with Engineering Technology Emphasis**

Associate of Science in Biology

This Associate of Science (A.S.) in Biology degree is a specialized transfer degree designed for biological science students to transfer to a university as part of a bachelor's degree for students pursuing pre-professional programs such as pre-medicine, pre-pharmacy as well as allied health professions. Jefferson College has partnered with several universities creating 2+2 transfer agreements.

This A.S. in Biology degree is comprised of 29 credit hours of general education, 23 hours of required departmental courses, 7 hours of technical electives, and the First Year Experience and Computer Literacy Proficiency Institutional Requirements. This degree involves changes in the traditional general education requirements resulting in differences across the traditional disciplines of the arts and sciences from the minimum 42 credit hours in General Education for the Associate of Arts (A.A.) transferable degree with CORE 42 completion. Students pursuing an A.S. in Biology degree complete just a portion of the CORE 42 as part of their specific degree requirements. The A.S. in Biology does not automatically qualify a student for any other transfer programs and students who change degrees may have to take additional general education courses.

Associate of Science in Biology
General Education Program Requirements:

The Associate of Science (A.S.) in Biology transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for this A.S. with engineering emphasis degree. General education credits should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

Students pursuing an A.S. in Biology degree complete just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Science degree or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program or CORE 42 at the receiving institution.

Social & Behavioral Sciences and Humanities & Fine Arts	Written Communications	Natural Sciences	Mathematical Sciences
9 credit hours minimum from at least 2 disciplines, including at least one Civics course A.S. in Biology requires: Courses with MOTR equivalence ***Civics (select one): 3*** HST103(H) U.S. History I HST104(H) U.S. History II PSC102(H) U.S. and Missouri Governments and Constitutions **AND** ***Humanities & Fine Arts and/or Social & Behavioral Sciences (select two): 6*** Art: ART101, 103, 105 Civilization: HST201, 202 French: FRN101, 102 Spanish: SPN101,102 Literature: ENG105, 106, 215(H), 216(H), 225, 226, 228, 229 Geography: GEO103 Music: MSC101, 131, 133, 231, 232 Philosophy: PHL101, 102, 201, 202(H) Political Science: PSC155 Psychology: PSY101(H) Sociology: SOC101(H) Theatre: THT100(H)	6 credit hours minimum A.S. Engineering Emphasis requires: Courses with MOTR equivalence ENG101(H) English Composition I **AND** ENG102(H) English Composition II	9 credit hours minimum from Natural Sciences, including two courses with a lab component* A.S. in Biology requires: Courses with MOTR equivalence BIO103 Biology for Majors I **AND** CHM111(H)* General Chemistry I	5 credit hours minimum A.S. in Biology requires: MTH141 Precalculus or higher

Associate of Science in Biology Transfer (63 Credits) 2026 – 2027 Degree Plan

A minimum 2.0 cumulative GPA is required for both general education block and the overall degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Science in Biology General Education Degree Requirements – 29 credits (MOTR CORE42 completion not required for AS degree.)	Communications	6 credits	Written Communications	ENG101(H)		
				ENG102(H)		
	Civics	3 credits	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
	Humanities and Fine Arts AND/OR Social and Behavioral Sciences	6 credits	Art	ART101, 103, 105		
			Civilization	HST201, 202		
			Foreign Language	FRN101, 102; GRM101, 102; SPN101, 102		
			Literature	ENG105, 106, 215, 216, 225, 226, 228, 229, 235(H)		
			Geography	GEO103		
			Music	MSC101, 131, 133, 231, 232		
			Philosophy/Religion	PHL101, 102(H), 110, 111, 201, 202(H)		
			Political Science	PSC155		
			Psychology	PSY101(H)		
			Sociology	SOC101(H)		
			Theatre	THT100(H)		
	Mathematical Science	5 credits	Mathematical Science	MTH141 or higher		
	Natural Science	9 credits with 2 labs	Biological Science	BIO103		
			Physical Science	CHM111		
Associate of Science in Biology Science Requirements, Electives, and Institutional Requirements (First Year Experience and Computer Literacy) – 34 credits	Institutional Requirements	4 credits	Computer Literacy	CIS125; EDU205		
			First Year Experience	COL100, 101, 103; EDU105		
	Core Science Courses	23 credits	Biology for Majors II (4)	BIO104		
			Genetics (4)	BIO201		
			General Chemistry II (5)	CHM112		
			Organic Chemistry I (5)	CHM200		
			Organic Chemistry II (5)	CHM201		
	Science Electives	7 credits	Ecology Environ Conserve (3)	BIO109		
			Vertebrate Anatomy (4)	BIO207		
			Vertebrate Physiology (4)	BIO208		
			Anatomy Physiology I (4)	BIO211		
			Anatomy Physiology II (4)	BIO212		
			Microbiology (5)	BIO215		

Revised April 2026

Associate of Science in Chemistry

This Associate of Science (A.S.) in Chemistry degree is a specialized transfer degree designed for natural sciences an allied health students to transfer to a university as part of a bachelor's degree. This knowledge is essential for students pursuing careers in healthcare, environmental science, and other related fields.

This A.S. in Chemistry degree is comprised of 29 credit hours of general education, 29 hours of required departmental courses, 4 hours of technical electives, and 4 hours of First Year Experience and Computer Literacy Proficiency Institutional Requirements. This degree involves changes in the traditional general education requirements resulting in differences across the traditional disciplines of the arts and sciences from the minimum 42 credit hours in General Education for the Associate of Arts (A.A.) transferable degree with CORE 42 completion. Students pursuing an A.S. in Chemistry degree complete just a portion of the CORE 42 as part of their specific degree requirements. The A.S. in Chemistry does not automatically qualify a student for any other transfer programs and students who change degrees may have to take additional general education courses.

Associate of Science in Chemistry
General Education Program Requirements:

The Associate of Science (A.S.) in Chemistry transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for this A.S. with engineering emphasis degree. General education credits should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

Students pursuing an A.S. in Chemistry degree complete just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Science degree or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program or CORE 42 at the receiving institution.

Social & Behavioral Sciences and Humanities & Fine Arts	Written Communications	Natural Sciences	Mathematical Sciences
9 credit hours minimum from at least 2 disciplines, including at least one Civics course A.S. in Chemistry requires: Courses with MOTR equivalence ***Civics (select one): 3*** HST103(H) U.S. History I HST104(H) U.S. History II PSC102(H) U.S. and Missouri Governments and Constitutions **AND** ***Humanities & Fine Arts and/or Social & Behavioral Sciences (select two): 6*** Art: ART101, 103, 105 Civilization: HST201, 202 French: FRN101, 102 Spanish: SPN101,102 Literature: ENG105, 106, 215(H), 216(H), 225, 226, 228, 229 Geography: GEO103 Music: MSC101, 131, 133, 231, 232 Philosophy: PHL101, 102, 201, 202(H) Political Science: PSC155 Psychology: PSY101(H) Sociology: SOC101(H) Theatre: THT100(H)	3 credit hours minimum written communications AND 3 credit hours minimum either written or oral communications A.S. in Chemistry requires: Courses with MOTR equivalence ENG101, 101H English Composition I **AND** COM100(H) Fundamentals of Communication, COM110(H) Public Speaking or ENG102 English Composition II **Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.**	9 credit hours minimum from Natural Sciences, including two courses with a lab component* A.S. in Chemistry requires: Courses with MOTR equivalence BIO103 Biology for Majors I **AND** CHM111(H)* General Chemistry I	5 credit hours minimum A.S. in Chemistry requires: MTH180 Calculus I

Associate of Science in Chemistry Transfer (66 Credits) 2026 – 2027 Degree Plan

A minimum 2.0 cumulative GPA is required for both general education block and the overall degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Science in Chemistry General Education Degree Requirements – 29 credits (MOTR CORE42 completion not required for AS degree.)	Communications	6 credits	Written Communications	ENG101(H)		
			Communications	COM100(H), COM110; ENG102(H)		
	Civics	3 credits	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
	Humanities and Fine Arts AND/OR Social and Behavioral Sciences	6 credits	Art	ART101, 103, 105		
			Civilization	HST201, 202		
			Economics	ECO101, 102		
			Foreign Language	FRN101, 102; GRM101, 102; SPN101, 102		
			Literature	ENG105, 106, 122, 215, 216, 225, 226, 228, 229, 235(H), 250(H)		
			Music	MSC101, 131, 133, 135, 137, 231, 232		
			Philosophy/Religion	PHL101, 102(H), 110, 111, 201, 202(H), 204		
			Sociology	SOC101(H)		
			Theatre	THT100(H)		
	Mathematical Science	5 credits	Mathematical Science	MTH180		
	Natural Science	9 credits with 2 labs	Biological Science	BIO103		
			Physical Science	CHM111		
Associate of Science in Chemistry Science Requirements, Electives, and Institutional Requirements (First Year Experience and Computer Literacy) – 37 credits	Institutional Requirements	4 credits	Computer Literacy	CIS125; EDU205		
			First Year Experience	COL100, 101, 103; EGR100		
	Core Science Courses	29 credits	Biology for Majors II (4)	BIO104		
			Biophysics (5)	BIO220		
			General Chemistry II (5)	CHM112		
			Organic Chemistry I (5)	CHM200		
			Organic Chemistry II (5)	CHM201		
			Calculus II (5)	MTH185		
	Science Electives	4 credits with 1 lab	Analytical Chemistry (4)	CHM202		
			Biochemistry (4)	CHM210		
			Technical Internship (3)	INT193		
			Technical Research (3)	INT194		

Associate of Science with Engineering Emphasis

This Associate of Science (A.S.) with engineering emphasis degree is a specialized transfer degree designed for entry into an engineering baccalaureate degree. The courses have been carefully planned and are the result of an agreement between Jefferson College and Missouri University of Science and Technology (Missouri S&T) to ensure these classes will transfer to Missouri University of Science and Technology (Missouri S&T). Each Missouri S&T engineering department and the engineering departments at other institutions may have differences in the recommended minimum 64 credit hours transferred from Jefferson College. Courses should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

This A.S. with engineering emphasis degree is comprised of 27 credit hours of general education, 27 hours of required engineering courses, 9+ hours of engineering technical electives, and the First Year Experience and Computer Literacy Proficiency Institutional Requirements. This degree involves changes in the traditional general education requirements resulting in differences across the traditional disciplines of the arts and sciences from the minimum 42 credit hours in General Education for the Associate of Arts (A.A.) transferable degree with CORE 42 completion. Students pursuing an A.S. with engineering emphasis degree complete just a portion of the CORE 42 as part of their specific degree requirements. The A.S. does not automatically qualify a student for any other transfer programs and students who change degrees may have to take additional general education courses.

Associate of Science Engineering Emphasis General Education Program Requirements:

The Associate of Science (A.S.) Engineering Emphasis transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for this A.S. with engineering emphasis degree. General education credits should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

Students pursuing an A.S. with engineering emphasis degree complete just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Science with engineering emphasis degree or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program or CORE 42 at the receiving institution.

Social & Behavioral Sciences and Humanities & Fine Arts	Written Communications	Natural Sciences	Mathematical Sciences
9 credit hours minimum from at least 2 disciplines, including at least one Civics course A.S. Engineering Emphasis requires: Courses with MOTR equivalence ***Civics (select one): 3*** HST103(H) U.S. History I HST104(H) U.S. History II PSC102(H) U.S. and Missouri Governments and Constitutions **AND** ***Economics (select one): 3*** ECO101 Macroeconomics ECO102 Microeconomics **AND** ***Humanities & Fine Arts and/or Social & Behavioral Sciences (select one): 3*** Art: ART101, 103, 105 Civilization: HST201, 202 French: FRN101, 102 Spanish: SPN101,102 Literature: ENG105, 106, 215(H), 216(H), 225, 226, 228, 229 Geography: GEO103 Music: MSC101, 131, 133, 231, 232 Philosophy: PHL101, 102, 201, 202(H) Political Science: PSC155 Psychology: PSY101(H) Sociology: SOC101(H) Theatre: THT100(H)	3 credit hours minimum A.S. Engineering Emphasis requires: Courses with MOTR equivalence ENG101(H) English Composition I	10 credit hours minimum from Physical Sciences, including two courses with a lab component* A.S. Engineering Emphasis requires: Courses with MOTR equivalence CHM111(H)* General Chemistry I **AND** PHY223* General Physics I (NOTE: PHY223 also meets Computer Literacy Proficiency Requirement)	5 credit hours minimum A.S. Engineering Emphasis requires: MTH180 Calculus I (not a MOTR course but meets general education requirement for mathematical sciences).

Associate of Science Institutional Requirements:

Computer Literacy Proficiency 5 credit hours as part of required Engineering general education courses

(5 hours completed as part of Mathematical Sciences requirements fulfills this requirement)

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 Engineering general education courses:

PHY223* General Physics I

First Year Experience 1-3 credit hours (apply as elective credit hours)

One of the following required:

COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL103 Structure and Support for Intro to College
EGR100 Introduction to Engineering

Associate of Science Engineering Emphasis Engineering Course Requirements

Required Engineering Courses 27 credit hours

MTH185 Calculus II
MTH201 Calculus III
MTH205 Differential Equations
PHY224* General Physics II
CIS155 Introduction to Computer Programming
EGR101 Computer Aided Engineering Design
EGR228 Engineering Mechanics-Statics

Associate of Science Engineering Emphasis Technical Elective Requirements

Associate of Science Technical Electives 9 credit hours

Electives should be carefully chosen to ensure applicability to the specific engineering department graduation requirements which the student intends to pursue at Missouri S&T. See your physics department advisor for recommended courses. The Associate of Science (A.S.) with engineering emphasis degree requires nine credit hours from the following Technical Elective options:

CHM112 General Chemistry II
CHM200 Organic Chemistry I
EGR250 Engineering Mechanics-Dynamics
EGR261 Circuit Analysis I
MTH172 Linear Algebra
MTT148 Introduction to Metallurgy
PHY105 Physical Geology
Advanced Communications (3 credit hours)
COM110 Public Speaking (MOTR COMM110 Fundamentals of Public Speaking) or
ENG102(H) English Composition II (MOTR ENGL 200 Composition II)

Associate of Science with Engineering Technology Emphasis

This Associate of Science (A.S.) with engineering technology emphasis degree is a specialized transfer degree designed for entry into an engineering baccalaureate degree. The courses have been carefully planned and are the result of an agreement between Jefferson College and the Missouri State University (MSU) Mechanical Engineering Technology Program to ensure these classes will transfer to Missouri State University (MSU). Each MSU engineering department and the engineering departments at other institutions may have differences in the recommended minimum 65 credit hours transferred from Jefferson College. Courses should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

This A.S. with engineering technology emphasis degree is comprised of 42 credit hours of general education, 22 hours of required engineering technology courses, and the First Year Experience and Computer Literacy Proficiency Institutional Requirements.

This degree involves changes in the traditional general education requirements resulting in differences across the traditional disciplines of the arts and sciences from the minimum 42 credit hours in General Education for the Associate of Arts (A.A.) transferable degree with CORE 42 completion. Students pursuing an A.S. with engineering technology emphasis degree complete just a portion of the CORE 42 as part of their specific degree requirements. The A.S. does not automatically qualify a student for any other transfer programs and students who change degrees may have to take additional general education courses.

Associate of Science Institutional Requirements

Computer Literacy Proficiency 5 credit hours as part of required Engineering general education courses

(5 hours completed as part of Mathematical Sciences requirements fulfills this requirement)

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 Engineering general education courses:

PHY223* General Physics I

First Year Experience 1-3 credit hours (apply as elective credit hours)

One of the following required:

COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL103 Structure and Support for Intro to College
EGR100 Exploring the Field of Engineering

Associate of Science Engineering Technology Emphasis Engineering Technology Course Requirements

Required Engineering Technology Courses 22 credit hours

MTH185 Calculus II
PHY224* General Physics II
CIS155 Introduction to Computer Programming
EGR101 Computer Aided Engineering Design
EGR228 Engineering Mechanics-Statics
EGR250 Engineering Mechanics-Dynamics

Associate of Science Engineering Technology Emphasis General Education Program Requirements:

The Associate of Science (A.S.) Engineering Technology Emphasis transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-69 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for this A.S. with engineering technology emphasis degree. General education credits should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

Students pursuing an A.S. with engineering technology emphasis degree complete just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Science with engineering technology emphasis degree or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program or CORE 42 at the receiving institution.

Social & Behavioral Sciences and Humanities & Fine Arts	Written Communications	Oral Communications	Natural Sciences	Mathematical Sciences
15 credit hours minimum, including at least one Civics course A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence ***Civics: 6*** HST103(H) U.S. History I **AND** PSC102(H) U.S. and Missouri Governments and Constitutions **AND** ***Economics (select one): 3*** ECO101 Macroeconomics ECO102 Microeconomics **AND** ***Philosophy (Logic): 3*** PHL101 Logic **AND** ***Humanities & Fine Arts and/or Social & Behavioral Sciences (select one): 3*** Art: ART101, 103, 105 Civilization: HST201, 202 French: FRN101, 102 Spanish: SPN101,102 Literature: ENG105, 106, 215(H), 216(H), 225, 226, 228, 229 Geography: GEO103 Music: MSC101, 131, 133, 231, 232 Philosophy: PHL102, 201, 202(H) Political Science: PSC155 Sociology: SOC101(H) Theatre: THT100(H)	6 credit hours minimum A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence ENG101(H) English Composition I **AND** ENG102(H) English Composition II	3 credit hours minimum A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence COM110 Public Speaking	10 credit hours minimum from Physical Sciences, including two courses with a lab component* A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence CHM111(H)* General Chemistry I **AND** PHY223* General Physics I (NOTE: PHY223 also meets Computer Literacy Proficiency Requirement)	5 credit hours minimum A.S. Engineering Technology Emphasis requires: MTH180 Calculus I (not a MOTR course but meets general education requirement for mathematical sciences).

General Education Option

3 credit hours from either BIO102 Concepts of Biology or BIO109 Ecology and Environmental Conservation or PSY101(H) General Psychology. See engineering advisor/faculty for assistance in selecting courses.

Associate of Science in Engineering Transfer (64 Credits) 2026 – 2027 Degree Plan

A minimum 2.0 cumulative GPA is required for both the CORE42 general education block and the overall degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Science in Engineering General Education Degree Requirements – 27 credits (MOTR CORE42 completion not required for AS degree.)	Communications	3 credits	Written Communications	ENG101(H)		
	Civics	3 credits	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
	Humanities and Fine Arts AND/OR Social and Behavioral Sciences	3 credits	Economics	ECO101, 102		
		3 credits	Art	ART101, 103, 105		
			Civilization	HST201, 202		
			Foreign Language	FRN101, 102; GRM101, 102; SPN101, 102		
			Literature	ENG105, 106, 215, 216, 225, 226, 228, 229		
			Geography	GEO103		
			Music	MSC101, 131, 133, 231, 232		
			Philosophy/Religion	PHL101, 102(H), 201, 202(H)		
			Political Science	PSC155		
			Psychology	PSY101(H)		
			Sociology	SOC101(H)		
			Theatre	THT100(H)		
	Mathematical Science	5 credits	Mathematical Science	MTH180 (not a MOTR course)		
	Natural Science	10 credits with 2 labs	Physical Science	CHM111		
				PHY223		
Associate of Science in Engineering Core, Electives, and Institutional Requirements (First Year Experience and Computer Literacy) – 37 credits	Institutional Requirements	Computer Literacy requirement is met with required General Education Natural Science course PHY223.				
		1 credit	First Year Experience	EGR100		
	Core Engineering Courses	18 credits	Calculus II (5)	MTH185		
			Calculus III (5)	MTH201		
			Differential Equations (3)	MTH205		
			General Physics II (5)	PHY224		
	Electives	18 credits	Biology for Majors I (4)	BIO103		
			Genetics (4)	BIO201		
			General Chemistry II (5)	CHM112		
			Organic Chemistry I (5)	CHM200		
			Organic Chemistry II (5)	CHM201		
			Adv Communications (3)	COM110 or ENG102(H)		
			Intro Computer Program (3)	CIS155		
			Comp Aided Engin Dsgn (3)	EGR101		
			Engineering Mech-Statics (3)	EGR228		
			Engineering Mech-Dynam (3)	EGR250		
			Circuit Analysis I (3)	EGR261		
			Intro Statistics (3)	MTH132		
			Linear Algebra (3)	MTH172		
			Into Metallurgy (3)	MTT148		
			Physical Geology (4)	PHY105		
			MOTR Hum or Soc Be Sci (3)	See MOTR list above		

Revised March 2026

Associate of Science in Engineering Technology Transfer (65 Credits) 2026 – 2027 Degree Plan

A minimum 2.0 cumulative GPA is required for both the CORE42 general education block and the overall degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Science in Engineering Technology General Education Degree Requirements – 42 credits (MOTR CORE42 completion not required for AS degree.)	Communications	6 credits	Written Communications	ENG101(H)		
				ENG102(H)		
		3 credits	Oral Communications	COM110		
	Civics	6 credits	MO Civics Exam	PSC001		
			Civics	HST103(H)		
				PSC102(H)		
	Humanities and Fine Arts AND/OR Social and Behavioral Sciences	3 credits	Economics	ECO101, 102		
		3 credits	Philosophy	PHL101		
		3 credits	Art	ART101, 103, 105		
			Civilization	HST201, 202		
			Foreign Language	FRN101, 102; GRM101, 102; SPN101, 102		
			Literature	ENG105, 106, 215, 216, 225, 226, 228, 229		
			Geography	GEO103		
			Music	MSC101, 131, 133, 231, 232		
			Philosophy/Religion	PHL102(H), 201, 202(H)		
			Political Science	PSC155		
			Sociology	SOC101(H)		
			Theatre	THT100(H)		
	Mathematical Science	5 credits	Mathematical Science	MTH180 (not a MOTR course)		
	Natural Science	10 credits with 2 labs	Physical Science	CHM111		
				PHY223		
	General Education Option	3 credits	Biological Science	BIO102, 109		
			Psychology	PSY101(H)		
Associate of Science in Engineering Technology Core and Institutional Requirements (First Year Experience and Computer Literacy) – 23 credits	Institutional Requirements	Computer Literacy requirement is met with required General Education Natural Science course PHY223.				
		1 credit	First Year Experience	EGR100		
	Core Engineering Courses	22 credits	Calculus II (5)	MTH185		
			General Physics II (5)	PHY224		
			Intro Computer Program (3)	CIS155		
			Comp Aided Engin Dsgn (3)	EGR101		
			Engineering Mech-Statics (3)	EGR228		
			Engin Mech-Dynam (3)	EGR250		

Revised April 2026

Career Education Certificates & Associate of Applied Science Degrees

Jefferson College offers several Career Education programs designed to prepare a student for immediate employment after graduation. In most of these programs, the student has the choice of pursuing either a Career Education certificate or the Associate of Applied Science (A.A.S.) degree.

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. Some Career Education programs require state licensing for professional practice. The completion of Jefferson College's programs entitles the student to complete these examinations.

Career Education Certificates

Certificate programs focus only on the knowledge and skills for one of the following specific careers and thus do not include General Education requirements for associate degrees. They do include the First Year Experience institutional requirement.

See Career Education Requirements for specific certificates and A.A.S. degrees on pages 111-132. Students pursuing a Career Education certificate must complete all courses so specified in the appropriate curriculum and maintain a 2.0 cumulative grade point average for those required courses.

The following Career Education Certificate programs are available at Jefferson College:

- Accounting
- Applied Technology
- Automotive Technology
- Biotechnology
- Business Management
- Child Care/Early Childhood Education
- Computer Information Systems
    - o Computer Support Option
    - o Criminal Justice Cyber Forensics Option
    - o Cyber Security Option
- Culinary Arts (One or two year)
- Digital Communication
- Emergency Medical Technology
- Heating, Refrigeration, and Air Conditioning Technology (Installer & Technician)
- Law Enforcement Academy
- Practical Nursing
- Precision Machining Technology
- Radiologic Technology
- Welding Technology

Associate of Applied Science Degrees

The Associate of Applied Science (A.A.S.) degree is a specialized degree designed to prepare a student for entry into a particular occupation. As such, this degree only requires completion of a minimum of 18 credit hours within the General Education program. Thus, students are not expected to demonstrate the complete range of academic knowledge, and skills, and competencies as students who complete the full 42 credit hours in General Education Program CORE 42 curriculum for the Associate of Arts (A.A.) transferable degree. An A.A.S. degree does not automatically qualify a student for any other programs and students who change degrees may have to take additional general education courses.

When A.A.S. credit hours earned are used for transfer, they will be evaluated on a course-by-course basis by the transfer institution. In order for students to be adequately prepared for the workforce and to facilitate articulation agreements, a minimum of twenty-five percent of the A.A.S. degree requirements shall consist of college-level transferable general education.

In addition to the General Education and institutional requirements, a student working toward an A.A.S. degree must major in an area of concentration which may also include a specialty (i.e., Business Management: Marketing). Courses should be carefully selected with the help of an advisor/faculty to meet degree requirements and prerequisites.

- Accounting
- Applied Technology
- Apprenticeship Training
- Automotive Technology
- Biotechnology
- Business Management
  - Accounting
  - Marketing
- Child Care/Early Childhood Education
- Computer Information Systems
  - Computer Support Option
  - Criminal Justice Cyber Forensics Option
  - Cyber Security Option
- Digital Communication
- Law Enforcement Academy
- Culinary Arts
- Emergency Medical Technology
- Health Information Technology
- Heating, Refrigeration, and Air Conditioning Technology
- Nursing
- Precision Machining Technology
- Radiologic Technology
- Veterinary Technology
- Welding Technology

Program Career and Salary Information

Pursuant to Missouri HB 1606 (2018) information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at Jefferson College can be found at the following website: https://scorecard.mo.gov/scorecard/. Search using School / Program “Jefferson College” and choose the degree or credential type of interest.

The following limitations to the data apply: Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.

Associate of Applied Science General Education Program Requirements:

The Associate of Applied Science (A.A.S.) degree requires completion of a degree specific portion of the General Education program curriculum distributed among the Knowledge Areas as listed below. See page 111 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for the A.A.S. degree.

See Career Education Requirements for specific certificates and A.A.S. degrees' on pages 111-132 for specific general education courses required for each A.A.S. degree. Total number of general education credit hours required will vary depending on departmental requirements. General education credits should be carefully selected with the help of an advisor/faculty to meet degree requirements and prerequisites.

> *Students pursuing an A.A.S. degree complete just a portion of the CORE 42 as part of their specific degree requirements. Students who change degrees will be required to meet the general education requirements of the new degree. Students who do not complete either the Associate of Arts or the CORE 42 shall receive credit at a receiving Missouri public institution for each MOTR course completed at a sending institution. Students shall receive full credit, including any prerequisites or requirements in the major, for all MOTR courses transferred. After receiving credit for MOTR courses, the student shall complete the general education program or CORE 42 at the receiving institution.*

Social & Behavioral Sciences	Written Communications	Humanities and Fine Arts or Communications	Mathematical and/or Natural Sciences
6 credit hours minimum including at least one Civics course A.A.S. degrees require/ recommend specific courses: See Career Education Requirements for specific A.A.S. degrees for specific courses for each degree. **Consult your advisor for assistance in selecting courses for your specific degree.** May include courses that are not MOTR CORE courses.	3 credit hours minimum A.A.S. requires: Courses with MOTR equivalence ENG101, 101H English Composition I	3 credit hours minimum; performance classes do not apply to either Humanities and Fine Arts and/or total general education A.A.S. degrees require/ recommend specific courses: See Career Education Requirements for specific A.A.S. degrees for specific courses for each degree. **Consult your advisor for assistance in selecting courses for your specific degree.** May include courses that are not MOTR CORE courses.	6 credit hours minimum A.A.S. degrees require/ recommend specific courses: See Career Education Requirements for specific A.A.S. degrees for specific courses for each degree. **Consult your advisor for assistance in selecting courses for your specific degree.** May include courses that are not MOTR CORE courses.

Associate of Applied Science Institutional Requirements

Computer Literacy Proficiency 3 credit hours

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 elective credit hours:

CIS125 Computer Concepts and Applications
EDU205 Educational Technology

First Year Experience 1-3 credit hours (apply as elective credit hours)

One of the following required:

COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL103 Structure and Support for Intro to College

Associate of Applied Science Program Requirements:

See Career Education Requirements for specific certificates and A.A.S. degrees on pages 111-132 for specific courses required for each A.A.S. degree. Total number of credit hours required will vary depending on departmental requirements.

Accounting Technology

(Associate of Applied Science degree or certificate)

The Accounting Associate of Applied Science degree is a two-year degree that provides the technical knowledge needed to go to work. While many of the courses within this program of study transfer to university programs, we highly advise you to check with your intended transfer institution to verify transferability. If you desire entry-level Accounting skills, the Accounting Technology certificate may be of interest. Courses focus on the technical skills required for bookkeepers and can be completed in as little as two semesters.

Click here for course and degree/certificate information.

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 (CIS125, Computer Concepts and 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 (CIS125, Computer Concepts and 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.

Program list "A"

Automotive Technology (AUT)
Business Management (BUS, MGT)
Computer Information Systems (CIS)
Childcare/Early Childhood Education (ECE)
Emergency Medical Technology (EMT)
Fire Science Technology (FST)
Health Information Technology (HIT)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Nursing (PNE, RNR)
Paramedic (PAR)
Radiologic Technology (RAD)
Veterinary Technology (VAT)
Welding Technology (WLD)

Click here for course and degree/certificate information.

Program list "B"

Apprenticeship I (APR101)
Automotive Technology (AUT)
Biomedical Electronics Technician (BET)
Biotechnology (BIO240, 250, 260)
Business Information Technology (BIT)
Business Management (BUS, MGT)
Communications (COM130, 150, 155, 198, 199, 298, 299)
Computer Information Systems (CIS)
Computer Integrated Manufacturing (CIM)
Childcare/Early Childhood Education (ECE)
Electronics Technology (ETC, ETI)
Emergency Medical Technology (EMT)
Fire Science Technology (FST)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Health Information Technology (HIT)
Law Enforcement (LEA)
Machine Tool/CNC Technology (MTT)
Nursing (PNE, RNR)
Paramedic (PAR)
Radiologic Technology (RAD)
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 and on-the-job training by granting college credit for this work experience. There is a fee for posting apprenticeship training credits on the student's transcript, which is equivalent to five credit hours of in-district tuition at Jefferson College. 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 Workforce Development at 636-481-3221.

Degree Composite:

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

Click here for course and degree/certificate information.

Automotive Technology

The Jefferson College Automotive Technology Program has received five-year accreditation by the National Automotive Technicians Education Foundation (NATEF) for meeting strict industry standards in the areas of brakes, electrical/electronic systems, engine performance, engine repair, and suspension/steering. The program instructors are certified by the National Institute for Automotive Service Excellence (ASE).

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

Click here for course and degree/certificate information.

Biotechnology

The Biotechnology program offers both a certificate and Associate of Applied Science degree preparing students for careers in biomanufacturing, medical innovation, research, and agricultural improvement. The curriculum covers lab safety, genetics, DNA, lab techniques, biological physics, and immunology. Graduates are eligible to take the industry-recognized Biotechnology Aptitude and Competency Exam (BACE) and may transfer to four-year universities to continue studies in research, development, or manufacturing. This program will be available at the Arnold location only.

Click here for course and degree/certificate information.

Business Management

(Associate of Applied Science degree or certificate)

The Business Management degree is for those who wish to obtain an Associate of Applied Science degree and enter the workforce upon completion. The program provides a broad course of study in Management, Marketing, Accounting, Advertising, Personal Selling, Entrepreneurship, and Finance.

Click here for course and degree/certificate information.

Child Care/Early Childhood Education

(Associate of Applied Science degree or certificate)

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.

Click here for course and degree/certificate information.

Computer Information Systems

❖ Computer Support Option

(Associate of Applied Science degree or certificate)

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. They may install and maintain computer networks and servers. Job titles may include: Help Desk Analyst, Computer Support Specialist, Computer Technician, Technical Support Specialist, Network Support Specialist, Network Technician, Server Administrator, or Systems Administrator.

The courses in this program cover PC and server operating systems, hardware, software, and networking. Students will prepare for CompTIA's A+, Linux+, Network+, and Security+ certification exams as well as Microsoft's Certified Systems Administrator certification exams. Learning objectives for Introduction to Computer Support, Advanced Computer Support, Networking I, Networking II, MS Server I, MS Server II, MS Server III, Information Systems Security, and Linux OS align directly with their corresponding certification exam objectives.

Jefferson College is proud to be a CompTIA Authorized Academy and Microsoft Imagine Academy.

Click here for course and degree/certificate information.

❖ Criminal Justice Cyber Forensics Option

(Associate of Applied Science degree or certificate)

The Computer Information Systems combines information technology fundamentals and information systems security with an in-depth look at the criminal justice system. This unique combination of skills prepares students to protect computer systems, networks, and data from modern threats while maintaining ethical and legal standards. Technical coursework aligns directly with CompTIA A+, Network+, and Security+ exam objectives.

Certification fees are included in their respective courses.

Click here for course and degree/certificate information.

❖ Cyber Security Option

(Associate of Applied Science degree or certificate)

The Computer Information Systems: Cyber Security Option prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Students will receive instruction in system analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; programming; risk assessment and policy analysis; computer architecture; contingency planning; user access issues; investigation techniques; and troubleshooting.

Industry certificates may include: CompTIA's Network+, Security+, Cloud+, Linux+, CySA+, PenTest+. Certification fees are included in their respective courses.

Click here for course and degree/certificate information.

Law Enforcement

(Associate of Applied Science degree or certificate)

The curriculum Law Enforcement is designed for 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.

Click here for course and degree/certificate information.

❖ Jefferson College Law Enforcement Academy

The Jefferson College Law Enforcement Academy consists of day and night programs. 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.

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 Law Enforcement. 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, 6-10 p.m. and two eight-hour Saturdays a month. Upon successful completion of the program, recruits earn a Certificate in Law Enforcement and the opportunity to test for a Class A POST License.

Culinary Arts

(Associate of Applied Science degree or certificate)

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.

Click here for course and degree/certificate information.

Digital Communication

The Digital Communications program prepares students to meet the growing demand for skilled digital communicators across all industries. The program prepares students for careers in content creation, marketing, media production, public relations, and more. An Associate of Applied Science degree and a certificate is available and can be paired with any degree to enhance career opportunities.

Click here for course and degree/certificate information.

Emergency Medical Technology

(Associate of Applied Science degree or certificate)

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 patients, and transports them 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 Arnold location.

Click here for course and degree/certificate information.

Health Information Technology

(Associate of Applied Science degree or certificate)

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 at Jefferson College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Click here for course and degree/certificate information.

Healthcare Professions

See the following programs: Emergency Medical Technology/Paramedic, Health Information Technology, Nursing, Radiologic Technology, or Veterinary Technology listed in this catalog.

Heating, Refrigeration, and Air Conditioning Technology

(Associate of Applied Science degree or certificate)

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.

The Jefferson College Heating, Refrigeration, and Air Conditioning Program is accredited by HVAC Excellence (1701 Pennsylvania Ave NW, Washington, DC 20006; phone 800-394-5268, www.hvacexcellence.org).

Click here for course and degree/certificate information.

Nursing Bi-Level Program

The Bi-level Nursing Program admits beginning nursing students to Level I / PN each fall in the day program (1 year) and each spring in the evening/weekend program (2 years), based on admission testing scores, completion of prerequisites, GPA, and completed written application. Successful completion of Level I / PN leads to certification and application for licensure as a Licensed Practical Nurse*. All Level I / PN students, meeting academic requirements, progress to Level II / RN. Additionally, all Level II / RN students must have attained LPN status by the mid-term of the fall semester to continue in the program.

Successful completion of Level II / RN leads to an Associate of Applied Science degree
and application for licensure as a Registered Professional Nurse (RN)*. Level II / RN also accepts a limited number of already practicing LPN's who must meet specific admission
requirements including prerequisites, IV certification, minimum mobility exam testing scores, and GPA.

Level I PN and Level II RN fees are based on total instructional costs of the program.

Level I / PN and Level II / RN have full approval from the Missouri State Board of Nursing (MSBN).

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

Click here for course and degree/certificate information.

Precision Machining Technology

(Associate of Applied Science degree or certificate)

In the Precision Machining Technology program, students will learn computerized machining 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.

Click here for course and degree/certificate information.

Radiologic Technology

(Associate of Applied Science degree or certificate)

The Radiologic Technology Program is committed to preparing liberally educated, competent, caring, and socially responsible medical imaging technologists by providing an accessible, quality college experience as it strives to meet the diverse needs of the students and the community.

The Radiologic Technology program will foster excellence in teaching and scholarly inquiry by promoting learning opportunities in cutting-edge technology, academic rigor, and an open exchange of ideas to ensure an environment which exemplifies caring and service to the community. The program aims to prepare students with the attributes of responsible citizens who are committed to lifelong learning and who are critical thinkers and creative, capable, and culturally sensitive practitioners. In doing so, we will provide educated students with marketable skills and expertise in current imaging technologies.

The Associate of Applied Science degree in Radiologic Technology prepares graduates to perform x-ray examinations in a wide variety of settings. The radiographer applies complex techniques to create radiographic images used to diagnose health problems. Upon completion of the program, the graduate is eligible for certification through the American Registry of Radiologic Technologists (ARRT). A minimum cumulative GPA of 2.5 is required to graduate from this program. Additionally, the Radiologic Technology program offers a certificate track for select individuals already holding and Associate Degree or higher. Entrance to the Radiologic Technology program is by selective admission and is highly competitive. An informational packet with an application is available online at www.jeffco.edu/rad.

The Radiologic Technology program is recognized as an accredited program with the American Registry of Radiologic Technologists and the Joint Review Committee on Education in Radiologic Technology (JCERT). Please see the website for the full accreditation statement.

Click here for course and degree/certificate information.

Veterinary Technology

(Associate of Applied Science degree only)

The Veterinary Technology Program combines the study of college-level general education courses and extensive coursework 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 Registration 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 coursework to advance and complete the program.

Click here for course and degree/certificate information.

Welding Technology

(Associate of Applied Science degree or certificate)

The Welding Technology Program combines advanced welding training 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.

Click here for course and degree/certificate information.

Accounting
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for electives and each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements and Electives	Introduction to Business (3)	BUS101				X
	Financial Accounting (3)	BUS240			X	X
	Managerial Accounting (3)	BUS241				X
	Cost Accounting (3)	BUS245				X
	Tax Accounting (3)	BUS246				X
	Business Communications (3)	BUS261			X	X
	Spreadsheet Applications (3)	MGT105			X	X
	Bookkeeping (3)	MGT107			X	X
	Payroll Accounting (3)	MGT243			X	X
	QuickBooks (3)	MGT245			X	X
	Financial Management (3)	MGT262			X	X
	Electives (9)					X
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)			X	X
	Oral Communications (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (6)	MGT103^			X	X
						X
	Computer Literacy (3)	CIS125^			X	X
	First Year Experience (1)				X	X
				Total Credits	**31**	**64**

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Electives	9	BUS120^, BUS150^, BUS168^, BUS265^, ECO101, ECO102, MGT125^, MGT132^, MGT145^, MGT295^, PHL202(H), PHL204
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	ECO101, ECO102
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	6	MGT103^ and MTH131, MTH132, MTH134*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*MGT103 is required for Mathematical Science requirement.

Revised March 2026

Applied Technology
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Electives – 15 credits from one area	AUT – Automotive Technology				X	X
	BUS, MGT – Business Management					
	CIS – Computer Information Systems					
	CUL – Culinary Arts					
	ECE – Childcare/Early Childhood Education					
	EMT/PAR – Emergency Medical Technology					
	FST – Fire Science Technology					
	HIT – Health Information Technology					
	HRA – Heating, Refrigeration, and AC Technology					
	LEA – Law Enforcement					
	PMT – Precision Machining Technology					
	PNE, RNR – Nursing					
	RAD – Radiologic Technology					
	VAT – Veterinary Technology					
	WLD – Welding Technology					
General Education and Institutional Requirements – 22 credits	Communications (3)	ENG101(H)				X
	Communications OR Humanities (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science AND/OR Natural Science (6)					X
						X
	Computer Literacy (3)	CIS125^			X	X
	First Year Experience (1)				X	X
Technical Electives – 23 credits	Select 23 credits from any combination of areas below: APR101; AUT; BET; BIO240, 250, 260; BIT; BUS; CDA; CDD; CDM; CIM; CIS; COM130, 150, 155, 198, 199, 298, 299; CVL; ECE; EMT; ETC; ETI; FST; HIT; HRA; INT; LEA; MGT; MTT; PAR; PMT; PNE; PTA; OTA; RAD; RNR; VAT; WLD *BUS120 Principles of Management recommended				X	X
				Total Credits	**42**	**60**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Revised April 2026

Apprenticeship Training
2026 – 2027
Associate of Applied Science Degree

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Degree
Core Requirements – 45 credits+	Apprenticeship I (10)	APR101			X
	Apprenticeship II (10)	APR105			X
	Apprenticeship III (10)	APR201			X
	Apprenticeship IV (10)	APR205			X
	Apprenticeship Capstone Review (5)	APR207			X
General Education and Institutional Requirements – 21 credits	Communications (3)	ENG101(H)			X
	Communications OR Humanities (3)				X
	Social and Behavioral Sciences (3)				X
	Civics (3)				X
	MO Civics Exam	PSC001			X
	Mathematical Science AND/OR Natural Science (6)				X
					X
	Computer Literacy (3)				X
				Total Credits	**66**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices*
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^*
Computer Literacy	3	CIS125^, EDU205^

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*PSY101 is recommended for Social and Behavioral Sciences requirement.
*MGT103 is recommended for Mathematical AND/OR Natural Science requirement for AAS degree. MTH134 is recommended for Mathematical AND/OR Natural Science requirement for transfer to a bachelor's degree.

+Must submit Journeyman's Certificate to the Office of Enrollment Services for credit to be posted.

Automotive Technology
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Automotive Shop Safety (1)	AUT100			X	X
	Automotive Brake Systems (2)	AUT131			X	X
	Automotive Brake Systems Lab (4)	AUT132			X	X
	Automotive Steering and Suspension Systems (3)	AUT141			X	X
	Automotive Steering and Suspension Systems Lab (3)	AUT142			X	X
	Automotive Engine Repair (1)	AUT151			X	X
	Automotive Engine Repair Lab (3)	AUT152			X	X
	Introduction to Engine Performance (1)	AUT161			X	X
	Introduction to Engine Performance Lab (3)	AUT162			X	X
	Basic Electrical/Electronics Systems (4)	AUT201				X
	Basic Electrical/Electronics Systems Lab (5)	AUT202				X
	Advanced Engine Performance (2)	AUT211				X
	Advanced Engine Performance Lab (3)	AUT212				X
	Advanced Electrical/Electronics Systems (2)	AUT221				X
	Advanced Electrical/Electronics Systems Lab (3)	AUT222				X
	Driveline Diagnosis and Service (2)	AUT231				X
	Driveline Diagnosis and Service (3)	AUT232				X
	Automotive Heating/AC Systems (2)	AUT251				X
	Automotive Heating/AC Systems (3)	AUT252				X
	Automotive Industry Management Fundamentals (2)	AUT258				X
	Technical Internship (1-3 – optional)	INT191,192, 193				
General Education and Institutional Requirements	Communications (3)	ENG101(H)				X
	Communications OR Humanities (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)	MTH105^			X	X
	Mathematical Science AND/OR Natural Science (3)					X
	Computer Literacy (3)					X
	First Year Experience (1)				X	X
				Total Credits	**25**	**74**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MTH105
Mathematical Science AND/OR Natural Science	3	See MOTR webpage for a list of choices or MGT103^, MTH110^, MTH128^
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Revised June 2026

Biotechnology
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Sciences and Science Electives	Biology for Majors II (4)	BIO104			X	X
	Biotechnology for Majors I (4)	BIO240			X**	X**
	Biotechnology for Majors II (4)	BIO250			X**	X**
	Biotechnology for Majors III (4)	BIO260				X
	Biophysics (5)	BIO220				X
	Technical Internship (3) OR Technical Research (3)	INT193, 194				X
	Science Electives (8)					X
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)				X
	Communications (3)					X
	Social and Behavioral Sciences (3)	SOC101(H)				X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)				X	X
	Natural Science (9)	BIO103			X	X
		CHM111			X	X
	Computer Literacy (3)					X
	First Year Experience (1)				X	X
				Total Credits	**25**	**60**

General Education/Institutional Requirements	Credits Required	Course Options
Science Electives	8	BIO215, CHM112, CHM210
Written Communications	3	ENG101(H)
Communications	3	COM100(H), COM110, or ENG102(H)
Social and Behavioral Sciences	3	SOC101(H)
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MTH132, MTH134 or higher*
Natural Science	9	BIO103 and CHM111
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101, COL103, EGR100^

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

**Credit for Prior Learning can be awarded if the Biotechnology Aptitude & Competency Exam (BACE) is passed within 5 years of enrollment.
*MTH132 is recommended for Mathematical Science requirement.

Revised March 2026

Business Management
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for electives and each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements and Electives	Introduction to Business (3)	BUS101				X
	Principles of Management (3)	BUS120			X	X
	Marketing (3)	BUS150			X	X
	Financial Accounting (3) OR Bookkeeping (3)	BUS240 OR MGT107			X	X
	Business Communications (3)	BUS261				X
	Spreadsheet Applications (3)	MGT105			X	X
	Personal Selling (3)	MGT132			X	X
	Entrepreneurship (3)	MGT145				X
	Business Internship I (3)	MGT199			X	X
	QuickBooks (3)	MGT245				X
	Financial Management (3)	MGT262				X
	Electives				6 credits	9 credits
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)			X	X
	Oral Communications (3)				X	X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)	MGT103^			X	X
	Mathematical Science AND/OR Natural Science (3)					X
	Computer Literacy (3)	CIS125^				X
	First Year Experience (1)				X	X
				Total Credits	**34**	**64**

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Electives	6/9	Accounting Concentration: BUS240, BUS241, BUS245, BUS246, MGT243, MGT245; Marketing Concentration: MGT133, MGT220, MGT230; No Concentration: BUS265, MGT120, MGT125, PHL202(H), PHL204*
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	ECO101, ECO102
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MGT103
Mathematical Science AND/OR Natural Science	3	See MOTR webpage for a list of choices or MTH105^, MTH110^, MTH128^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*Choose nine credits of electives for degrees or six credits of electives for certificates. To earn a concentration, choose three elective courses in either Accounting or Marketing.

Revised June 2026

Child Care/Early Childhood Education 2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Introduction to Early Childhood Education (3)	ECE102			X	X
	Child Health, Nutrition, and Safety (3)	ECE103			X	X
	School Age Child Care (3)	ECE107			X	X
	Infant/Toddler Care (3)	ECE108			X	X
	Integrating Children with Special Needs (3)	ECE120				X
	Behavior Management (3)	ECE122			X	X
	Early Childhood Education Lab (2)	ECE201			X	X
	Early Childhood Education Practicum I (2)	ECE202			X	X
	Early Childhood Education Practicum II (2)	ECE205			X	X
	Curriculum Strategies for Preschool Classrooms (3)	ECE210			X	X
	Family, School, and Community Relations (3)	ECE212			X	X
	Early Childhood Education Administration (3)	ECE214				X
	Literature for Children (3)	EDU245				X
	Child Development (3) OR Life Span Human Development (3)	PSY201 OR PSY205				X
General Education and Institutional Requirements	Communications (6)	ENG101(H)				X
		ENG102(H)				X
	Social and Behavioral Sciences (3)	PSY101(H)				X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)					X
	Natural Science (3)					X
	Computer Literacy (3)	EDU205^				X
	First Year Experience (1)	EDU105^			X	X
				Total Credits	**28**	**61**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	6	ENG101(H) and 102(H)
Social and Behavioral Sciences	3	PSY101(H)
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^
Natural Science	3	See MOTR webpage for a list of choices
Computer Literacy	3	EDU205^
First Year Experience	1	EDU105^

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Computer Information Systems
Computer Support Option
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Introduction to Information Technology (5)	CIS130			X	X
	Networking I (4)	CIS147			X	X
	MS Server I (5)	CIS154			X	X
	Cabling and Equipment Installation (3)	CIS215			X	X
	MS Server II (5)	CIS220			X	X
	Virtualization and the Cloud (4)	CIS221				X
	Advanced Database Concepts (4)	CIS233				X
	Networking II (4)	CIS247			X	X
	Enterprise Client Administration (3)	CIS252			X	X
	Information Systems Security (4)	CIS260				X
	Linux OS (3)	CIS275				X
	Networking/Support Projects (3) OR Technical Internship (3)	CIS282 OR INT193				X
General Education and Institutional Requirements	Communications (3)	ENG101(H)				X
	Communications OR Humanities (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science AND/OR Natural Science (6)					X
						X
	Computer Literacy (3)	CIS252^			X	X
	First Year Experience (1)				X	X
				Total Credits	**30**	**66**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^*
Computer Literacy	3	CIS252^
First Year Experience	1	COL100^, COL101^, COL103^

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*MTH105 is recommended for Mathematical Science AND/OR Natural Science requirement.

Computer Information Systems
Criminal Justice Cyber Forensics
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Introduction to Information Technology (5)	CIS130			X	X
	Networking I (4)	CIS147			X	X
	MS Server I (5)	CIS154			X	X
	Networking II (4)	CIS247			X	X
	Information Systems Security (4)	CIS260			X	X
	Linux OS (3)	CIS275			X	X
	Technical Internship (1-3 – optional)	INT191, 192, 193				
	Introduction to Criminal Justice (3)	CRJ110			X	X
	Criminal Law (3)	CRJ112			X	X
	Rules of Criminal Evidence (3)	CRJ114			X	X
	Terrorism (3)	CRJ135			X	X
	Ethics in Criminal Justice (3)	CRJ140			X	X
	Criminal Investigation (3)	CRJ222			X	X
General Education and Institutional Requirements	Communications (3)	ENG101(H)				X
	Communications OR Humanities (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science AND/OR Natural Science (6)					X
						X
	Computer Literacy (3)	CIS125^			X	X
	First Year Experience (1)				X	X
				Total Credits	**47**	**65**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)*
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices*
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*PHL101 is recommended for Humanities OR Communications.
*PSY101 or SOC101 are recommended for Social and Behavioral Sciences requirement.
*MTH134 is recommended for Mathematical Science AND/OR Natural Science requirement.

Computer Information Systems
Cyber Security
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Networking I (4)	CIS147			X	X
	MS Server I (5)	CIS154			X	X
	MS Server II (5)	CIS220				X
	Virtualization and the Cloud (4)	CIS221				X
	Enterprise Client Administration (3)	CIS252			X	X
	Information Systems Security (4)	CIS260			X	X
	Network Security (4)	CIS263			X	X
	Advanced Information Systems Security (4)	CIS264			X	X
	Linux OS (3)	CIS275			X	X
	Penetration Testing (5)	CIS277				X
	Security Projects (4)	CIS284				X
General Education and Institutional Requirements	Communications (3)	ENG101(H)				X
	Communications OR Humanities (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science AND/OR Natural Science (6)					X
						X
	Computer Literacy (3)	CIS252^			X	X
	First Year Experience				X	X
				Total Credits	**28**	**64**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), 104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^*
Computer Literacy	3	CIS252^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*MTH134 is recommended for Mathematical Science AND/OR Natural Science requirement.

Revised April 2026

Digital Communication
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements and Electives	Digital Short Film (3)	ART127				X
	Digital Photography (3)	ART150			X	X
	Graphic Design I (3)	ART160				X
	Marketing (3)	BUS150				X
	Introduction to Mass Media Communication (3)	COM130			X	X
	TV Production I (3)	COM150			X	X
	TV Production Practicum (3) OR Broadcasting Internship (3)	COM198 OR COM299				X
	Media Writing and Production (3)	ENG115			X	X
	Creative Writing for Digital Media (3)	ENG230				X
	Web Marketing (3)	MGT220			X	X
	Science Electives (9)					X
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)			X	X
	Oral Communications (3)	COM110				X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science AND/OR Natural Sciences (6)					X
						X
	Computer Literacy (3)	CIS125^			X	X
	First Year Experience (1)				X	X
				Total Credits	**22**	**61**

General Education/Institutional Requirements	Credits Required	Course Options
Electives	9	**Online and Social Media Marketing/Advertising Emphasis** Choose 6 credits from: BUS101, MGT107, MGT133, MGT145, MGT230, PHL204 Choose 3 credits from: ART152, ART170, ART260, ART270, BUS101, CIS235, COM220, COM250, ENG104, ENG105, ENG106, ENG110, ENG111, ENG122 **Podcasting and Multimedia Journalism Emphasis:** Choose 6 credits from: COM220, COM250, ENG104, ENG105, ENG106, ENG110, ENG111, ENG122 Choose 3 credits from: ART152, ART170, ART260, ART270, BUS101, MGT107, MGT133, MGT145, MGT230 **Film and Content Creation Emphasis:** Choose 3 credits from: ART152, ART170, ART260, ART270 Choose 3 credits from: COM220, COM250, ENG104, ENG105, ENG106, ENG110, ENG111, ENG122 Choose 3 credits from: BUS101, MGT107, MGT133, MGT145, MGT230
Written Communications	3	ENG101(H)
Communications	3	COM110
Social and Behavioral Sciences	3	PSY101(H), SOC101(H)
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	See MOTR webpage for a list of choices or MGT103^, MTH128^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Revised April 2026

Culinary Arts
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for electives and each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	C1+	C2+	Degree+
Core Requirements and Electives	ServSafe Sanitation (1)	CUL100				X	X
	Culinary Arts I (4)	CUL101			X	X	X
	Culinary Arts II (4)	CUL102			X	X	X
	Culinary Arts III (4)	CUL103				X	X
	Culinary Arts IV (4)	CUL104				X	X
	Hospitality and Restaurant Management (2)	CUL210				X	X
	Cost Control (2)	CUL211				X	X
	Human Resource Management and Supervision (2)	CUL212				X	X
	Nutrition (2)	CUL213					X
	Introduction to Business (3)	BUS101			X	X	X
	Principles of Management (3)	BUS120				X	X
	Marketing (3)	BUS150					X
	Business Communications (3)	BUS261			X	X	X
	Advertising (3)	MGT133					X
	Electives (3)					X	X
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)			X	X	X
	Oral Communications (3)	COM100(H)				X	X
	Social and Behavioral Sciences (3)						X
	Civics (3)						X
	MO Civics Exam	PSC001					X
	Mathematical Science (3)	MGT103^			X	X	X
	Mathematical Science AND/OR Natural Science (3)						X
	Computer Literacy (3)	CIS125^			X	X	X
	First Year Experience (1)				X	X	X
				Total Credits	**24**	**48**	**65**

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Electives	3	Courses # >=100*
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MGT103
Mathematical Science AND/OR Natural Science	3	See MOTR webpage for a list of choices or MTH105^, MTH110^, MTH128^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*ART120, 121, CUL115, HPE130, 132, and MGT107 are recommended options for the Electives requirement.

+Culinary Arts offers a one year certificate (C1) option, two year certificate (C2) option, and degree option (Degree).

Revised June 2026

Emergency Medical Technology
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Emergency Medical Technician I (4)	EMT110			X	X
	Emergency Medical Technician II (4)	EMT120			X	X
	Emergency Medical Technician Clinical/Internship I (1)	EMT125			X	X
	Physical Fitness I (1)	HPE101			X	X
	Physical Fitness II (1)	HPE201			X	X
	Paramedic Advanced Care and Terminology (3)	PAR200			X	X
	Paramedic Pharmacology (3)	PAR205			X	X
	Paramedic Medical Emergencies (3)	PAR210			X	X
	Paramedic Advanced Cardiology (4)	PAR215			X	X
	Paramedic Clinical Practicum I (4)	PAR220			X	X
	Paramedic Internship I (1)	PAR225			X	X
	Paramedic Trauma Emergencies (3)	PAR230			X	X
	Paramedic Special Considerations (2)	PAR235			X	X
	Paramedic Ambulance Operations (1)	PAR240			X	X
	Paramedic Clinical Practicum II (4)	PAR245			X	X
	Paramedic Internship II (4)	PAR250			X	X
	Paramedic Internship III (4)	PAR255			X	X
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)			X	X
	Oral Communications (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Natural Science (3)	BIO116			X	X
	Mathematical Science AND/OR Natural Science (3)					X
	Computer Literacy (3)					X
	First Year Experience (1)				X	X
				Total Credits	**54**	**69**

General Education/Institutional Requirements	Credits Required	Course Options
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Natural Science	3	BIO116
Mathematical Science AND/OR Natural Science	3	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Health Information Technology
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Introduction to Health Information Technology (3)	HIT100			X	X
	Healthcare Statistics (3)	HIT115				X
	Medical Terminology (3)	HIT122			X	X
	Healthcare Legal and Ethical Issues (3)	HIT130			X	X
	Introduction to Pharmacology (3)	HIT150				X
	Basic Principles of Disease (3)	HIT155				X
	Classification Systems I (3)	HIT200				X
	Healthcare Quality and Performance Improvement (3)	HIT205				X
	Electronic Health Systems (3)	HIT220			X	X
	Classification Systems II (3)	HIT230				X
	Healthcare Billing and Reimbursement (3)	HIT250				X
	Healthcare Management and Supervision (3)	HIT255				X
	HIT Professional Practice (2)	HIT260				X
	HIT Capstone (1)	HIT261				X
General Education and Institutional Requirements	Written Communications (3)	ENG101(H)				X
	Oral Communications (3)					X
	Social and Behavioral Sciences (3)	PSY101(H)				X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)					X
	Natural Science (3)	BIO116				X
	Computer Literacy (3)	CIS125^			X	X
	First Year Experience (1)				X	X
				Total Credits	**16**	**61**

General Education/Institutional Requirements	Credits Required	Course Options
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	PSY101(H)
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MTH128^, MTH131 or higher
Natural Science	3	BIO116
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL103^

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Revised March 2026

Heating, Refrigeration, and Air Conditioning Technology 2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	C1+	C2+	Degree+
Core Requirements and Electives	Electricity for HVAC (5)	HRA101			X	X	X
	Principles of Refrigeration (5)	HRA105			X	X	X
	Refrigeration and A/C Mechanical Systems (5)	HRA125			X	X	X
	Introduction to International Mechanical Code (3)	HRA135				X	X
	Customer Relations and Record Keeping (2)	HRA150			X	X	X
	Duct, Envelope Testing, and Leakage Detection (2)	HRA155			X		
	Sheet Metal Design, Sizing, and Installation for HRA (3)	HRA160			X		
	Residential Gas Heating Systems (4)	HRA205				X	X
	Residential Air Conditioning Systems (3)	HRA216				X	X
	Advanced Electricity for HVAC (4)	HRA230				X	X
	Heat Pumps and Mini-Splits (3)	HRA240				X	X
	Electives (10) (See Below)					X	X
General Education and Institutional Requirements	Communications (3)	ENG101(H)					X
	Communications OR Humanities (3)						X
	Social and Behavioral Sciences (3)						X
	Civics (3)						X
	MO Civics Exam	PSC001					X
	Mathematical Science (3)	MTH105^				X	X
	Mathematical Science AND/OR Natural Science (3)						X
	Computer Literacy (3)						X
	First Year Experience (1)				X	X	X
				Total Credits	**23**	**48**	**66**

General Education/ Institutional Requirements	Credits Required	Course Options
Electives	10	HRA155 (2), HRA160 (3), HRA249 (5), HRA260 (3), INT193 (3)
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MTH105
Mathematical Science AND/OR Natural Science	3	See MOTR webpage for a list of choices or MGT103^, MTH110^, MTH128^
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

+Heating, Refrigeration, and Air Conditioning Technology offers an Installer Certificate (C1) option, Technician Certificate (C2) option, and Heating, Refrigeration, and Air Conditioning Technology Degree option (Degree).

Revised June 2026

Law Enforcement Academy
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Introduction to Law Enforcement (3)	LEA110			X	X
	Criminal Law for Law Enforcement (3)	LEA112			X	X
	Rules of Criminal Evidence for Law Enforcement (3)	LEA114			X	X
	Juvenile Justice for Law Enforcement (3)	LEA120			X	X
	Ethics and Professionalism for Law Enforcement (3)	LEA147			X	X
	Report Writing for Law Enforcement (3)	LEA155			X	X
	Patrol Operations and Tactics (3)	LEA215			X	X
	Law Enforcement Internship (3)	LEA220			X	X
	Criminal Investigation for Law Enforcement (3)	LEA222			X	X
	Law Enforcement Organizational Leadership (3)	LEA224			X	X
	Advanced Criminal Investigation for Law Enforcement (3)	LEA242			X	X
Elective Requirements	Physical Fitness I (1)	HPE101			X	X
	Physical Fitness (1)	HPE201			X	X
	Firearms for Law Enforcement (1)	LEA111			X	X
	First Responder First Aid for Law Enforcement (3)	LEA135			X	X
	Firearms for Law Enforcement (1)	LEA211			X	X
General Education and Institutional Requirements	Communications (3)	ENG101(H)				X
	Communications OR Humanities (3)					X
	Social and Behavioral Sciences (6)	SOC101(H)				X
		SOC250				X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science AND/OR Natural Science (6)					X
						X
	Computer Literacy (3)					X
	First Year Experience (1)				X	X
				Total Credits	**41**	**65**

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)*
Social and Behavioral Sciences	6	SOC101(H) and SOC250
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	See MOTR webpage for a list of choices or MGT103^, MTH105^, MTH110^, MTH128^*
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*COM100(H) is recommended for Humanities OR Communications requirement.
*MGT103 and PHY102 are recommended for Mathematical Science AND/OR Natural Science requirement.

Revised April 2026

Level II Registered Nursing
2026 – 2027
Associate of Applied Science Degree

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Degree
Core Requirements	Licensure as a Licensed Practical Nurse – LPN (18)				X
	Introduction to Bridging – RN Bridge Students Only (1)	RNR138			
	Nursing Transitions and Trends (1)	RNR210			X
	Pediatric/High Risk Obstetrical Nursing (2.75)	RNR220			X
	Pediatric/High Risk Obstetrical Nursing Clinical I (1.25)	RNR221			X
	Psychiatric Nursing (3)	RNR225			X
	Adult Health Nursing I (5)	RNR230			X
	Adult Health Nursing I Clinical (1)	RNR231			X
	Adult Health Nursing II (5)	RNR250			X
	Adult Health Nursing II Clinical (1)	RNR251			X
	Capstone Professional Nursing (2)	RNR260			X
	Capstone Professional Nursing Clinical (2)	RNR261			X
General Education and Institutional Requirements	Communications (6)	ENG101(H)			X
					X
	Social and Behavioral Sciences (3)	PSY101(H)			X
	Civics (3)				X
	MO Civics Exam	PSC001			X
	Natural Science (12)	BIO113^			X
		BIO211			X
		BIO212^			X
	Computer Literacy (3)	CIS125^			X
	First Year Experience (1)				X
				Total Credits	**70**

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	6	ENG101(H) and ENG102(H) or COM100(H)
Social and Behavioral Sciences	3	PSY101(H)*
Civics	3	HST103(H), HST104(H), PSC102(H)
Natural Science	12	BIO113^ and BIO211 and BIO212^*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*PSY101(H) is required with a grade of "C" or better prior to admission to the nursing program.
*BIO113, BIO211, and BIO212 are required with a grade of "C" or better within five years prior to admission to the nursing program.

Revised March 2026

Level I Practical Nursing
2026 – 2027 Certificate

A minimum 2.0 cumulative GPA is required for the certificate. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate
Core Requirements	Fundamentals of Nursing (6)	PNE141			X
	Fundamentals of Nursing Clinical (1)	PNE142			X
	Intro to Nursing Pharmacology (3)	PNE144			X
	Personal Vocational Concepts (1.5)	PNE145			X
	Mental Health (2)	PNE148			X
	Mental Health Clinical (0.5)	PNE149			X
	Pharmacology I (3)	PNE163			X
	Pharmacology II (3)	PNE164			X
	Medical Surgical Nursing I (5)	PNE171			X
	Medical Surgical Nursing II (5)	PNE172			X
	Maternal-Child Nursing (2.5)	PNE174			X
	Medical Surgical Nursing I Clinical (1.25)	PNE181			X
	Medical Surgical Nursing II Clinical (1.25)	PNE182			X
	Capstone Practical Nursing (2)	PNE195			X
	Capstone Practical Nursing Clinical (1)	PNE196			X
General Education/ Institutional Requirements	Social and Behavioral Sciences (3)	PSY101(H)			X
	Natural Science (8)	BIO211			X
		BIO212^			X
	First Year Experience (1)				X
				Total Credits	50

General Education/ Institutional Requirements	Credits Required	Course Options
Social and Behavioral Sciences	3	PSY101(H)*
Natural Science	8	BIO211 and BIO212^*
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

*PSY101(H) is required with a grade of "C" or better prior to admission to the nursing program.
*BIO211 and BIO212 are required with a grade of "C" or better within five years prior to admission to the nursing program.

Revised February 2026

Precision Machining Technology
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	C1+	C2+	Degree+
Core Requirements	Introduction to Machining Procedures (3)	PMT105			X	X	X
	CNC Programming I (3)	PMT125			X	X	X
	Machining Procedures (3)	PMT150				X	X
	CNC Programming II (5)	PMT155				X	X
	Advanced Machining Procedures (3)	PMT205				X	X
	Quality Assurance (3)	PMT210			X	X	X
	Advanced CNC Programming (5)	PMT225				X	X
	Computer Integrated Manufacturing (3)	PMT235				X	X
	Computer Aided Manufacturing (5)	PMT240				X	X
	Introduction to 3D Contouring (3)	PMT250				X	X
	Industrial Blueprint Reading (3)	MTT108			X	X	X
	Dimensional Metrology (3)	MTT116			X	X	X
	Technical Internship (1-3)	INT191, 192, 193			X		
General Education and Institutional Requirements	Communications (3)	ENG101(H)					X
	Communications OR Humanities (3)						X
	Social and Behavioral Sciences (3)						X
	Civics (3)						X
	MO Civics Exam	PSC001					X
	Mathematical Science (6)	MTH105^			X	X	X
		MTH121^					X
	Computer Literacy (3)	CIS125^					X
	First Year Experience (1)				X	X	X
				Total Credits	**20**	**46**	**64**

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	6	MTH105^ and MTH121^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

+Precision Machining Technology offers a Machining Career Readiness Certificate (C1) option, Precision Machining Technology Certificate (C2) option, and Precision Machining Technology Degree option (Degree).

Revised March 2026

Radiologic Technology
2026 – 2027 Associate of Applied Science Degree/Certificate

A minimum 2.5 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/ Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Radiation Protection (2)	RAD101			X	X
	Introduction to Radiography (1)	RAD105			X	X
	Image Evaluation (2)	RAD111			X	X
	Radiographic Positioning I (3)	RAD115			X	X
	Radiology Positioning Lab (1)	RAD121			X	X
	Radiographic Positioning II (3)	RAD125			X	X
	Patient Care Management (2)	RAD130			X	X
	Radiographic Positioning III (3)	RAD135			X	X
	Radiographic Exposures (3)	RAD140			X	X
	Radiographic Positioning IV (3)	RAD145			X	X
	Cross-Sectional Anatomy (3)	RAD150			X	X
	Radiographic Biology (3)	RAD155			X	X
	Radiographic Physics (3)	RAD160			X	X
	Radiographic Pharmacology (3)	RAD165			X	X
	Radiographic Pathology (3)	RAD170			X	X
	Image Intensification and QA/QC (3)	RAD176			X	X
	Introduction to Advanced Imaging Modalities (1)	RAD182			X	X
	Radiographic Curriculum Review and Prof Development (3)	RAD185			X	X
	Clinical Practicum I (3)	RAD200			X	X
	Clinical Practicum II (1.5)	RAD210			X	X
	Clinical Practicum III (1.5)	RAD220			X	X
	Clinical Practicum IV (4.5)	RAD230			X	X
	Clinical Practicum V (4.5)	RAD240			X	X
	Radiologic Technology Independent Study	Optional			Optional	Optional
General Education and Institutional Requirements	Communications (3)	ENG101(H)			X	X
	Humanities (3)	COM100(H)				X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)				X	X
	Natural Science (8)	BIO211			X	X
		BIO212^			X	X
	Computer Literacy (3)	CIS125^			X	X
	First Year Experience (1)				X	X
				Total Credits	**78**	**87**

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)*
Humanities	3	COM100(H)*
Social and Behavioral Sciences	3	PSY101(H), SOC101(H)*
Civics	3	HST103(H), HST104(H), PSC102(H)*
Mathematical Science	3	MTH128^ or higher*
Natural Science	8	BIO211 and BIO212^*
Computer Literacy	3	CIS125^*
First Year Experience	1	COL100^, COL101^, COL103^*

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.
*Communications, Humanities, Social and Behavioral Sciences, Civics, Mathematical Science, Computer Literacy and First Year Experience requirements must be completed with a grade of "C" or better. Natural Science requirement must be completed with a grade of "B" or better.

Revised March 2026

Veterinary Technology
2026 – 2027
Associate of Applied Science Degree

A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Degree
Core Requirements	Introduction to Veterinary Technology (2)	VAT101			X
	Applied Pharmacology (3)	VAT106			X
	Principles of Clinical Medicine I (4)	VAT113			X
	Principles of Clinical Medicine II (4)	VAT114			X
	Veterinary Technology Medical Math I (1)	VAT120			X
	Veterinary Technology Medical Terminology (1)	VAT125			X
	Veterinary Technology Internship (6)	VAT199			X
	Veterinary Technology Medical Math II (1)	VAT220			X
	Veterinary Hospital Technology I (5)	VAT250			X
	Diagnostic Imaging (2)	VAT252			X
	Veterinary Hospital Technology II (5)	VAT256			X
	Clinical Pathological Techniques (5)	VAT258			X
	Laboratory Animal Technology (3)	VAT264			X
	Large Animal Technology I (3)	VAT266			X
	Large Animal Technology II (3)	VAT267			X
	Veterinary Technology Capstone (2)	VAT270			X
General Education and Institutional Requirements	Communications (3)	ENG101(H)			X
	Communications OR Humanities (3)				X
	Social and Behavioral Sciences (3)				X
	Civics (3)				X
	MO Civics Exam	PSC001			X
	Natural Science (8)	BIO207^			X
		BIO208^			X
	Computer Literacy (3)	CIS125^			X
	First Year Experience (1)				X
				Total Credits	**74**

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications or Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Natural Science	8	BIO207^ and BIO208^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Welding Technology
2026 – 2027 Associate of Applied Science Degree/Certificate Plan

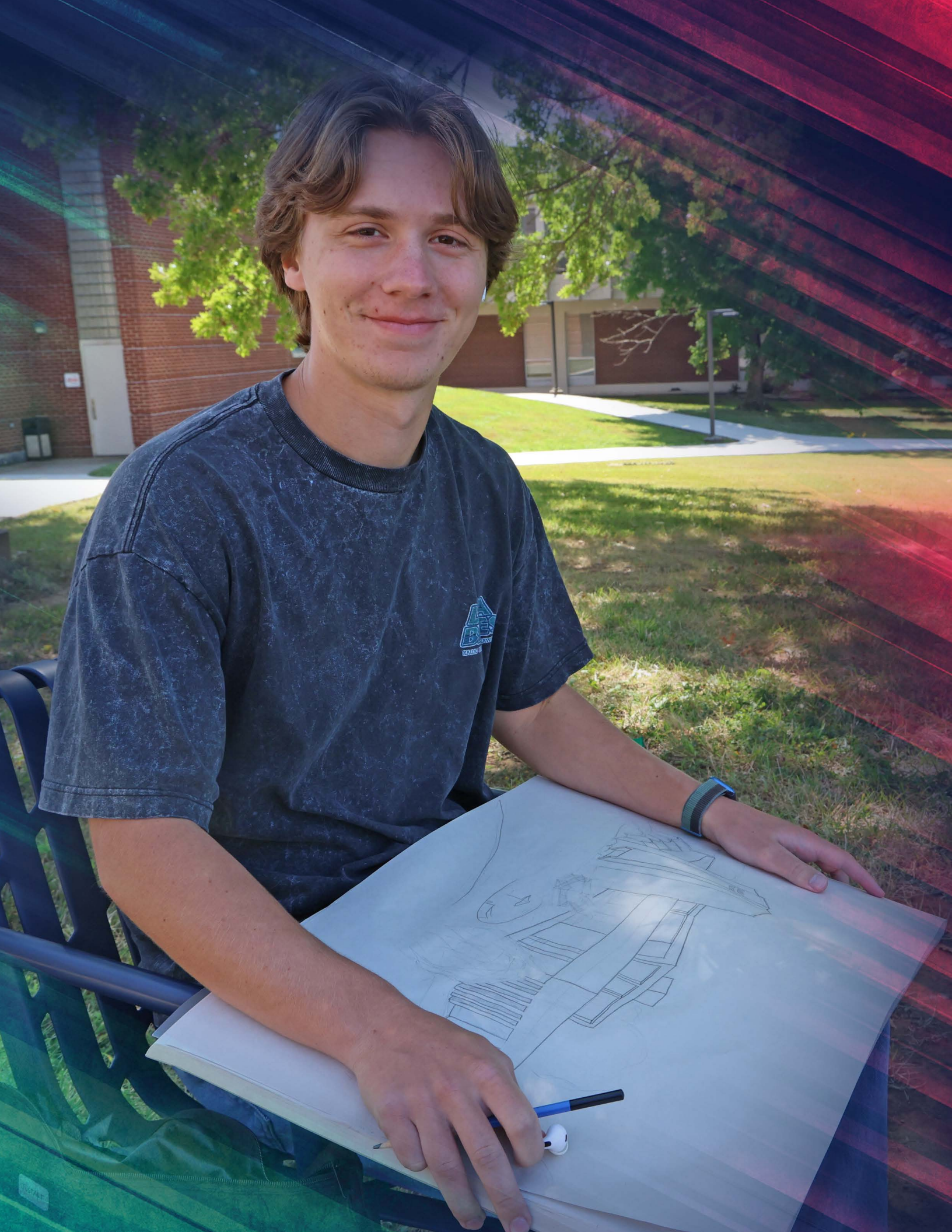
A minimum 2.0 cumulative GPA is required for the degree. The residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College. Courses with similar content may not both apply towards graduation. The computer literacy requirement must be completed with a grade of "C" or better. See a list of course options for each general education and institutional degree requirement below the degree plan. For a list of MOTR approved general education courses, visit the MOTR webpage. This plan is not a substitute for meeting with an Advising Specialist.

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
Core Requirements	Industrial Blueprint Reading (3)	MTT108			X	X
	Dimensional Metrology (3)	MTT116			X	X
	Introduction to Metallurgy (3)	MTT148			X	X
	Gas and Beginning Arc Welding (5)	WLD141			X	X
	Advanced Arc Welding (5)	WLD142			X	X
	Gas Metal Arc Welding MIG (5)	WLD243			X	X
	Gas Tungsten Arc Welding TIG (5)	WLD244			X	X
	Advanced Welding Techniques I (5)	WLD245				X
	Advanced Welding Techniques II (5)	WLD246				X
	Introduction to Business (3)	BUS101				X
	Technical Internship (1-3 – optional)	INT191, 192, 193				
General Education and Institutional Requirements	Communications (3)	ENG101(H)				X
	Communications OR Humanities (3)					X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)	MTH105^			X	X
	Mathematical Science AND/OR Natural Science (3)					X
	Computer Literacy (3)					X
	First Year Experience (1)				X	X
				Total Credits	**33**	**64**

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See MOTR webpage for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See MOTR webpage for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MTH105^
Mathematical Science AND/OR Natural Science	3	See MOTR webpage for a list of choices or MGT103^, MTH110^, MTH128^
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101, COL103

^These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE42 general education program, and are not a guaranteed transfer to other institutions.

Revised June 2026



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 a Registration and Student Records Specialist for all transferability questions. 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.

The MOTR CORE42 TRANSFER GUARANTEED symbol indicated course is an approved Missouri MOTR CORE42 course.

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)

MOTR ARTS100 Art Appreciation

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)

MOTR ARTS101 Art History I

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)

MOTR ARTS102 Art History II

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)

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)

MOTR PERF 150D Studio Art - Introduction to Drawing

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)

MOTR PERF 105C Studio Art - Ceramics

ART127 Digital Short Film 3

Prerequisite: None

Digital Short Film is a studio course introducing students to the fundamentals of digital cinematography. Students will learn the basics of storyboarding, shooting, composing, editing, and publishing short films in a digital format. While all course films will be digital, students will study the history of cinematography in all formats and focus on the creative, aesthetic, and storytelling aspects. Students will be urged to submit a project for the Jefferson College 48 Hour Film Festival. (S)

MOTR PERF 107 Intro to Filmmaking

ART129 Sculpture I 3

Prerequisite: None

This is an introductory course to sculptural techniques, its creative process, and materials. Students will explore three-dimensional approaches to design, modeling techniques (subtractive, additive, etc.), and produce simple works in metal, plaster, wood, clay, and found objects. Students will be introduced to issues of historical and contemporary sculpture such as practice, context, scale, form, structure, and space. Students are required to make a trip to Laumeier Sculpture Park in St. Louis, MO and complete a written assignment detailing their trip and sculpture of their choice. (F,S)

MOTR PERF 105S Studio Art - Sculpture

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)

MOTR PERF 105P Studio Art - Painting

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: ART115

Drawing II will expand on the skills developed in Drawing I with the addition of color. Students will deal with complex composition, space, value, line, form, and color. Students will study still-life, landscape, portraiture, as well as developing non-objective drawings. Drawing II is required for AFA majors. (F,S)

ART147 Figure Drawing 3

Prerequisite: ART115

Figure Drawing I will introduce students to the fundamentals of drawing from the live figure, both nude and draped. Students will study basic anatomy, gesture, proportion and value as it relates to the figure. Students will use various line and value media. AFA in Art, students must take either ART147 Figure Drawing I or ART146 Drawing II. (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)

MOTR PERF 105GA Studio Art - Graphic Arts

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 or CIS135

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, 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)

MOTR PERF 105GA Studio Art - Graphic Arts

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)

ART180 History of Photography 3

Prerequisite: Reading proficiency

History of Photography is an art history course involving the study of the photography dating from the early 19th century to the present day, as well as the roots of photography dating back hundreds of years. Students will gain an in depth understanding of photography's value, both technologically and aesthetically. (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)

ART290 Studio Practices 3

Prerequisite: Permission of full-time faculty and reading proficiency

Studio Practices is the culmination of all the student has learned and produced in their studio art courses. Students will be guided in the preparation of a physical and digital portfolio of their work and an accompanying online presence. Students will learn the development of a resume and related documents, and will learn methods of presenting and discussing their work. The course will prepare students to enter the field of professional or commercial art, or transfer to a four-year university or art institute. (S)

AUT100 Automotive Shop Safety 1

Pre-/Corequisite: Reading proficiency

Prerequisite: WorkKeys scores of 4 in Applied Math, Workplace Documents/Reading for information, and Graphic Literacy/Locating Information, or Instructor Permission.

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)

AUT131 Automotive Brake Systems 2

Prerequisites: AUT100 with a grade of "C" or better
Corequisite: AUT132 and reading proficiency

Automotive Brake Systems involves the study of automotive disc and drum brake systems. The emphasis is placed on the theory and operation of automotive drum and disc brakes, hydraulic systems, power assist units, parking brakes, and antilock brake systems and regenerative brake systems. This course will help prepare students for the National Institute for Automotive Service Excellence (ASE) Brakes (A5) test. (F)

AUT132 Automotive Brake Systems Lab 4

Prerequisites: AUT100 with a grade of "C" or better
Corequisite: AUT131 and reading proficiency

Automotive Brake Systems Lab includes diagnosis and repair of drum and disc brakes, hydraulic systems, power assist units, parking brakes, antilock brake systems and regenerative brake systems in a shop environment. This course will help prepare students for entry level employment and the National Institute for Automotive Service Excellence (ASE) Brakes (A5) test. (F)

AUT141 Automotive Steering and Suspension Systems 3

Prerequisites: AUT100, AUT131, and AUT132 (all courses must be completed with a grade of "C" or better)
Corequisite: AUT142 and reading proficiency

Automotive Steering and Suspension Systems involves the study of various common suspension systems including: short/long arm, McPherson strut, modified strut, and electronic suspension systems. Individual components and inspection/replacement will be covered. Steering systems types covered will include: parallelogram steering, rack and pinion, and power assist systems. Two and four-wheel alignment, tire wear, and vehicle handling issues will be addressed. Completion of this course will help prepare students for entry level employment and the National Institute for Automotive Service Excellence (ASE) Steering and Suspension (A4) test. (F)

AUT142 Automotive Steering and Suspension Systems Lab 3

Prerequisites: AUT100, AUT131, and AUT132 (all courses must be completed with a grade of "C" or better)
Corequisite: AUT141 and reading proficiency

Automotive Steering and Suspension Systems Lab involves the study of various common suspension systems including: short/long arm, McPherson strut, modified strut, and electronic suspension systems. Individual components and inspection/replacement will be covered. Steering systems types covered will include: parallelogram steering, rack and pinion, and power assist systems. Two and four-wheel alignment, tire wear, and vehicle handling issues will be addressed. Completion of this course will help prepare students for entry level employment and the National Institute for Automotive Service Excellence (ASE) Steering and Suspension (A4) test. Automotive Steering and Suspension Systems Lab involves the diagnosis and repair of steering and suspension systems. (F)

AUT151 Automotive Engine Repair 1

Prerequisites: AUT100, AUT141, and AUT142 (all courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT152

Automotive Engine Repair is the study of the design and construction of automotive engines. The emphasis is on theory and operation of the modern automotive engine. This course will focus on function and operation of internal engine components. Information will include cylinder block design, cylinder head design, variable valve timing, crankshaft design, combustion chamber design, and various other applications of technology in the modern engine. This course will incorporate automotive maintenance such as cooling system flush, transmission flush, and related maintenance. Completion of this course will help prepare students for entry level employment and assist students in preparing for the National Institute for Automotive Service Excellence (ASE) Engine Repair (A1) test. (S,Su)

AUT152 Automotive Engine Repair Lab 3

Prerequisites: AUT141 and AUT142 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT151

Automotive Engine Repair Lab is the hands-on study of the design and construction of automotive engines. The emphasis is on general engine diagnosis and repair. This course will focus on complete engine disassembly, measurements of components, and reassembly. Automotive Engine Repair Lab will incorporate automotive maintenance such as cooling system flushes, transmission flushes, and related maintenance. Completion of this course will help prepare students for entry level employment and assist students in preparing for the National Institute for Automotive Service Excellence (ASE) Engine Repair (A1) test. (S,Su)

AUT161 Introduction to Engine Performance 1

Prerequisites: AUT141, AUT142, AUT151, and AUT152 (all courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT162

Introduction to Engine Performance is the study of various engine components and subsystems and how these affect engine performance. The emphasis is on the theory and operation of engine components and subsystems. This course will focus on classroom study of how components and subsystems function and are interrelated. Completion of this course will help prepare students for entry level employment and passing the National Institute for Automotive Service Excellence (ASE) Engine Repair (A1) and Engine Performance (A8) tests. (S,Su)

AUT162 Introduction to Engine Performance Lab 3

Prerequisites: AUT141, AUT142, AUT151, and AUT152 (all courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT161

Introduction to Engine Performance Lab is the hands-on study of various engine components and subsystems and how these affect engine performance. The emphasis is on the diagnosis and repair of engine components and subsystems. This course will focus on live shop experiences and on car repairs. Completion of this course will help prepare students for entry level employment and passing the National Institute for Automotive Service Excellence (ASE) Engine Repair (A1) and Engine Performance (A8) tests. (S,Su)

AUT201 Basic Electrical/Electronics Systems 4

Prerequisites: AUT161 and AUT162 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT202

Basic Electrical/Electronics Systems includes basic electrical theory and basic electrical circuits and circuit diagnosis. The proper use of a volt/ohm meter is covered. The use of a jumper wire and test light for circuit diagnosis are covered. Checking and interpreting electrical/electronic waveforms are included. Locating electrical faults and malfunctioning devices will be covered. This course will also cover the battery, starting, charging system functions, and theory. Reading wiring diagrams and the need for proper routing of wires is covered. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6), Engine Performance (A8), and Advanced Engine Performance Specialist Certification (L1) tests. (F)

AUT202 Basic Electrical/Electronics Systems Lab 5

Prerequisites: AUT161 and AUT162 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT201

Basic Electrical/Electronics Systems Lab is an automotive shop experience that includes testing, diagnosis, and repair of electrical systems in a professional shop environment. The systems include battery, starting, and charging systems. This course includes the hands-on diagnosis and repair of these systems as is required to be successful in today's shop environment. Wiring repair and replacement will also be covered. Completion of this course prepares students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6), Engine Performance (A8), and Advanced Engine Performance Specialist Certification (L1) tests. (F)

AUT211 Advanced Engine Performance 2

Prerequisites: AUT201 and AUT202 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT212

Advanced Engine Performance covers combustion theory and chemistry. This course will explain different types of fuel delivery systems, their components, theory, and operation. Advanced Engine Performance also covers emission control systems, why they are necessary, and how they are integrated into modern automobiles. This course also includes scan tools, lab scopes, and their uses. Additionally, computer systems, OBD I, OBD II, data lines, and network communications are covered. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6), Engine Performance (A8), and Advanced Engine Performance Specialist Certification (L1) tests. (F)

AUT212 Advanced Engine Performance Lab 3

Prerequisites: AUT201 and AUT202 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT211

Advanced Engine Performance 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 for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6), Engine Performance (A8), and Advanced Engine Performance Specialist Certification (L1) tests. (F)

AUT221 Advanced Electrical/Electronics Systems 2

Prerequisites: AUT211 and AUT212 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT222

Advanced Electrical/Electronics Systems covers the theory and operation of lighting systems, gauges, warning devices, driver information center, horn, washer, wiper, and accessory diagnosis and repair. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6), Engine Performance (A8), and Advanced Engine Performance Specialist Certification (L1) tests. (S)

AUT222 Advanced Electrical/ Electronics Systems Lab 3

Prerequisites: AUT211 and AUT212 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT221

Advanced Electrical/Electronics Systems Lab covers the diagnosis and repair of lighting systems, gauges, warning devices, driver information systems, horn and wiper operation as well as accessory diagnosis and repair. This course covers the testing, diagnosis, and servicing of these systems in a shop environment. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6), Engine Performance (A8), and Advanced Engine Performance Specialist Certification (L1) tests. (S)

AUT231 Driveline Diagnosis and Service 2

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) 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. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Automotive Transmission/Transaxle (A2) and Manual Drive Train and Axles (A3) tests. (S)

AUT232 Driveline Diagnosis and Service Lab 3

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) 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. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Automotive Transmission/Transaxle (A2) and Manual Drive Train and Axles (A3) tests. (S)

AUT251 Automotive Heating and Air Conditioning Systems 2

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT252

Automotive Heating and Air Conditioning Systems involves the theory and operation of the heating systems, the mechanical refrigeration systems, and the electrical and vacuum control systems used on automobiles. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Heating and Air Conditioning (A7) test. (S)

AUT252 Automotive Heating and Air Conditioning Systems Lab 3

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT251

Automotive Heating and Air Conditioning Systems Lab involves the hands-on diagnosis and repair of the heating systems, the mechanical refrigeration systems, and the electrical and vacuum control systems used on automobiles. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Heating and Air Conditioning (A7) test. (S)

AUT258 Automotive Industry Management Fundamentals 2

Prerequisites: 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 4

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.

MOTR BIOL 100L Essentials in Biology with Lab

BIO102 Concepts in Biology 3

Prerequisite: Reading proficiency

Concepts in Biology is a non-majors, non-laboratory course that explores fundamental biological concepts and their connection to current issues relevant to students' lives. (F,S,Su,O)

MOTR BIOL100 Essentials in Biology

BIO103 Biology for Majors I 4

Prerequisite: Reading Proficiency

Description: Biology for Majors I is a comprehensive introduction to the Biological World and the major themes driving its study. This course focuses on the unifying principles of evolution and the cell theory to inform a 2-semester sequence that encompasses all aspects of modern Biology from the chemistry of living things to the biosphere and all its ecosystems. Areas of special focus include microbiology, botany, and zoology. Laboratory time is required. Students
can apply only BIO101, BIO102, or BIO103 toward graduation. (F, S, Su)

MOTR BIOL150L Biology with Lab

BIO104 Biology for Majors II 4

Pre/Co-requisite: BIO103 and reading proficiency

Biology for Majors is a comprehensive introduction to the Biological World and the major themes driving its study. This course focuses on the unifying principles of evolution and the cell theory to inform a 2-semester sequence that encompasses all aspects of modern Biology from the chemistry of living things to the biosphere and all its ecosystems. Areas of special focus include microbiology, botany, and zoology. Laboratory time is required. (F,S)

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,O)

MOTR BIOL100EC Essentials in Biology

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 & Physiology for Pre-Hospital Healthcare covers vital human bodily functions and associated structures. An overview of cells, tissues, organs and organ systems and their correlation to normal physiology is emphasized. The relationship between structure and function is examined as well as the concept of homeostasis. (S,Su,O)

MOTR LIFS100AP Essentials in Human Biology

BIO201 Genetics 4

Prerequisites: BIO103, CHM111, CHM112, and reading proficiency

Pre-/Corequisite: BIO104

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)

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 with a grade of "C" or better and r eading 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)

BIO210 Biochemistry 4

Prerequisite: Reading proficiency.

Pre-requisite/co-requisites: BIO104 and CHM201 completed with a grade of "C" or better

Biochemistry emphasizes the molecular-level connections that serve as the basis for life viewed through the joint lenses of Biology and Chemistry. Biochemistry explores the field of Biochemistry, its historical beginnings, biological/chemical underpinnings, techniques, applications, underlying ethical considerations, and its impact on society in general. Laboratory time is required.

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)

MOTR LIFS150LAP Human Biology with Lab

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, with a review of the endocrine system. 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 the structure, growth, nutrition, metabolism, genetics, diversity, & ecology of microorganisms, as well as basic knowledge of pathogenesis and immunology, and familiarity with medical, agricultural, and other aspects of the field of microbiology. Students will utilize twice weekly labs to perform techniques related to lecture material, including safe and aseptic handling and manipulation of live microorganisms, media preparation, microscopy, staining, use of differential and selective media, and isolation and determination of unknown microorganisms. Lecture will meet 3 hours per week, lab will meet twice weekly. (S)

BIO220 Biophysics 5

Prerequisites: MTH132 or higher, BIO103, and CHM111 all with grades of "C" or better within the previous five years of registration date

Biophysics is a vital interdisciplinary field that applies the principles of physics to understand biological systems, bridging biology, biotechnology, chemistry, medicine, and physics. It investigates the physical properties and interactions of biomolecules like proteins and nucleic acids, exploring their structure, dynamics, and how these influence biological function. The field also examines the physical forces and mechanics at play within cells and tissues.(Sp)

BIO240 Biotechnology for Majors I 4

Pre/Co-requisites: BIO103 Biology for Majors with a grade of "C" or better within the previous five years of registration date, and reading proficiency

Introduction to Biotechnology presents careers, history, applications, benefits, practices, and techniques in the field of biotechnology. Students will learn laboratory safety, handling of materials, regulatory processes, and good practices.They will utilize proper documentation methods using documents and electronic platforms. Students will demonstrate the ability to measure liquids and other materials using laboratory equipment. They will perform mathematical calculations to support the needs of the laboratory. Students will utilize twiceweekly labs to perform techniques related to lecture material and basic laboratory functions. (F)

BIO250 Biotechnology for Majors II 4

Pre-requisites: BIO 240 with a grade of "C" or better within the previous five years of registration date, and reading proficiency

Pre/Co-requisite: BIO104 with a grade of "C" or better within the previous five years of registration date

Biotechnology for Majors II examines the fundamentals of genetics, DNA, and enzymes. Students will demonstrate methods of molecule/protein isolation, purification, quantification, and molecular cloning. They will utilize laboratory equipment to perform these methods, and analyze and document the results. Students will learn about regulatory agencies governing manufacturing and biopharmaceutics. (S)

BIO260 Biotechnology for Majors III 4

Pre-requisites: BIO240 Biotechnology for Majors and BIO250 Biotechnology for Majors II with grades of "C" or better within the previous five years of registration date.

Pre-requisite and/or Co-requisites: A completed BACE credential and MTH132 Introductory Statistics with a g rade of "C" or better within the previous five years of registration date.

Biotechnology for Majors III examines the chemistry of molecules, cell physiology, protein structure/function/ expression, and the growth of cells. A basic knowledge of pathogenesis and immunology will be presented. Students will utilize aseptic techniques to grow cells and perform cell assessments, cell counts, staining of cells, and cell maintenance. Biological assays will be performed to quantify cell growth and behavior. Students will learn microscopy and demonstrate these techniques. Students will design an experiment, formulate a hypothesis, conduct the experiment, and draw conclusions. Data will be collected, documented, analyzed, and presented. Students will also learn about animal use in research, the Drug Enforcement Agency, testing raw materials, supply management, and ethics. (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)

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)

BUS150 Marketing 3

Pre-/Corequisite: Reading proficiency

Marketing is an introduction to market sensing, interpretation, value creation, analytics, feedback, and control. This course considers what is happening in the marketplace and interprets those happenings to create value directed at satisfying the needs and wants of consumers through the exchange processes. (F,S,O)

BUS168 Business Statistics 3

Prerequisites: ACCUPLACER elementary algebra score of at least 116 or college level math score of at least 46 or higher, 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

Business Statistics introduces students to the fundamental principles of statistics. This course includes a study of descriptive statistics, probability and probability distributions, statistical inference (e.g., sampling distributions, interval estimation, and hypothesis testing), and simple linear regression and correlation analysis. This course includes business applications of statistical concepts and methodology. Business Statistics fulfills a program requirement for students transferring to a four-year school to earn bachelor's degrees in business and economics. Students cannot apply both BUS168 and MTH168 toward graduation. This course fulfills the general education math requirement, but is not a MOTR course. (F,S)

BUS240 Financial Accounting 3

Prerequisites: BUS101 or MGT 107 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)

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)

BUS245 Cost Accounting 3

Prerequisites: BUS241 with a grade of "C" or better and reading proficiency

Cost Accounting continues the study of accounting from the standpoint of management. Emphasis is placed on planning, cost control systems, costing methods, and cost-benefit analyses. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. Cost Accounting may transfer to other institutions. (S)

BUS246 Tax Accounting 3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better and reading proficiency

Tax Accounting is a comprehensive course designed to study taxation of individuals including: introduction to taxation, basic individual taxation, business, and investment-related transaction and specialized topics. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. Tax Accounting may transfer to other institutions. (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)

CHM101 Introductory Chemistry 4

Prerequisites: Reading proficiency and one of the following math requirements:

- 3.0+ HS GPA within 7 years
- MTH002 with a grade of "C" or better
- ACT math score of 18+ within two years
- Accuplacer Next Gen advanced algebra functions score of 230+ within two years
- Accuplacer Next Gen quantitative reasoning score of 230+ within two years
- Accuplacer elementary algebra test score of 75+ within two years

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)



MOTR CHEM100L Essentials in Chemistry with Lab

CHM102 Concepts in Chemistry 3

Prerequisites:

- 3.0+ HS GPA within 7 years
- MTH002 with a grade of "C" or better
- ACT math score of 18+ within two years
- Accuplacer Next Gen advanced algebra functions score of 230+ within two years
- Accuplacer Next Gen quantitative reasoning score of 230+ within two years
- Accuplacer elementary algebra test score of 75+ within two years

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)

MOTR CHEM100 Essentials in Chemistry

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 gases. Laboratory time is required. (F,S,Su)

MOTR CHEM150L Chemistry I with Lab

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 properties of solutions, 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)

CHM202 Analytical Chemistry 4

Prerequisites: MTH185 and CHM112 both completed with a grade of "C" or better, and reading proficiency

This course provides students with tools to better understand the significance of measured quantities, sampling and statistics, the methods of analysis of unknowns, titrations, chemical equilibria, acid-base neutralization and equilibria, gravimetric analysis, electrochemical methods of analysis, potentiometry and voltammetry, and separations. It is designed to help students in the sciences improve their research methodology. (Fa)

CHM210 Biochemistry 4

Prerequisite: Reading proficiency.

Pre-requisite/co-requisites: BIO104 and CHM201 completed with a grades of "C" or better.

Biochemistry emphasizes the molecular-level connections that serve as the basis for life viewed through the joint lenses of Biology and Chemistry. Biochemistry explores the field of Biochemistry, its historical beginnings, biological/chemical underpinnings, techniques, applications, underlying ethical considerations, and its impact on society in general. Laboratory time is required.

CIS125 Computer Concepts and Applications 3

Pre-/Corequisite: Reading proficiency

Computer Concepts and Applications prepares students with the skills required to be a successful and responsible member of today's digitally connected society. Concepts include computer software, computer hardware, cloud computing, Internet use, networking, security, and privacy. Applications include current operating systems, word processors, spreadsheets, databases, and presentations. Students may find it necessary to work in the computer lab outside of class in order to complete the assignments. Computer Concepts and Applications fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su,O)

CIS129 Programming Logic 3

Pre-/Corequisite: CIS125 and Reading proficiency

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

CIS130 Introduction to Information Technology 5

Prerequisite: Reading Proficiency

Introduction to Information Technology will train students to perform tasks such as installation, configuration, diagnosing, networking, security, and virtualization. It will prepare students for the CompTIA A+ Certification. (F,S)

CIS135 Introduction to PhotoShop CS 3

Pre-/corequisites: CIS125 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)

CIS147 Networking I 4

Prerequisite: Reading proficiency

Networking I provides instruction in what computer networks are and why they are useful. Activities include designing and building a basic Local Area Network (LAN). The curriculum aligns directly with CompTIA Network+ exam objectives. (S)

CIS150 Intro to Computer Support 3

Prerequisite: Reading proficiency

Introduction to Computer Support trains students to perform tasks such as installation, configuration, diagnosis, preventive maintenance, and basic networking. This course prepares students for the A+ 220-801 exam, the first of two exams required for CompTIA A+ certification. (F,S)

CIS154 MS Server I 5

Prerequisite: Reading proficiency

MS Server I prepares the students to prove mastery of core Windows Server services. The skills learned will include installing Windows servers in a host and compute environments, implementing storage solutions, implementing Hyper_V, implementing Windows containers, implementing high availability, maintaining and monitoring server environments, implementing Domain Name System (DNS), and implementing DHCP and IPAM. (S)

CIS155 Introduction to Computer Programming 3

Prerequisite: Reading proficiency

Introduction to Computer Programming is an introductory Object-Oriented programming course using the C++ programming language. Students will learn to code, compile, and test programs and will incorporate looping, decision making, functions, and various data structures including arrays and classes. This course is designed for students pursuing a Graphics/Web Developer degree or a four-year degree in Computer Science and for the Associate of Science students who need C++ as their programming language. (F,S)

CIS165 Programming for the Web 3

Prerequisite: CIS125 with a grade of "C" or better

Pre-/Corequisite: Reading proficiency

Programming for the Web builds programming skills used to develop web pages and other interactive media. This course uses programming environments such as Java, PHP, and Dreamweaver 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)

CIS215 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. (S)

CIS220 MS Server II 5

Prerequisites: CIS154 with a grade of "C" or better and reading proficiency

MS Server II prepares students to prove mastery of core Windows networking services and Active Directory, The skills learned will include implementing network connectivity and remote access solutions, implementing core and distributed network solutions, implement an advanced network infrastructure, installing and configuring Active Directory Domain Services (AS DS), managing and maintaining AD DS, creating and managing group policy, implementing Active Directory Certificate Services (AD CS), implementing identity federation and access solutions. (F)

CIS221 Virtualization and the Cloud 4

Pre/Co-requisite: CIS154 and reading proficiency

This course presents a working knowledge on concepts of virtualization of servers/storage with introduction to cloud computing. The described technologies provide the basis for green computing, server consolidation and disaster recovery. Several aspects of virtualization and cloud computing are accompanied by practical applications and examples of utilization in the IT industry. Design, deployment and management of datacenters, including utilization of open-source systems, are analyzed in conjunction with using VMware solutions. (S,O)

CIS233 Advanced Database Concepts 4

Prerequisite: CIS130 and reading proficiency

Advanced Database Concepts will teach students about both Structured Query Language (SQL) and Not Only SQL (NOSQL) databases, relational databases, SQL basics, working with multiple tables, summarizing, and grouping sets of data, database requirements, key-value terminology, and designing document/column/graph databases. (F,S)

CIS235 Introduction to Adobe Illustrator 3

Pre-/Corequisite: Reading proficiency

Introduction to Adobe Illustrator introduces students to the fundamentals of Adobe Illustrator, the industry-standard vector graphics program. Through guided projects and creative exercises, students will explore Illustrator's tools for drawing, editing paths, working with type, applying color, and organizing designs. Emphasis will be placed on understanding the difference between vector and raster graphics, mastering Illustrator's workspace, and developing design workflows for both digital and print applications. By the end of the course, students will have gained proficiency in creating vector-based graphics. Students who complete the course will be eligible to take the Adobe Certified Professional Exam in Illustrator, an industry-recognized certificate exam, and can become certified in Adobe Illustrator. (S,O)

CIS243 Advanced Computer Support 3

Prerequisites: CIS150 with a grade of "C" or better 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+ 220-802 exam, the second of two exams required for CompTIA A+ certification. (F,S)

CIS247 Networking II 4

Prerequisites: CIS147 with a grade of "C" or better and reading proficiency

Networking II teaches advanced concepts in computer networking. Activities include building, troubleshooting, and correcting a complex LAN. The course will focus on concepts and operations of routers and routing. (F)

CIS252 Enterprise Client Administration 3

Prerequisite: Reading proficiency

This course presents a working knowledge on troubleshooting and resolving desktop, networking, and application issues in an enterprise environment. This course will prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate which consists of the MD-100 and MD-101 Exams. This course also fulfills the Computer Literacy Proficiency requirement for CIS Computer Support Option and CIS Cyber Security Option AAS degrees.

CIS260 Information Systems Security 4

Prerequisites: CIS147 and CIS130 (both courses must be completed with a grade of "C" or better) and reading proficiency

Information Systems Security trains students in network security; compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The curriculum maps directly to each of the CompTIA Security+ exam objectives. (F)

CIS263 Network Security 4

Prerequisites: CIS260 Information Systems Security with a grade of "C" or better and Reading proficiency

Network Security trains students in applying fundamental skills and techniques to prevent and defend against cyberattacks as part of a Security Operations Center team. Students will learn skills to perform Security Operations Center analyst duties.

CIS264 Advanced Information System Security 4

Prerequisites: CIS260 and CIS275 with grades of C or better and reading proficiency

Advanced Information Systems Security trains students in applying behavioral analytics to networks to improve the overall state of security through identifying and combatting malware and advanced persistent threats and enhancing threat visibility across a broad attach surface. Students will learn skills to proactively defend and continuously improve the security of an organization. The curriculum prepares students for skills required as a Cybersecurity Analyst and intermediate level cybersecurity certification.(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)

CIS277 Penetration Testing 5

Prerequisites: CIS264 with a grade of "C" or better, and reading proficiency

Penetration Testing trains students in penetration testing, vulnerability, and management skills necessary to determine the resiliency of the network against attacks. Students will learn penetration testing skills for cloud, hybrid environments, web applications, Internet of Things (IoT), and traditional on-premises. The curriculum prepares students for skills required as a Cybersecurity Analyst and intermediate level cybersecurity certification. (S)

CIS282 Networking/Support Projects 3

Prerequisites: CIS150, CIS154, CIS243, CIS247, and reading proficiency

Pre-/Corequisite: CIS275

Networking/Support Projects focuses on installing, configuring, and supporting a computer network based on "client" needs. (S)

CIS284 Information Security Projects 3

Prerequisite: CIS264 Advanced Information Systems Security and Reading Proficiency

Students will design, install, configure, and attempt to defeat network security based on given criteria using blue/red teams on dedicated Data Center infrastructure. (F,S)

COL100 Freshman Seminar 1

Prerequisite: None

Freshman Seminar provides students with an opportunity to build relationships, skills, and knowledge needed for success in college in the context of an area of interest. This course emphasizes application of skills and active learning. Students cannot apply both COL100 and COL101 toward graduation. (F,S,O)

COL101 Introduction to College: Strategies for Success 2

Prerequisite: None

Introduction to College prepares students to navigate college life and supports a successful transition to college-level learning. The course introduces key resources, departments, and staff dedicated to academic success. Students develop essential skills in goal setting, time management, test taking, decision making, communication, and studying. They also learn to use important tools like the library, technology, and the online learning management system (LMS) to strengthen their information literacy. Additionally, the course encourages students to reflect on personal goals, career interests, and strategies for growth both inside and outside the classroom. Students cannot apply both COL100 and COL101 toward graduation. (F,S,Su,O)

MOTR IDSE101 - Navigating College

COL103 Structured and Supported Introduction to College 3

Structured and Supported Introduction to College is designed for students who require additional time, structure, and support to transition successfully into college-level academics. Designed for targeted support populations, this course emphasizes time management, goal setting, personal responsibility, and effective communication to help students balance academic and personal demands. Students engage with key campus resources, departments, and staff dedicated to academic success. They also develop essential academic skills such as note-taking, test-taking, decision-making, and studying. In addition, students learn to utilize essential tools such as the library, technology, and the online learning system (LMS) to enhance their information literacy. The course encourages students to reflect on their personal goals, career interests, and strategies for growth both inside and outside the classroom. This course places special emphasis on extended, guided support tailored to targeted student populations who benefit from a more intentional and structured academic experience.

MOTR IDSE101 - Navigating College

COL150 Career Pathways in College 3

Pre/Co-requisite: COL100, COL101, COL103, or EDU105 and reading proficiency

Career Pathways in College explores career possibilities and helps students make informed decisions regarding academic and professional futures. This course offers a supportive and interactive approach where students engage in career exploration activities that help clarify interests, stills, and potential pathways. After exploring possible career options, students will gain an overview of workplace standards, create career portfolios to include a resume and coverletter, participation in job shadowing activities, and develop positive interview skills. Through coursework, students will have a clearer understanding of career goals, a tailored action plan for selecting a major that aligns with career aspirations, and the foundational skills necessary for successful employment. (F,S,Su,O)

COM100 Fundamentals of Communication 3

Prerequisite: Reading proficiency

Fundamentals of Communication involves the student in all forms of communication: intrapersonal communication, interpersonal communication, small group communication, mass communication, and public speaking. Fundamentals of Communication requires tests and activities demonstrating understanding of the principles of all types of communication and one speech demonstrating skill in persuasive speaking. This course satisfies the general education communication requirement. (F,S,Su,O)

MOTR COMM100 Introduction to Communications

COM100H Honors Fundamentals of Communication 3

Prerequisites: Honors Program admission and reading proficiency

Honors Fundamentals of Communication explores interpersonal, small group, computer mediated, and public communication through a combination of collaborative learning strategies. Students will demonstrate an 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 a persuasive speech presentation. Students cannot apply both COM100 and COM100H toward graduation. (F,S)

MOTR COMM100 Introduction to Communication

COM110 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. Public Speaking satisfies the general education communication requirement. This is a preferred course for those going into teacher education. (F,S)

MOTR COMM110 Fundamentals of Public Speaking

COM220 Argumentation and Debate 3

Prerequisite: Reading proficiency

Argumentation and Debate focuses on recognition, creation, support, and evaluation of arguments in persuasive communication and debate. Students will learn how to construct an argument and defend a position, as well as engage in debate and discussion with those who hold differing viewpoints. Students will also evaluate and utilize research, critique arguments, and deliver persuasive speeches in individual and small group formats. (F,S)

MOTR COMM220 Argumentation and Debate

COM130 Introduction to Mass Media Communications 3

Prerequisite: Reading proficiency

Introduction to Mass Media Communications examines mass media as well as its role in our lives and society. Topics include media theory and literacy, law and ethics, history, current trends, and convergence. Students will analyze a variety of media including print, radio, television, film, advertising, public relations, social media, gaming, and the Internet. (F,S)

MOTR SBSC 100 Introduction to Mass Communications

COM150 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 Production students produce a final project which combines the use of all skills of television production. Laboratory time is required. (F,S)

COM198 Media Communications Practicum 3

Prerequisites: COM130, COM150 and reading proficiency

Media Production Practicum provides hands-on experience in media production work for Jefferson College. Students will work with Media Communication faculty to set up their practicum before enrolling in this course. Grade is dependent on completion of 120 verified hours and course content. (D)

COM250 Television Production II 3

Prerequisites: COM150 with a grade of "C" or better 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)

COM298 Media Communication Capstone 3

Prerequisite: COM130, COM150, ENG110 and reading proficiency

This course serves as the culmination for the Mass Media Communication program. Students will prepare a professional portfolio of their previous work, create a personal website, and prepare materials for professional work or transfer to a four-year program. Students will also engage in career and education exploration activities. The class will also collaborate on a semester-long project for a client, taking that project from idea to execution and evaluation. (F,S,Su,O,D)

COM299 Media Communications Internship 3

Prerequisites: COM130, COM150, and ENG110, or permission of instructor

Media Communication Internship allows the student to get on-the-job experience in their field. Students will work with Media Communication faculty to set up their internship BEFORE enrolling in this course. During the course students will meet periodically with faculty and participate in online activities. Grade is dependent on completion of 120 verified hours and course content. (D)

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)

MOTR CRJS Introduction to Criminal Justice

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,Su,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 includes discussions on the domestic and international threats of terrorism and violence as well as the basic security issues surrounding terrorism today. Topics include 9/11 as well as the growing threat of violence through active shooter terror acts such as Columbine; Virginia Tech; Aurora, Colorado; and Sandy Hook Elementary School. This course provides the student with an opportunity to discuss, research, and develop security plans to defeat and prevent terrorist and violent assaults. (F,S)

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. (F,S,O)

CRJ202 Introduction to Criminology 3

Prerequisite: CRJ110 and Reading Proficiency

An examination of the causes of crime, including theories and their evidence, as well as their application to real-life events. This also covers discussions on the criminal justice system and crime control efforts. The goal for the course is to provide the student with the foundational tools to understand the complex issues of crime, as well as to evaluate causation of crime and crime-control strategies. (F, S, O)

MOTR CRIM 205 - Introduction to Criminology

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)

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

Prerequisite: None

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

Prerequisite: CUL101

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 a banquet.(S)

CUL103 Culinary Arts III 4

Prerequisite: CUL102

Culinary Arts III re-emphasizesthe key elements in professionalism and leadership. Students will be introduced to elements of food classification, nutrition, and beverage service. Students will learn skills in garde manger and global cuisine, as well as honing skills learned in CUL101 and CUL102. (F)

CUL104 Culinary Arts IV 4

Prerequisite: CUL103

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)

CUL115 Baking and Pastry 4

Prerequisite: Reading proficiency

Baking is the study of the age-old process of this staple food product. Pastry work involves a more in-depth and artistic application of baking skills along with some specialties like sugar work and chocolate work. This course is an in-depth focus of the process of baking and pastry, its diverse potential, and experimentation in the various methods and techniques used in all parts of the world. This course will involve actual production of breads, baked products, plated desserts and experimentation in baking and pastry production. Each student will be involved in all aspects of the course and furnish individual renditions of the topics studied. This is primarily a laboratory instructed course. (F,S)

CUL210 Hospitality and Restaurant Management & Supervision 2

Prerequisites: CUL100, CUL101 and reading proficiency

This class is designed to teach students about the ten pillars of restaurant management. The ten pillars were created with input and validation from the industry and clearly state what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certificate from the National Restaurant Association. (F)

CUL211 Cost Control 2

Prerequisites: CUL100, CUL101 and reading proficiency

Cost Control is designed to teach students how to manage and forecast profitability. This class was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certification from the National Restaurant Association. (F)

CUL212 Human Resource Management and Supervision 2

Human Resource Management and Supervision is designed to teach students how to manage team members and comply with legal requirements. This class was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certification from the National Restaurant Association. (F)

CUL213 Nutrition 2

Prerequisites: CUL100, CUL101 and reading proficiency

Nutrition is designed to teach students nutritional impacts of food and how nutrition plays a major part in today's culinary industry. This course was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certificate from the National Restaurant Association. (S)

ECE102 Introduction to Early Childhood Education 3

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. Requires three hours of weekly observation to put theories into action. (F, SU,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. (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 evolvement and emphasis on developmentally appropriate guidance techniques. (F,O)

ECE201 Early Childhood Education Laboratory 2

Pre-/Corequisite: ECE102

Early Childhood Education Laboratory involves six hours per week during the fall or spring semester and 12 hours per week during the summer session of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S)

ECE202 Early Childhood Education Practicum I 2

Prerequisite: ECE201

Early Childhood Education Practicum I involves six hours per week during the fall or spring semester and 12 hours per week during the summer session of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S)

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)

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. (S)

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 involvement. 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

A survey course of economics intended for non-business majors. Students will be introduced to the basic tools of economic so that they can develop a general framework within which a variety of economic topics can be analyzed. Some of the topics covered include: opportunity costs, supply and demand, economic growth, inflation, unemployment, role of government, banking, fiscal policy and monetary policy. Students seeking a bachelor's degree in business should take Macroeconomics and Microeconomics. (F,S,Su,O)

MOTR ECON100 Introduction to Economics

ECO101 Macroeconomics 3

Prerequisite: Reading proficiency

Macroeconomics is an introductory survey of economic principles related to the economy as a whole. It includes the study of the interaction between supply and demand of a service or product, the concept of opportunity costs, how to measure our economy and other nations' economies, how consumption and savings affect the economy, the impact of fiscal and monetary policy, trade, inflation, unemployment, and economic growth. (F,S,Su)

MOTR ECON101 Introduction to Macroeconomics

ECO102 Microeconomics 3

Prerequisite: Reading proficiency

Microeconomics is an introductory survey of economic principles relating to individuals, firms and markets. It includes the study of the interaction between supply and demand of a service or product in which equilibrium market prices are determined, the concept of opportunity costs, the concept of elasticity, how consumers make decisions, how profit-maximizing firms make production choices, and different types of competition. (F,S,Su)

MOTR ECON102 Introduction to Microeconomics

EDU105 Exploring the Field of Education 1

Pre-/Corequisite: Reading proficiency

This course serves as the formal entrance into the AAT degree program. After students have successfully completed this course and ENG 101, they may register for additional education courses. This course is an introduction to the field of education and to certification requirements. Students will explore state standards for teachers and for P-12 students. The required field experience is a minimum of six (6) hours of classroom observation and two interviews. Each student must complete a background check that includes records from both the Missouri State Highway Patrol and the FBI and receive clearance prior to entering any P-12 school to begin field experiences. (F, S, Su, O)

EDU205 Educational Technology 3

Pre-/corequisites: reading proficiency

Educational Technology prepares students in learning how to integrate instructional and assistive technology into P- 12 classrooms. Students will study a variety of software programs, presentation technology, telecommunication tools, and assistive technology. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. Course must be completed with a grade of "C" or better to meet the Computer Literacy requirement. (F,S,Su,O)

EDU210 Foundations of Education in a Diverse Society 3

Prerequisites: EDU105 completed with a grade of "C" or better) and reading proficiency

Pre-/Corequisite: ENG101(H) with a grade of "C" or better

Foundations of Education in a Diverse Society is designed to examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P–12. (F, S, O)

EDU225 Educational Psychology 3

Prerequisites: EDU105, PSY101(H) and ENG101 completed with a grade of "C" or better, and reading proficiency

Educational Psychology is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learners and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in P-12 classrooms. Appropriate strategies for increasing motivation, multi-dimensional development, and academic achievement for all learners are introduced. (F,S,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 includes a minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows preservice teachers to connect firsthand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. (F,S)

EDU235 Education of Exceptional Learners 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of "C" or better), PSY101(H), and reading proficiency

Pre-/Corequisite: PSY201, PSY202, or PSY205

Education of Exceptional Learners is an introduction to exceptional learners and their education in grades P-12. Students will gain a comprehensive understanding of the characteristics of people with special needs in addition to strategies of educating and including all learners in general education and special education settings. Students will research and discuss complex issues related to compliance with state and federal education laws, such as the Individuals with Disabilities Educational Act (IDEA) and the Americans with Disabilities Act (ADA) as well learn to navigate special education processes, such as referral, eligibility, re-evaluation, and Individual Education Program (IEPs.) This course requires a 15-hour special education field experience component. (F,S,O)

EDU240 Multicultural Education 3

Prerequisites: ENG101 completed with a grade of "C" or better and reading proficiency

Multicultural Education is designed to examine the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. (F,S,Su,O)

EDU245 Literature for Children 3

Prerequisites: ENG101 (both courses must be completed with a grade of "C" or better) 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 Child Care/Early Childhood Education AAS degree and is a recommended elective for early childhood/ elementary education majors seeking an AAT degree. (F,S,Su,O)

EGR100 Exploring the Field of Engineering 1

Prerequisites: None

Exploring the Field of Engineering serves as the formal entrance into the Associate of Science (AS) engineering degree programs. However, students will be permitted to enroll in EGR100 and EGR101 during the same semester. This course is an introduction to the field of engineering and to engineering transfer programs at various universities. (F, S)

EGR101 Computer-Aided Engineering Design 3

Prerequisites: High school geometry and reading proficiency

Computer-Aided Engineering Design introduces principles and processes of engineering design and relevant software for these processes. Students are expected to apply these processes and software in a significant project inspired by an authentic engineering design problem. Laboratory time is required. 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 and PHY223

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: EGR228, MTH185, PHY223, 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 and PHY224

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)

EMT110 Emergency Medical Technician I 4

Prerequisite: The current requirements of our affiliates to include vaccinations, cleared background checks, cleared drug tests, or any other similar requirements, and reading proficiency.

Corequisite: EMT125

Emergency Medical Technician I prepares an individual in all phases of Emergency Medical Services (EMS) care with the focus on general emergency care, patient assessment, handling, and transport as related to airway and breathing and cardiac assessment. (F, S)

EMT120 Emergency Medical Technician II 4

Prerequisites: The current requirements of our affiliates to include vaccinations, background checks, drug tests, or any other similar requirements, and reading proficiency

Corerequisite: EMT110 and EMT125

Emergency Medical Technician II builds on the Emergency Medical Technician I coursework as it prepares an individual in all phases of Emergency Medical Services (EMS) care with the focus on general emergency care, patient assessment, handling, and transport as related to traumatic injuries for pediatric and adult patients, orthopedic injuries, in depth ambulance and hospital processes, and unique issues associated with obstetric, neonatal, pediatric, and geriatric patient care. (F, S)

EMT125 Emergency Medical Technician Clinical/Internship I 1

Prerequisites: The current requirements of our affiliates to include vaccinations, background checks, drug tests, or any other similar requirements, and reading proficiency.

Corequisites: EMT 110 and EMT 120

Emergency Medical Technology (EMT) Clinical/Internship I prepares an Emergency Medical Services (EMS) individual in all phases of emergency care. The clinical/internship course work requires a minimum of 10 patient contacts during a minimum of 48 hours at local contracted hospitals (clinical) and/or ambulance (internship) providers. (F,S)

ENG031 English as a Second Language I 5

Prerequisites: ACCUPLACER ESL language score of 45 and below within the past two years, ACCUPLACER ESL listening score of 50 and below within the past two years, ACCULACER ESL reading score of 45 and below 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(s): ACCUPLACER ESL language score of 46-70 within the past two years, ACCUPLACER ESL listening score of 51-80 within the past two years, ACCUPLACER ESL reading score of 46-75 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(s): ACCUPLACER ESL language score of 71-99 within the past two years, ACCUPLACER ESL listening score of 81-95 within the past two years, ACCUPLACER ESL reading score of 76-101 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(s): ACCUPLACER ESL language score of 100 or higher within the past two years, ACCUPLACER ESL listening score of 96 or higher within the past two years, ACCUPLACER ESL reading score of 102 or higher 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)

ENG090 College Reading and Writing 5

Prerequisites: must meet one of the following:

- ACT Reading 15-17 within two years
- Accuplacer Reading 50-84 and Accuplacer Sentence Skills 57-91 within two years
- Accuplacer Next Gen Reading 232-245 within two years
- Completion of ENG098 with a grade of "B" or better

College Reading and Writing prepares students for college-level reading and writing through review and practice of academic literacy skills. The course connects critical reading and thinking skills to paragraph and essay writing. (F, S, Su)

ENG099 Foundations of English Composition 3

Prerequisite: Reading proficiency and one of the following:

- GED score of 165-174 within five years
- Accuplacer Next Gen Reading score of 246 or higher within two years
- ACCUPLACER Sentence Skills (English) score of 57-91 within two years
- ACT English score of 17 or less within the past two years

Corequisite: ENG101

Foundations of English Composition is taken concurrently with English Composition I (ENG 101) to give students additional practice with the writing skills, reading skills, and contextualized study skills necessary for successful, independent completion of academic writing projects. (F,S,Su)

ENG101 English Composition I 3

Prerequisites: Reading proficiency and one of the following:

- 3.0+ high school GPA
- HiSET College/Career Readiness or GED score of 175+
- ACT English score of 18+ within two years
- Accuplacer Next Gen Reading score of 254+ 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)



MOTR ENGL100 Composition I

ENG101H Honors Composition I 3

Prerequisites: Honors Program admission, reading proficiency, and one of the following:

- 3.3+ high school GPA
- HiSET College/Career Readiness or GED score of 175+
- ACT English score of 24+ and ACT Reading 18+ within two years

Honors 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.

MOTR ENGL100 Composition I

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)

MOTR ENGL200 Composition II

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)

MOTR ENGL200 Composition II

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)

MOTR PERF 106 Creative Writing

ENG105 Poetry and Short Story 3

Prerequisite: Reading proficiency

Poetry and Short Story examines the essential elements of poetry and the short story. Students will identify poetic terms, language, and meaning and will read and study short stories to locate thematic purposes and connections. This course will be offered thematically, with each course section focusing on a specific theme, such as love, death, sports, comedy, or crime. (F,S,O)

MOTR LITR100P Introduction to Literature - Poetry

ENG106 Drama and Short Novel 3

Prerequisite: Reading proficiency

Drama and Short Novel examines the essential elements of drama and the short novel. Students will be introduced to works of drama and short novels, learning to identify dimensions of structure and theme in drama, and techniques and themes found in short novels. Each section will focus on a particular theme, such as The Villain or The Environment, and reading selections will address how such themes are addressed over time and across cultures. (F,S,O)

MOTR LITR100D Introduction to Literature - Drama

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)

ENG115 Media Writing and Production 3

Prerequisites: ENG101/101H and reading proficiency

Media Writing and Production builds essential skills in reporting, crafting, and distributing information for online publication. This hands-on class will take students through the fundamentals of research, reporting, interviewing, and editing. Students will build essential skills in digital literacy, critical analysis, and content strategy for a rapidly changing media landscape. This course emphasizes clear communication, ethical practices, and audience engagement, providing a solid foundation for students interested in media, communication, or storytelling. (S)

ENG122 Film Appreciation: Introduction to Cinema 3

Prerequisite: Reading proficiency

Film Appreciation: Introduction to Cinema 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)

MOTR FILM 100 Introduction to Film Studies

ENG191 Intro to German Literature 3

Prerequisite: Reading Proficiency

Introduction to German Literature is a course designed to support academic travel by Jefferson College students to Germany. This course examines German literary heritage through the reading and analysis of several German texts and is bolstered by short trips to locations in Germany that enhance the understanding and context of the literature. Students will study German culture by reading, discussing, and communicating with German people. The texts will sample German Literature from the Romantic, Victorian, Modern, and Postmodern Periods, and students will learn to analyze literature structurally and thematically. (D)

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)

MOTR LITR200A World Literature I – Begins with Antiquity and Ends Around 1660

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.

MOTR LITR200B World Literature I – Begins Around 1660 and Extends to Present Day

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)

MOTR LITR102A British Literature: Beginning to 18th Century

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)

MOTR LITR102B British Literature II: Late 18th Century to Present

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)

MOTR LITR101A American Literature I – Pre-Civil War Through the End of the Civil War

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)

MOTR LITR101B American Literature II – Post Civil War to the Present

ENG230 Creative Writing for Digital Media 3

Prerequisite: ENG101(H) and reading proficiency

Creative Writing for Digital Media explores various types of creative writing including video scripts, radio/podcast scripts, fiction and poetry for eBooks,and/or creative non-fiction for blogs. This course emphasizes writing but also includes foundational digital production. (F)

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)

MOTR LITR 107 Introduction to Shakespeare

ENG235H Honors Shakespeare 3

Prerequisites: Honors Program admission and reading proficiency

Honors Shakespeare is a combination literature and film course. Students will read representative Shakespearian plays, design paper projects, and conduct class discussion of a selected play. Students cannot apply both ENG235 and ENG235H toward graduation. (F)

MOTR LITR 107 Introduction to Shakespeare

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, Gilgamish, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. (D)

MOTR LITR 201 Mythology

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. Students cannot apply both ENG250 and ENG250H toward graduation. (S)

MOTR LITR 201 Mythology

ENG255 Poems and Their Makers 3

Prerequisites: Reading proficiency

Poems and Their Makers 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. (F,S,O)

ENG255H Honors Poetry Poems 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)

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. (D)

MOTR LANG101 French I

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. (D)

MOTR LANG102 French II

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. (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, fire behavior, building construction, fire chemistry, extinguishing agents, water supply, in-depth fire streams, auto extrication, basic EMS, forcible entry, communications, fire theory, and much more. Successful completion of this course and FST116, Hazardous Materials Awareness and Operations, and subsequent passing of the state exams connected with each course, will certify the individual to the NFPA 1001-2013 Fire Fighter Professional Qualification Standards. This is a state certification course. (D)

FST116 Haz Mat Awareness & 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)

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)

MOTR GEOG101 World Regional Geography

GEO120 Seminar in Global Studies 1

Prerequisite: Reading proficiency
Seminar in Global Studies consists of a student driven seminar style course within the Jefferson College Global Studies Program and must be completed by all program enrollees. This course will examine global events and issues using guest speakers, research projects, extracurricular activities, and student presentations. (S,O)

GRM101 Beginning German 5

Prerequisite: Reading proficiency
Beginning German students develop their abilities to communicate in spoken and written German. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F)

MOTR LANG 105 Foreign Language I

GRM102 Intermediate German 5

Prerequisites: GRM101 with a grade of "C" or better, or equivalent skills as determined by the instructor, and reading proficiency
Intermediate German students continue to develop their abilities to communicate more effectively in German. Students who complete this course with a "C" or higher as their first German course at Jefferson College will be eligible to receive five hours retroactive credit for GRM101, Beginning German. Students who have completed two to four years of high school German should inquire with the instructor for further details. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (S)

MOTR LANG 106 Foreign Language II

GRM201 German Grammar and Composition 3

Prerequisites: GRM102 with a grade of "C" or better, or equivalent skills as determined by the instructor, and reading proficiency
German Grammar and Composition students continue to develop their abilities to communicate more effectively in German. Note: Many transfer institutions require three semesters of foreign language. (D)

GRM253 German Reading 3

Prerequisites: GRM201, or equivalent skills, and reading proficiency
German Reading students will continue to develop their understanding of the German language by expanding their reading skills, vocabulary, and understanding of German grammar and culture. Note: Many transfer institutions require three semesters of foreign language. (D)

HIT100 Introduction to Health Information Technology 3

Prerequisite: Reading proficiency
Pre-/Corequisite: HIT122
Introduction to Health Information Technology provides an introduction to this field 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,O)

HIT115 Healthcare Statistics 3

Prerequisite: Reading proficiency
Pre-/corequisites: HIT100 with a grade of "C" or better and MTH110 or MTH128 with a grade of "C" or better

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,S,O)

HIT122 Medical Terminology 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. The class 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,S,O)

HIT130 Healthcare Legal and Ethical Issues 3

Prerequisite: Reading proficiency
Pre-/Corequisite: HIT100 with a grade of "C" or better

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. (F,S,O)

HIT150 Introduction to Pharmacology 3

Prerequisites: BIO116 with a grade of "C" or better and reading proficiency

Introduction to Pharmacology is an online introductory course that covers basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems. (Su,O)

HIT155 Basic Principles of Disease 3

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency
Corequisite: HIT150

Basic Principles of Disease is an in-depth study of common pathological conditions of the human body. The course focus is on description of conditions and diseases of the organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include ability to pronounce disease terminology, to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities. Communication skills and techniques for the workplace are emphasized throughout the course. (Su, O)

HIT200 Classification Systems I 3

Prerequisites: BIO116, HIT100, HIT150, and HIT155 (all courses must be completed with a grade of "C" or better) and reading proficiency

Classification Systems I is an introduction to the ICD-10-CM data set used for reporting diagnoses and other reasons why health care professionals care for patients. This course will also include instruction (theory and hands-on) on how the classify and index diagnoses in the health care setting. The various uses for diagnoses codes will also be discussed. (F,S,O)

HIT205 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. (F,S,O)

HIT220 Electronic Health Systems 3

Prerequisites: HIT100 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,S,O)

HIT230 Classification Systems II 3

Prerequisites: HIT200 with a grade of "C" or better and reading proficiency

Classification Systems II introduces the theory, structure, and organization of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II coding systems and ICD-10-PCS.. The application of coding principles used to accurately assign CPT and HCPCS Level II, and IDC-10-PCS codes to health records forms the basis of class discussion. (F,S,O)

HIT250 Healthcare Billing and Reimbursement 3

Prerequisites: HIT100 and HIT115 (both courses must be completed 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 Codes (APCs) and other prospective payment systems, the revenue cycle, chargemaster, Resource Based Relative Value Scale (RBRVS), regulatory guidelines, and billing processes will be covered. (F,S,O)

HIT255 Healthcare Management and Supervision 3

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency

Healthcare Management and Supervision covers Management and Supervision in Healthcare to stay in line with the curriculum requirements established by CAHIIM. This course will utilize multiple case studies to give real world examples regarding this topic. Healthcare Management and Supervision will also review supervision, decision making, hiring, and management's role within a healthcare setting. (F,S,O)

HIT260 Health Information Technology Professional Practice 2

Prerequisites: HIT100, HIT115, HIT130, HIT150, HIT200, HIT205, and HIT220 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: HIT230, HIT250, and HIT255

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 acute care facilities 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 online orientation provided by the Jefferson College HIT Faculty before beginning their coursework outside the college. Students will be required to complete 40 hours at a clinical site during this course. (F,S,O)

HIT261 Health Information Technology Capstone 1

Prerequisite: HIT100, HIT115, HIT122 or HIT122, HIT130, HIT150, HIT200, HIT205, and HIT220 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: HIT230, HIT250, and HIT255 and HIT260

Health Information Technology Capstone course is designed to help the student review the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). The student will utilize health information technology skills to address keys items including professional dress attire, resume/ cover letter creation, Management driven case scenarios, etc. During the course, a review regarding the components for the Registered Health Information Technician Exam will be covered. (F,S,O)

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)

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)

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)

HPE138 Lifetime Fitness and Wellness 2

Pre-/Corequisite: Reading proficiency

Lifetime Fitness and Wellness survey course will examine the anatomy and body systems required for physical wellness, along with dietary choice and behaviors. Coping strategies will be explored to prepare students to remain healthy despite challenges in their lives. Students learn how to ensure they are working towards a healthy approach to life, both physically and mentally. (F,S)

Core42 MOTR IDSE 102 Wellness for the Individual

HPE140 Foundations of Sport Management 3

Pre-/Corequisite: Reading proficiency

Foundations of Sport Management introduces students to basic concepts of sports administration, professional preparation, and professional opportunities. (S)

HPE150 Care and Prevention of Athletic Injuries 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)

HPE201 Physical Fitness II 1

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)

HPE206 Weight Training II 1

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)

HPE230 Tournament and Event Management 3

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)

HRA101 Electricity for HVAC 5

Pre-/Corequisite: Reading proficiency

Electricity for HVAC is a lecture/laboratory class including electron theory, series circuits, parallel circuits, relay circuits, control and power wiring, magnetism, alternating current, and direct current. (F,S)

HRA105 Principles of Refrigeration 5

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

Prerequisite: Reading proficiency

Introduction to International Mechanical Code prepares students to properly determine ductwork sizing and installation, venting, gas and refrigerant piping, electrical requirements, and apply fresh air requirements to meet mechanical code. (F,S)

HRA150 Customer Relations and Record Keeping 2

Prerequisite: 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)

HRA155 Duct, Envelope Testing and Leakage Detection 2

Prerequisite: Reading Proficiency

Duct, Envelope Testing and Leakage Detection will prepare students to be proficient in use of equipment to test both ductwork and whole house envelope. (F,S)

HRA160 Sheet Metal Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning 3

Prerequisite: 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)

HRA205 Residential Gas Heating Systems 4

Prerequisites: HRA101 and HRA105 (both courses must be completed with a grade of "C" or better), and reading proficiency

Residential Gas Heating Systems studies the theory, installation, diagnosis, and service of residential gas heating systems. This course covers high and standard efficiency gas heating systems. (F,S)

HRA216 Residential Air Conditioning Systems 3

Prerequisites: HRA101 and HRA105 (both courses must be completed with a grade of "C" or better); EPA certification with a grade of "C" or better; Accuplacer elementary algebra score of 45 or higher within the past two years, ACT math score of 16 or higher within the past two years, or completion of MTH002; and reading proficiency

Residential Air Conditioning Systems covers the theory, installation, diagnosis, and service of residential air conditioning systems. (F,S)

HRA230 Advanced Electricity for HVAC 4

Prerequisites: HRA125 with a grade of "C" or better; and reading proficiency

Advanced Electricity for HVAC is a lecture/laboratory class including control and power wiring, wiring diagrams, power distribution, ECM motors, and basic and advanced troubleshooting. (F,S)

HRA240 Heat Pumps and Mini-Splits 3

Prerequisites: HRA125 with a grade of "C" or better; and reading proficiency

Heat Pumps and Mini-Splits covers theory for heat pumps and mini-splits, different styles of equipment, and installations. This course will also cover routine maintenance and troubleshooting of both systems. (F,S)

HRA249 Commercial Refrigeration Systems 5

Prerequisites: HRA101, HRA105, EPA certification (acquired on own or through HRA125 class), 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)

HRA260 Building Automation Systems 3

Prerequisites: HRA125 and reading proficiency

Building Automation Systems is a lecture and laboratory course which introduces students to Building Automation Systems (BAS) with a primary focus on HVAC controls and foundational exposure to lighting controls, access controls, and process controls. Students learn BAS components, sensing and actuating devices, DDC controllers, communication protocols, user interfaces, programming basics, installation, commissioning, energy and IAQ management, codes/standards, and preventive maintenance. The course is designed for students with no prior controls experience. (D)

HST103 U.S. History I to Reconstruction 3

Prerequisite: Reading proficiency

U.S. History I to Reconstruction 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. U.S. History I to Reconstruction fulfills the Missouri and U.S. Constitution requirements. (F,S,O)

MOTR HIST101 American History I

HST103H Honors U.S. History I to Reconstruction 3

Prerequisites: Honors Program admission and reading proficiency

Honors U.S. History I to Reconstruction 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)

MOTR HIST101 American History I

HST104 U.S. History II from Reconstruction 3

Prerequisite: Reading proficiency

U.S. History II from Reconstruction shows the development of the United States from reconstruction to the present. This course is designed to help students understand and function in their society. U.S. History II from Reconstruction fulfills the Missouri and U.S. Constitution requirements. (F,S,Su,O)

MOTR HIST102 American History II

HST104H Honors U.S. History II from Reconstruction 3

Prerequisites: Honors Program admission and reading proficiency

Honors U.S. History II from Reconstruction shows the development of the United States from reconstruction to the present. This course is designed to help students understand and function in their society. Honors U.S. History II from Reconstruction 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 HST104 and HST104H toward graduation. (F,S)

MOTR HIST102 American History II

HST201 Ancient and Medieval Civilization 3

Prerequisite: Reading proficiency

Ancient and Medieval Civilization is a general survey that examines the political, social, economic, and cultural aspects of the first half of western civilization. Beginning at prehistory and continuing up to the Renaissance, the course analyzes the creation and evolution of the western tradition. (F,S,O)

MOTR WCIV101 Western Civilization I

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)

MOTR WCIV102 Western Civilization II

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 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)

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)

HST250 World History I 3

Prerequisite: Reading Proficiency

World History I: From Prehistory to 1500 CE is a survey of the formation and development of the world's major societies and cultures with emphasis on global cross-cultural interactions. This course covers world history from Prehistory to the 15th century. (F,S,Su,O)

MOTR HIST 201 World History I

HST260 World History II: From 1400 CE to Present 3

Prerequisite: Reading proficiency

World History II: From 1400 CE to the Present will survey the formation and development of the diverse societies of Africa, Asia, Europe, the Americas, and Oceania from the 1400s to the modern day. This course will emphasize global cross-cultural connections that have been the most effective agents of change in world history. (F,S,Su,O)

MOTR HIST 202 World History II

INT191 Technical Internship 1

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (1 credit hour) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 40 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

INT192 Technical Internship 2

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (2 credit hours) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 80 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

INT193 Technical Internship 3

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (3 credit hours) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 120 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

INT194 Technical Research 3

Pre-requisites: Faculty consent, cumulative GPA of 2.0 or better, and reading proficiency

This course was created for students to apply their knowledge to complete an independent design project. This research allows the student to apply their knowledge of the subject matter and place it into practice. Various research projects can be completed and must be approved by the faculty mentor. Research can include but is not limited to research papers, fieldwork, or experimentation.

LEA110 Introduction to Law Enforcement 3

Prerequisite: Reading proficiency and admission to the Law Enforcement Academy

Introduction to Law Enforcement is the basic course that provides the student with brief overview of the evolution of law enforcement from its historical development to present day structure, the function as well as the philosophy of law enforcement. The course focuses on the current policing trends and how these have been impacted by current events, media and social networking. This course utilizes the current Missouri Peace Officer Standards and Training (POST) curriculum and includes ethical considerations, as well as an overview of the law enforcement function within the criminal justice system. The system components include the role of the current peace officer in today's dynamic, multi-cultural communities. (D)

LEA111 Firearms for Law Enforcement 1

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency.

Firearms for Law Enforcement 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 hand gun. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA112 Criminal Law for Law Enforcement 3

Prerequsite: Admissions to the Law Enforcement Academy and reading proficiency.

Criminal Law for Law Enforcement studies criminal, common, and statutory law within the context of law enforcement and the administration of justice, including the hierarchy and function of the courts, other organizations, and officials. This course utilizes the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA114 Rules of Criminal Evidence for Law Enforcement 3

Prerequisite: Admission to the Law Enforcement Academy and 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)

LEA120 Juvenile Justice for Law Enforcement 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency.

Juvenile Justice for Law Enforcement examines the development, present structure, function and philosophy of the juvenile justice system overall. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum to study the 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 identified and discussed. (D)

LEA135 First Responder First Aid for Law Enforcement 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

First Responder First Aid for Law enforcement teaches the necessary first aid and CPR skills needed for proper care to someone who is experiencing injury or serious illness. Students will learn how to recognize, respond and give appropriate care during an emergency. This course focus include trauma care for oneself and/or other first responders. The skills covered in class will enable the student to earn certification in First Aid and CPR/AED for adults, children and infants. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to trauma response and first aid for law enforcement. (D)

LEA147 Ethics & Professionalism for Law Enforcement 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Ethics and Professionalism for Law Enforcement provides the student with the information needed to solve ethical dilemmas faces in law enforcement. The course begins with a candid and frank presentation of the major ethical systems and leadership styles followed by a discussion of moral development and the ideal of justice. The course will include not only philosophical information but practical applications as well, allowing each student the opportunity to make individual decisions. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA155 Report Writing for Law Enforcement 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Report Writing for Law Enforcement includes the study and application of the process of effective law enforcement report writing. Proper formal written communications formats with an emphasis on report writing techniques, including the latest formats used by law enforcement agencies. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum to prepare the student for current law enforcement report writing methods. (D)

LEA211 Firearms for Law Enforcement II 1

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Firearms for Law Enforcement II covers advanced training devoted to safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the shotgun, stress combat courses and shooting decisions. Training also includes night (low-light) shooting with the handgun and shotgun. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA215 Patrol Operations and Tactics 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Patrol Operations and Tactics studies the foundations of police operations, providing patrol coverage and calls-for-service, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Included is an understanding of basic police responsibilities and liabilities. The student participates in mock calls-for-service, crime scene investigations, and defense tactics training. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA220 Law Enforcement Internship 3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency

Law Enforcement Internship for Academy students is a supervised training experience in all facets of the law enforcement environment. Students are immersed in the law enforcement environment throughout the academy experience. Students complete mandatory ride along hours, community service hours, and court observation hours outside of the scheduled academy classroom hours. During the academy, students wear uniforms, duty web gear, soft body armor, participate in inspections and expected to maintain law enforcement demeanor. Students write a number of papers related to stress in law enforcement and National Law Enforcement Memorial video series. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA222 Criminal Investigation for Law Enforcement 3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency

Criminal Investigation for Law Enforcement 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. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

LEA224 Law Enforcement Organizational Leadership 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Law Enforcement Organizational Leadership is the study of organization and administration systems used in modern law enforcement agencies. Emphasis will be on the characteristics of organizations and personnel, control and responsibility of a cohesive working structure and general principles of public administration. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

LEA242 Advanced Criminal Investigation for Law Enforcement 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Advanced Criminal Investigation for Law Enforcement 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. In Advanced Criminal Investigation the student takes an active part in these facets by participating in the mock crime scene. Processing evidence, identifying clues, and establishing the elements of the crime involved. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

MGT103 Business Mathematics 3

Prerequisite: ACCUPLACER elementary algebra of 31 or higher within the past two years, COMPASS pre-algebra score of 33 or higher 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

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 other institutions. (F,S,Su,O)

MGT105 Spreadsheet Applications 3

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,S,O)

MGT107 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 other institutions as elective credit. (F,S,O)

MGT120 Human Resource Management 3

Pre-/Corequisite: Reading proficiency

Human Resource Management is a comprehensive course designed to study how to manage the needs of a company's employees. This includes how to develop and manage employment programs, salary compensation, job evaluations, benefits, promotions, equal opportunity initiatives, and education and training programs. 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 other institutions. (F,S,O)

MGT125 Personal Finance 3

Pre-/Corequisite: Reading proficiency

Personal Finance is a comprehensive study of personal financial information that is current, accurate, and relevant to help students make financial decisions that will lead to long-term financial security. 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 other institutions. (F,S,O)

MGT132 Personal Selling 3

Pre-/Corequisite: Reading proficiency

Personal Selling examines selling as a process that provides benefits to both buyers and sellers. This course places emphasis on retail and industrial presentations. Personal Selling 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 other institutions. (F,S,O)

MGT133 Advertising 3

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 other institutions. (F,S,O)

MGT145 Entrepreneurship 3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better, MGT150 with a grade of "C" or better, and reading proficiency

Entrepreneurship introduces the concept of entrepreneurship and its relationship with small business. This 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 other institutions. (F,S,O)

MGT199 Business Internship I 3

Prerequisites: BUS150 and reading proficiency

Business Internship I involves supervised paid work experience in a variety of industries: marketing, management, sales, finance, accounting, or advertising. The student is required to work within an approved and cooperating industry. Students may use their current employment if approved by instructor. 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 other institutions. (F,S,Su)

MGT220 Web Marketing 3

Prerequisites: BUS150 with a grade of "C" or better and reading proficiency

Web Marketing explores how the Internet has become an indispensable tool for business and the role that web sites play in marketing products and services. Emphasis will be given to integrating online and offline strategies. Web 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 other institutions. (F,S,O)

MGT230 Social Media Marketing 3

Prerequisites: BUS150 with a grade of "C" or better and reading proficiency

Social Media Marketing examines "social media" and its impact on traditional marketing. Emphasis will be given to existing and emerging paradigms, values, best practices, and tools that impact business. Social Media 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 other institutions. (F,S,O)

MGT243 Payroll Accounting 3

Prerequisites: MGT107 or BUS240 and reading proficiency

Payroll Accounting is an in-depth study of payroll accounting and bank reconciliation. This course will not count toward the Associate of Arts degree at Jefferson College. Payroll Accounting may transfer to other institutions as elective credit. (S)

MGT244 Computerized Accounting 3

Prerequisites: MGT107 or BUS240, and reading proficiency

Computerized Accounting is a comprehensive study of Excel and Access as used in the accounting field. Students will use the software to prepare financial statements, track business accounts, and prepare various reports used both internally and externally. (F,S)

MGT245 QuickBooks 3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better, CIS125 with a grade of "C" or better, and reading proficiency

QuickBooks familiarizes students with QuickBooks software for daily bookkeeping. Mastery of this course will allow students to effectively utilize QuickBooks software in the small-business environment. QuickBooks 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 other institutions. (F,S,O)

MGT262 Financial Management 3

Prerequisites: MGT103 with a grade of "C" or better, BUS107 or BUS240 with a grade of "C" or better, 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 other institutions. (F,S,O)

MGT295 Accounting Internship 3

Prerequisites: BUS246 or MGT245 with a grade of "C" or better and reading proficiency

Accounting Internship involves supervised work experience in Accounting. The student is required to work 280 hours per semester with an approved and cooperating business. Accounting Internship 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 other institutions. (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)

MSA002 Voice Studio Class 0

Prerequisite: None

Corequisite: MSA171, MSA181, MSA271, or MSA281

Voice Studio is a weekly, required lab/performance class for all students enrolled in Applied Voice Lessons. Each week, students will perform memorized vocal repertoire in front of their peers to gain onstage experience in a positive performance environment, receive constructive criticism related to improving upon the tenets of singing: posture, breath control, tone development, technique and diction, as well as the interpretation of text and acting. Repertoire for Voice Studio will be assigned during Applied Voice Lessons (see applied voice syllabus). Voice Studio is only for students enrolled in Applied Voice Lessons, and is required for students enrolled in Applied Voice Lessons I, II, III, and IV. (F,S)

MSA071 Prep Voice Lessons (Applied Music) 1

Prerequisite: Permission of instructor

Prep Voice Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

MSA072 Prep Guitar/Bass Lessons (Applied Music) 1

Prerequisite: Permission of instructor

Prep Guitar/Bass Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

MSA073 Prep Woodwind Lessons (Applied Music) 1

Prerequisite: Permission of instructor

Prep Woodwind Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

MSA074 Prep Brass Lessons (Applied Music) 1

Prerequisite: Permission of instructor

Prep Brass Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

MSA075 Prep Percussion Lessons (Applied Music) 1

Prerequisite: Permission of instructor

Prep Percussion Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

MSA076 Prep Piano Lessons (Applied Music) 1

Prerequisite: Permission of instructor

Prep Piano Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

MSA171 Voice Lessons I (Applied Music) 2

Prerequisite: Permission of instructor

Corequisites: MSA001 and MSA002

Voice Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA172 Guitar/Bass Lessons I (Applied Music) 2

Prerequisite: Permission of instructor

Corequisite: MSA001

Guitar/Bass Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA173 Woodwind Lessons I (Applied Music) 2

Prerequisite: Permission of instructor

Corequisite: MSA001

Woodwind Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA174 Brass Lessons I (Applied Music) 2

Prerequisite: Permission of instructor

Corequisite: MSA001

Brass Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA175 Percussion Lessons I (Applied Music) 2

Prerequisite: Permission of instructor

Corequisite: MSA001

Percussion Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA176 Piano Lessons I (Applied Music) 2

Prerequisite: Permission of instructor

Corequisite: MSA001

Piano Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA181 Voice Lessons II (Applied Music) 2

Prerequisite: MSA171 and permission of instructor

Corequisites: MSA001 and MSA002

Voice Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA182 Guitar/Bass Lessons II (Applied Music) 2

Prerequisite: MSA172 and permission of instructor
Corequisite: MSA001
Guitar/Bass Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA183 Woodwind Lessons II (Applied Music) 2

Prerequisite: MSA173 and permission of instructor
Corequisite: MSA001
Woodwind Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA184 Brass Lessons II (Applied Music) 2

Prerequisite: MSA174 and permission of instructor
Corequisite: MSA001
Brass Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA185 Percussion Lessons II (Applied Music) 2

Prerequisite: MSA175 and permission of instructor
Corequisite: MSA001
Percussion Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA186 Piano Lessons II (Applied Music) 2

Prerequisite: MSA176 and permission of instructor
Corequisite: MSA001
Piano Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA271 Voice Lessons III (Applied Music) 2

Prerequisite: MSA181 and permission of instructor
Corequisites: MSA001 and MSA002
Voice Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA272 Guitar/Bass Lessons III (Applied Music) 2

Prerequisite: MSA182 and permission of instructor
Corequisite: MSA001
Guitar/Bass Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA273 Woodwind Lessons III (Applied Music) 2

Prerequisite: MSA183 and permission of instructor
Corequisite: MSA001
Woodwind Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA274 Brass Lessons III (Applied Music) 2

Prerequisite: MSA184 and permission of instructor
Corequisite: MSA001
Brass Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA275 Percussion Lessons III (Applied Music) 2

Prerequisite: MSA185 and permission of instructor
Corequisite: MSA001
Percussion Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA276 Piano Lessons III (Applied Music) 2

Prerequisite: MSA186 and permission of instructor
Corequisite: MSA001
Piano Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA281 Voice Lessons IV (Applied Music) 2

Prerequisite: MSA271 and permission of instructor
Corequisites: MSA001and MSA002
Voice Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA282 Guitar/Bass Lessons IV (Applied Music) 2

Prerequisite: MSA272 and permission of instructor
Corequisite: MSA001
Guitar/Bass Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA283 Woodwind Lessons IV (Applied Music) 2

Prerequisite: MSA273 and permission of the instructor
Corequisite: MSA001
Woodwind Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA284 Brass Lessons IV (Applied Music) 2

Prerequisite: MSA274 and permission of instructor
Corequisite: MSA001
Brass Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA285 Percussion Lessons IV (Applied Music) 2

Prerequisite: MSA275 or MSA279 and permission of instructor
Corequisite: MSA001
Percussion Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA286 Piano Lessons IV (Applied Music) 2

Prerequisite: MSA276 or MSA280 and permission of instructor
Corequisite: MSA001
Piano Lessons IV involves a one-hour private lesson and seven practice hours per week. 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)

MOTR MUSC 101 Music Fundamentals

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)

MSC126 Community Chorale 1

Prerequisite: None
Community Chorale is a large mixed chorus composed of mostly community singers with some high school and college students. Community Chorale performs a variety of music and is open to all students. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

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)

MOTR MUSC100 Music Appreciation

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)

MOTR MUSC100J Music Appreciation - Jazz

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 and its roots from the 1940s 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)

MOTR MUSC100RP Music Appreciation – Rock/Pop

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)

MOTR MUSC102 World Music

MSC144 Woodwind Chamber Ensemble 1

Prerequisites: Proficiency in playing at least one woodwind instrument and audition during or before the first week of classes

Woodwind Chamber Ensemble involves performance of literature for small combinations of woodwind instruments and usually draws on members of the Band. (F,S)

MOTR PERF102B Music Performance - Band

MSC145 Brass Chamber Ensemble 1

Prerequisites: Proficiency in playing at least one brass instrument and audition during or before the first week of classes

Brass Chamber Ensemble involves performance of literature for small combinations of brass instruments and usually draws on members of the Band. (F,S)

MOTR PERF102B Music Performance - Band

MSC146 Percussion Ensemble 1

Prerequisites: 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)

MOTR PERF102B Music Performance - Band

MSC152 Wind Ensemble 1

Prerequisite: Proficiency in playing at least one band instrument as determined by the instructor during the first rehearsal or at a scheduled audition time.

Wind Ensemble involves the study and public performance of the highest quality band literature available at an appropriate level of college performance. Wind Ensemble will perform two concerts per semester at the college. Wind Ensemble may also perform at various community functions as determined each semester. Wind Ensemble is open to all students and community members, contingent upon director's approval. (F,S)

MOTR PERF102B Music Performance - Band

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)

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 and contains historical context of improvisational techniques. (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 and contains historical context of improvisational techniques. (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)

MSC210 Lyric Diction I: English and Italian 2

Prerequisites: Permission of instructor
Corequisites: MSA001, MSA002 Voice Studio Class, and MSA171, MSA181, MSA271, or MSA281Applied Voice Lessons

Lyric Diction I: English and Italian will develop proficiency in lyric diction for the aspiring singer or music educator. The course will explore phonetics, enunciation, and transcription of English and Italian as applied to lyric diction. Focus will be on the basics of the International Phonetic Alphabet with particular emphasis on practical application through critical listening and performance. (F)

MSC211 Lyric Diction II: French and German 2

Prerequisites: Permission of instructor
Corequisites: MSA001, MSA002 Voice Studio Class, and MSA171, MSA181, MSA271, or MSA281 Applied Voice Lessons

Lyric Diction II: French and German will develop proficiency in lyric diction for the aspiring singer or music educator. The course will explore phonetics, enunciation, and transcription of French and German as applied to lyric diction. Focus will be on the basics of the International Phonetic Alphabet with particular emphasis on practical application through critical listening and performance. (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)

MOTR MUSC 103 Music History I

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)

MOTR MUSC 104 Music History II

MSC235 Conducting I 3

Prerequisite: Reading Proficiency
Pre-/Corequisite: MSC103

Conducting I will cover the basic concepts of ensemble conducting. This includes basic conducting patterns, cueing and other physical conducting skills, score reading and analysis, and musical interpretation/expression.(F)

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)

MOTR PERF102B Music Performance - Band

MSC248 Chamber Choir 1

Prerequisite: Instructor permission required. Students must also be concurrently enrolled in MSC259. Auditions take place during MSC259.

Chamber Choir is a small select mixed ensemble composed of college students who are currently enrolled in the Concert Chorale. Chamber Choir performs a variety of music and placement is determined by audition starting on the first day of Concert Chorale. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

MSC250 Music Education 3

Prerequisite: MSC104 and reading proficiency

Introduction to Music Education will examine pertinent aspects of music education as a profession (MOSPE 8). Topics will include basic methodologies and their purposes, as well as historical perspectives of music education. This course will explore innovative possibilities of teaching music by considering various philosophical, curricular and pedagogical concepts. (S)

MSC251 Jazz Ensemble 1

Prerequisite: Proficiency at playing a musical instrument common to the big band idiom Jazz Ensemble provides for the study and performance of big band jazz literature. Proficiency at playing a musical instrument common to the big band idiom required. Jazz Ensemble performs a public concert each semester. Audition required. (F,S)

MOTR PERF102B Music Performance - Band

MSC259 Concert Chorale 1

Prerequisite: Audition during or before the first week of classes. Students must be able to demonstrate the ability to match pitch and to sing a simple melody without assistance.

Concert Chorale is a large mixed chorus composed of college students currently enrolled at Jefferson College. Concert Chorale performs a variety of music and is open to all students contingent upon audition results. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

MOTR PERF102B Music Performance - Band

MSC261 Class Piano III 2

Prerequisite: MSC162 or instructor approval

Class Piano III is a continuation of Class Piano II and will prepare students to take piano proficiency exams as part of their transfer process to the university. Class Piano III expands on the development of chord progressions and extended chords. Class Piano III also includes choral score reading, accompaniment, harmonizing melodies, and transposition. (F,S))

MTH002 Beginning Algebra 3

Pre-/Corequisite: Reading Proficiency

Prerequisite: Math requirement met by one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 175+ within five years
- ACT Math 16+ within two years
- Accuplacer: Arithmetic 60+ within two years
- Accuplacer: Elementary Algebra 31-74 within two years
- Accuplacer Next Gen: Arithmetic 230+ within two years

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)

MTH091 Support for Quantitative Reasoning 2

Prerequisites: Reading Proficiency and one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 165+ within seven years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- MTH002 with a minimum grade of a "C"

Corequisite: MTH131

Support for Quantitative Reasoning is taken concurrently with MTH131 Quantative Reasoning to give students additional practice with the numerical, algebraic, and study skills necessary for successful, independent completion of Quantitative Reasoning. (F, S)

MTH094 Support for College Algebra 3

Prerequisites: Reading Proficiency and one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 165+ within seven years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- MTH002 with a minimum grade of a "C"

Corequisite: MTH134

Support for College Algebra is taken concurrently with MTH134 College Algebra to give students additional practice with the numerical, algebraic, and study skills necessary for successful, independent completion of College Algebra. (F,S,Su)

MTH105 Industrial Math 3

Pre-/Corequisite: Reading proficiency

Industrial Math provides students with the practical mathematical skills needed for a variety of trades and occupations, focusing on the application of these skills to specific areas such as; allied health, automotive trades, manufacturing, electronics, etc. Skills covered include; numerical computation, plane and solid geometry, basic algebra, triangle trigonometry, and statistics. (F,S)

MTH121 Technical Mathematics I 3

Pre-/Corequisite: Reading proficiency

Prerequisite: Math requirement met by one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 165+ within five years
- ACT Math 18+ within two years
- Accuplacer: Elementary Algebra 75+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 completed with a "C" or better

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

Prerequisite: Reading Proficiency and one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 165+ within five years
- ACT Math 18+ within two years
- Accuplacer: Elementary Algebra 75+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 with a minimum grade of a"C"

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. Students may not apply both MTH128 and MTH110 toward graduation. (F,S,Su,O)

MTH130 Structure of the Real Number System 3

Prerequisite: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: Elementary Algebra 107+ within two years
- Accuplacer: College Level Math 44+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
- MTH002 completed with an "A"
- MTH128 completed with a "C" or better
- Concurrent enrollment in MTH131 or higher

Structure of the Real Number System presents topics from algebra within the context of the whole numbers, the integers, the rational numbers, and the 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 Quantitative Reasoning 3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: Elementary Algebra 107+ within two years
- Accuplacer: College Level Math 39+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
- MTH002 completed with an "A"

OR one of the following along with concurrent enrollment in MTH091 Support for Survey of College Mathematics
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 completed with a "B" or "C"

Quantitative Reasoning provides an overview of the skills required to navigate the mathematical demands of modern life. Emphasis is placed on improving students' ability to draw conclusions, make decisions, and communicate effectively in mathematical situations. Topics may vary but always include proportional and statistical reasoning and mathematical modeling. A scientific calculator is required. (F, S, O)



MOTR MATH 120 Mathematical Reasoning & Modeling

MTH132 Introductory Statistics 3

Prerequisites: Reading Proficiency and one of the following:
- 3.0 High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: Elementary Algebra 107+ within two years
- Accuplacer: College Level Math 39+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
- MTH002 completed with an "A"
- MTH128 completed with a "C" or better

OR one of the following along with concurrent enrollment in MTH092 Support for Introductory Statistics
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 completed with a "B" or "C

Introductory Statistics is an introduction to the use of basic tools and methods of probability and statistics. Students will use these tools to describe populations and find their place within them, explore the relationship between related phenomena and use it to make predictions, and determine the likelihood of particular outcomes in given situations. This course will meet the math requirement for the Associate of Arts Degree. Students may not use both MTH132 and MTH168 or both MTH132 and BUS168 toward graduation. (F)



MOTR MATH110 Statistical Reasoning

MTH133 Trigonometry 3

Prerequisites: Reading Proficiency and one of the following:
- 3.25+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: College Level Math 52+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH128 completed with a "C" or better

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: Reading Proficiency and one of the following:
- 3.25+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 245+ within two years
- MTH128 completed with a "C" or better

OR one of the following along with concurrent enrollment in MTH094 Support for College Algebra:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- MTH002 completed with a "C" or better

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 not apply both MTH134(H) and MTH141 toward graduation. A graphing calculator is required; calculators with computer algebra systems are prohibited. (F,S,Su,O)

MOTR MATH130 Pre-calculus College Algebra

MTH141 Precalculus 5

Prerequisites: Reading Proficiency and one of the following:
- 3.25+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: College Level Math 52+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH128 completed with a "C" or better

Precalculus covers the College Algebra and Trigonometry topics required for the Calculus I, II, III sequence. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH141 and MTH133 or both MTH141 and MTH134/134H toward graduation. A graphing calculator is required. (F,S,Su)

MOTR MATH150 PreCalculus

MTH161 Calculus for Business and the Social Sciences 3

Prerequisites: Reading Proficiency and one of the following:
- • ACT Math 25+ within two years
- • Accuplacer: Elementary Algebra 116+ within two years
- • Accuplacer: College Level Math 46+ within two years
- • Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- • MTH134/134H completed with a "C" or better

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. Completion of MTH161 may count toward the mathematics requirement for the AA degree, however it is not a CORE42 MOTR course. A graphing calculator is required. (S)

MTH172 Linear Algebra 3

Prerequisites: Reading Proficiency and one of the following math requirements:
- ACT math score of 27+ within two years plus either high school trigonometry or precalculus with a grade of "C" or better
- MTH141 with a grade of "C" or better
- MTH134/134H with a grade of "C" or better and MTH133 with a grade of "C" or better
- Accuplacer Next Gen advanced algebra and functions score of 265+ within two years
- Accuplacer Next Gen trigonometry score of 46+ within two years

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

Prerequisites: Reading Proficiency and one of the following:
- ACT Math 27+ within two years
- Accuplacer: Trigonometry 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 265+ within two years
- MTH141 completed with a "C" or better

Calculus I covers limits, continuity, differentiation, and integration. A graphing calculator is required. Students may not apply both MTH161 and MTH180 toward graduation. Completion of MTH180 may count toward the mathematics requirement for the AA degree, however it is not a CORE42 MOTR course. (F,S,Su)

MTH185 Calculus II 5

Prerequisites: MTH180 completed with a "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)

MTH201 Calculus III 5

Prerequisites: MTH185 completed with a "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)

MTH205 Differential Equations 3

Prerequisites: MTH185 completed with a "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)

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

Pre-/corequisites: MTH105 and reading proficiency

Dimensional Metrology is designed to develop dimensional measurement ability for skilled workers, inspectors, technicians, and for personnel entering a technical occupation. Measuring equipment and instruments used include: scales, micrometers, calipers, gage blocks, indicators, and production gages. Basic statistics, probability, and acceptance sampling are also covered. (F,S,Su)

MTT148 Introduction to Metallurgy 3

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)

PAR200 Paramedic Advanced Care and Terminology 4

Prerequisites: Admission into the Paramedic Program.
Corequisites: PAR205, PAR220, and PAR225

Paramedic Advanced Care and Terminology prepares the Emergency Medical Services (EMS) student to understand medical legal and ethical issues, EMS systems, safety and wellness, EMS communication, documentation, anatomy and physiology, and both basic and advanced medical terminology. (F)

PAR205 Paramedic Pharmacology 4

Prerequisite: Admission into the Paramedic Program.
Corequisites: PAR200, PAR220, and PAR225

Paramedic Pharmacology prepares the student to identify emergency medications used in the treatment of the sick and injured. The student must understand the category of the medication, indications and contraindications, and the proper administration of the medication. The student will learn the proper techniques of administering an intravenous catheter, intramuscular injections, subcutaneous injections, and intraosseous infusion. (F)

PAR210 Paramedic Medical Emergencies 3

Prerequisite: Admission into the Paramedic Program.
Corequisites: PAR 230, PAR 245, and PAR 250

Paramedic Medical Emergencies prepares the student to identify life threatening and non-life threatening medical emergencies and prepares the student to perform assessments and evaluation on the medical patient. The student will learn proper treatment and transport for these patients. Treatment will include pharmacological interventions, electrical therapy, communication, and support of the patients' emotional needs. (S)

PAR215 Paramedic Advanced Cardiology 4

Prerequisites: Admission into the Paramedic Program.
Corerequisites: PAR220, and PAR225

Paramedic Advanced Cardiology prepares the student to identify life threatening and non-life threatening cardiac emergencies. The student will learn how to analyze standard 4-lead and 12-lead Electrocardiogram (ECG) information and determine a plan of action.The student will learn to manage cardiopulmonary arrest and other cardiovascular emergencies using the American Heart Association standards. (F)

PAR220 Paramedic Clinical Practicum I 4

Prerequisites: Admission into the Paramedic Program.
Corerequisites: PAR200, PAR205, PAR215, PAR225

Paramedic Clinical Practicum I provides the student clinical rotations in the designated areas in contracted hospitals. The student will be required to learn and demonstrate multiple skills and a requisite number of patient contacts while rotating through the various hospital areas. (F)

PAR225 Paramedic Internship I 1

Prerequisites: Admission into the Paramedic Program.
Corerequisites: PAR200, PAR205, PAR215, PAR220

Paramedic Internship I is phase one of the ambulance ride-a-long rotation. The student will ride on an ambulance in an EMT role for observation and basic care of the sick and injured. The student must complete a minimum of 48 hours. Paramedic Internship I runs concurrently with the other paramedic courses during the Fall semester. (F)

PAR230 Paramedic Trauma Emergencies 3

Prerequisites: Admission into the Paramedic Program.
Corerequisites: PAR200, PAR205, PAR215, PAR220
Paramedic Internship I is phase one of the ambulance ride-a-long rotation. The student will ride on an ambulance in an EMT role for observation and basic care of the sick and injured. The student must complete a minimum of 48 hours. Paramedic Internship I runs concurrently with the other paramedic courses during the Fall semester. (F)

PAR235 Paramedic Special Considerations 3

Prerequisites: Admission into the Paramedic Program.
Corerequisites: PAR210, PAR230, PAR240, PAR245, PAR250
Paramedic Special Considerations teaches the anatomy and physiology of the non-pregnant and pregnant patient, the stages of labor and delivery; as well as the care of the mother and newborn. The student will learn to assess, evaluate, and treat pediatric patients, neonates, geriatrics, and patients with special challenges for medical and traumatic concerns. The course will cover abuse and assault in patients at risk including the reporting requirements. (S)

PAR240 Paramedic Ambulance Operations 2

Prerequisites: Admission into the Paramedic Program.
Corerequisites: PAR210, PAR230, PAR235, PAR245, PAR250
Paramedic Ambulance Operations teaches the student ambulance standards and design as well as ensuring adequate medical inventory and functional medical equipment. The student will also learn the Incident Command System (ICS), hazardous material awareness, crime scene considerations, defensive driving techniques and legal considerations. The course includes proper response to terrorist acts and safe response techniques. (S)

PAR245 Paramedic Clinical Practicum II 4

Prerequisites: PAR200, PAR205, PAR 210, PAR215, PAR220, PAR225, reading proficiency; current American Heart Association CPR for the Healthcare Provider certification; and current Missouri EMT license. A criminal background check must also be completed, and the following current immunizations are required: MMR, PPD, Flu, Hepatitis B series, Tdap, and Varicella series.
Corequisites: PAR230, PAR235, PAR 240, PAR 245, PAR 250
Paramedic Clinical Practicum II provides the student clinical rotations in designated area of contracted hospitals. The student is expected to perform specific skills on a minimum number of patent contacts during the clinical rotation of the designated hospital areas. Scheduled clinical rotations include contracted general medical hospitals/medical centers and pediatric hospitals. (S)

PAR250 Paramedic Internship II 4

Prerequisites: Admission into the Paramedic Program.
Corerequisites: PAR210, PAR230, PAR235, PAR240, PAR245
Paramedic Internship II requires a minimum of 150 hours of scheduled ambulance rotation while performing as a new paramedic. The student may need to ride additional hours to satisfy the requisite patient contacts. The student will be required to perform patient evaluations, assessments, and treatment under the direction of a paramedic preceptor. The student is also required to complete reports and preceptor evaluations following the scheduled ambulance rotation. (S)

PAR255 Paramedic Internship III 4

Prerequisites: Admission into the Paramedic Program
Paramedic Internship III includes a minimum of 150 hours of scheduled ambulance rotation performing as the paramedic team leader. The student will
be required to perform 50 team leads; 35 Advanced Life Support (ALS) calls (must include an Electrocardiogram (ECG), oxygen therapy, intravenous
therapy, and drug therapy) and 15 Basic Life Support (BLS) calls. The student may need to ride additional hours to satisfy the requisite patient contacts. The student is also required to complete reports and receive preceptor evaluations following the scheduled ambulance rotation. (Su)

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)

MOTR PHIL101 Introduction to Logic

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)

MOTR PHIL100 Introduction to Philosophy

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. Students cannot apply both PHL102 and PHL102H toward graduation. (S)

MOTR PHIL100 Introduction to Philosophy

PHL110 Old Testament 3

Prerequisite: Reading Proficiency

Old Testament is an introductory course which examines the history, literature, philosophy, and significance of the Hebrew Scriptures. (F)

MOTR RELG 101O Religious Texts – Old Testament

PHL111 New Testament 3

Prerequisite: Reading proficiency

New Testament is an introductory course which examines the philosophy, history, and cultural significance of the Christian Scriptures. (S)

MOTR RELG 101N Religious Texts – New Testament

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,O)

MOTR RELG100 World Religions

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)

MOTR PHIL102 Introduction to Ethics

PHL202H Honors Ethics 3

Prerequisites: Honors Program admission and reading proficiency

Honors 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.(S)

MOTR PHIL102 Introduction to Ethics

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)

PHL204 Business and Professional Ethics 3

Prerequisite: Reading proficiency

Business and Professional Ethics involves analysis of major theories of normative ethics and justice as they pertain to business practices, the relationships between government and business, fiduciary and social responsibility, advertising, and hiring practices, in addition to other topics. (F,S,O)

MOTR PHIL 102P Introduction to Ethics - Business and Professional

PHY101 Survey of Physical Science 4

Prerequisite: Reading proficiency

Survey of Physical Science is a General Education course 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)

MOTR PHYS110L Essentials in Physical Sciences with Lab

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)

MOTR PHYS110 Essentials in Physical Sciences

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. One field trip is included as part of the laboratory. (S)

MOTR GEOL100L Geology 100L Geology with Lab

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 four-hour observation nights are included as part of the laboratory. (F,O)

MOTR ASTR100L Astronomy with Lab

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)

MOTR PHYS 150L Physics I with Lab

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)

PHY223 General Physics I 5

Prerequisites: MTH180 with a grade of "C" or better and reading proficiency. MTH180 may be taken concurrently under special circumstances requiring instructor approval.

General Physics I is the first course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is a rigorous study of topics in kinematics, dynamics, and thermodynamics. Laboratory time is required. General Physics I fulfills the computer literacy graduation requirement for Associate of Science degree-seeking students. (F,S)

MOTR PHYS200L Advanced Physics I with Lab

PHY224 General Physics II 5

Prerequisites: PHY223 and MTH185 (both courses must be completed with a grade of "C" or better) and reading proficiency

General Physics II is the second course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is an in-depth study of electricity and magnetism, light, and waves. Laboratory time is required. This course is required for the Associate of Science degree. (S)

PMT105 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, set up and operation. (F,S)

PMT125 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)

PMT150 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)

PMT155 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)

PMT205 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)

PMT 210 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)

PMT225 Advanced CNC Programming 5

Prerequisites: CIM155 and reading proficiency

Advanced CNC Programming teaches different types of conversational programming such as H.A.A.S. 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)

PMT235 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)

PMT240 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)

PMT250 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)

PNE141 Fundamentals of Nursing 6

Prerequisites: Admission to Bi-Level Nursing program and reading proficiency

Corequisite: PNE142

Fundamentals of Nursing course is designed to assist a beginning nursing student in acquiring a foundation of basic nursing theory. Students will explore the role of the practical nurse as a supportive member of the healthcare team and in performing skills associated with care of the adult and elderly client. Embedded within the course are 32 hours of clinical simulation laboratory time. (F, S)

PNE142 Fundamentals of Nursing Clinical 1

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency

Corequisite: PNE141

Fundamentals of Nursing Clinical allows the student to practice and demonstrate basic nursing skills and concepts discussed in PNE141, Fundamentals of Nursing. Nursing students are divided into smaller groups for clinical rotation assignments. Students complete 48 hours of external clinical practice in a variety of health care settings. (F, S)

PNE144 Introduction to Nursing Pharmacology 3

Prerequisites: Admission to Bi-Level Nursing Program and reading proficiency

Introduction to Nursing Pharmacology provides principles of medication administration, dosage calculation, and serves as the intravenous therapy certification course for the practical nursing student. Embedded within this course are 16 hours of hands-on laboratory practice including safe medication administration, enteral and parenteral therapies, intravenous therapy, and phlebotomy. (F, Su)

PNE145 Personal Vocational Concepts 1.5

Prerequisite: Admission to Bi-Level Nursing program and reading proficiency

This course is designed to help the adult learner adjust to the role of a student and to understand the role of the practical nurse. The course includes strategies to promote student success and focuses on practical nursing concepts that are required by the Missouri State Board of Nursing. (F,S).

PNE148 Mental Health 2

Prerequisite: Admission to Bi-Level Nursing Program and reading proficiency

Co-requisite: PNE149

This course introduces basic mental health disorders and focuses on the role of the practical nurse as a provider of care to clients along the mental health/illness continuum. The mental health/illness continuum is presented as a framework for differentiating between adaptive and maladaptive behaviors. A strong emphasis is placed on behavioral management techniques, therapeutic communication, and safety measures in the care of the client experiencing acute or chronic mental illness. (F).

PNE149 Mental Health Clinical .5

Prerequisite: Admission to the Bi-Level Nursing Program and reading proficiency

Corequisite: PNE148

Mental Health Clinical allows the student to practice and demonstrate therapeutic communication, de-escalation techniques, and maintain safety in a controlled environment. The clinical course reinforces concepts discussed in PNE 148 Mental Health. Students are divided into smaller groups for clinical rotation assignments. (F)

PNE163 Pharmacology I 3

Prerequisites: PNE141, 144, with grades of B or better, successful completion of PNE142, and reading proficiency

Pharmacology I is the first of two (2) courses presenting basic principles of pharmacodynamics in association with the administration of commonlyprescribed drugs. Major drug classifications are introduced as well as the purpose, complications, precautions, interactions, nursing administration, and client education. Concepts covered include foundations in pharmacology, antiinfectives and antibiotics, pain management, and cancer, respiratory, cardiovascular, hematopoietic, and immune disorders. (F, S)

PNE164 Pharmacology II 3

Prerequisites: PNE163 with a grade of "B" or better and reading proficiency

Pharmacology II is the second of two (2) courses presenting basic principles of pharmacodynamics in association with the administration of commonly prescribed drugs. Major drug classifications are introduced as well as the purpose, Complications, precautions, interactions, nursing administration, and client education. Concepts covered include drugs affecting integumentary, musculoskeletal, renal, neurological, sensory, gastrointestinal, endocrine, and reproductive disorders. (S)

PNE171 Medical-Surgical Nursing I 5

Prerequisites: PNE141 with a grade of "B" or better, successful completion of PNE142, and reading proficiency

Corequisite: PNE181

Medical-Surgical Nursing I (MS I) course is designed to assist a beginning nursing student in the care of the client with medical-surgical disorders. Emphasis is placed on the systematic attainment of theoretical knowledge utilizing a holistic approach to the nursing process. Concepts of perioperative care, pain management, fluid and electrolyte imbalances, and acid-base regulation are hematopoietic, and immune system disorders will be explored. (F, S)

PNE172 Medical-Surgical Nursing II 5

Prerequisites: PNE171 with a grade of "B" or better, successful completion of PNE181, and reading proficiency

Corequisite: PNE182

Medical-Surgical Nursing II (MS II) course is designed to assist the novice nursing student in the care of the client with medical-surgical disorders. Emphasis is placed on the systematic attainment of theoretical knowledge utilizing a holistic approach to the nursing process. Care of the client with integumentary, musculoskeletal, renal, neurological, sensory, gastrointestinal, endocrine, and reproductive will be explored. (F, S)

PNE174 Maternal and Child Nursing 2.5

Prerequisites: PNE141, PNE144, PNE171, and PNE172 with grades of "B" or better, successful completion of PNE142 PNE181,PNE182, and reading proficiency

The Maternal and Child Nursing course is designed to develop nursing concepts and skills in a family-centered nursing approach while focusing on the health concerns of a new family and growing children. This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. (SU)

PNE181 Medical-Surgical Nursing I Clinical 1.25

Prerequisites: PNE141 and PNE144 with grades of "B" or better, successful completion of PNE142, and reading proficiency

Corequisite: PNE171

Medical-Surgical Nursing I Clinical allows the student to practice and demonstrate, in a controlled environment and real world settings, basic nursing skills and concepts discussed in PNE171 Medical-Surgical Nursing I. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

PNE182 Medical-Surgical Nursing II Clinical 1.25

Prerequisites: PNE171 with a grade of "B" or better, successful completion of PNE181, and reading proficiency

Corequisite: PNE172

Medical-Surgical Nursing II Clinical allows the student to practice and demonstrate, in a controlled environment and real world settings, basic nursing skills and concepts discussed in PNE172 Medical-Surgical Nursing II. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

PNE195 Capstone Practical Nursing 2

Prerequisites: PNE172 and PNE164 with a grade of "B" or better, successful completion of PNE182, and reading proficiency

Corequisite: PNE196

Capstone Practical Nursing focuses on the integration of nursing knowledge and incorporates study skills, stress management techniques, and test-taking strategies to prepare the graduate practical nurse (GPN) to take the National Council Licensure Examination-Practical Nurse (NCLEX-PN). The goal of this capstone course is to prepare the student for the transition to the GPN role. (F, Su)

PNE196 Capstone Practical Nursing Clinical Practicum 1

Capstone Practical Nursing explores the roles, responsibilities, leadership and management, cultural, ethical, and legal issues related to the Licensed Practical Nurse (LPN). This course provides an opportunity for students in the final semester of the program to transition from the student to the graduate LPN role. (Su)

PSC001 Missouri Higher Education Civics Achievement Examination 0

Prerequisite: None

Successful completion of the exam within this course will fulfill the Missouri Higher Education Civics Achievement Examination graduation requirement as outlined by Missouri Law 170.013 which applies to all students entering a public institution after July 2019. (O)

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 Constitutions. (F,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 requirement. (F,S,Su,O)

MOTR POSC101 American Government

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 requirement. Students cannot apply both PSC102 and PSC102H toward graduation. (S)

MOTR POSC101 American Government

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)

MOTR POSC201 International Relations

PSC202 Introduction to Comparative Politics 3

Pre-/Corequisite: Reading Proficiency

Introduction to Comparative Politics introduces students to political life outside the United States. The course uses a comparative method to examine the political structures, political economies and demographic issues of nine comparative states. Comparative politics covers a range of topics including the formation of the nation- state, democracy, authoritarian governments and the role of political parties in each state studied. (D)

MOTR POSC 202 Introduction to Comparative Politics

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 reviews the scientific study of behavior and mental processes found in humans and animals. This course includes a survey of the fundamental concepts, principles, historical trends, figures, theories, overarching themes, research design, pivotal empirical findings, and applications in psychology. Students will develop knowledge of psychology's major content domains of neuroscience, consciousness, cognition, memory, learning, social, personality, emotion, multicultural, abnormal, health, and psychotherapies. (F,S,Su,O)

MOTR PSYC100 General Psychology

PSY101H Honors General Psycholog 3

Prerequisites: Honors Program admission and r eading proficiency

Honors General Psychology, taught in a seminar format, reviews the scientific study of behavior and mental processes found in humans and animals. This course includes a survey of the fundamental concepts, principles, historical trends, figures, theories, overarching themes, research design, pivotal empirical findings, and applications in psychology. Students will develop knowledge of psychology's major content domains of neuroscience, consciousness, cognition, memory, learning, social, personality, emotion, multicultural, abnormal, health, and psychotherapies. Students cannot apply both PSY101 and PSY101H toward graduation. (F)

MOTR PSYC100 General Psychology

PSY201 Child Development 3

Prerequisites: PSY101(H) with a "C" or better and r eading proficiency

Child Development examines the physical, cognitive and psychosocial development of the individual from preconception to the emergence of adolescence. (S,O)

PSY205 Life Span Human Development 3

Prerequisites: PSY101(H) with a "C" or better and reading proficiency

Life Span Human Development examines the physical, cognitive, and psychosocial development of the individual from pre-conception through adult aging and end of life. (F,S,Su,O)

MOTR PYSC200 Life Span Human Development

PSY215 Social Psychology 3

Prerequisites: PSY101(H) or SOC101(H) with a minimum grade of a "C" and reading proficiency

Social Psychology examines the behavioral, cognitive, and affective components of individuals in their social environments. Specific topics including person perception, social judgments, nonverbal communication, attitude formation and change, conformity and obedience, interpersonal relationships and attraction, prejudice and discrimination, and group behavior will be explored. (F,S)

PSY225 Psychopathology and Mental Health 3

Prerequisites: PSY101(H) with a "C" or better and reading proficiency

Psychopathology and Mental Health is an introductory survey of the spectrum of psychological and behavioral health from wellness and resilience to dysfunction and psychopathology based on diagnostic criteria from the current American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders. This course includes an empirically based biopsychosocial review of signs, symptoms, etiology, prevention, and treatment of these disorders as well as an overview of historical/sociocultural definitions, prevalence, research methods, ethical/legal issues, clinical assessment, and classification of psychopathology. (F,S)

RAD101 Radiation Protection 2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiation Protection provides an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. (F)

RAD105 Introduction to Radiography 1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Introduction to Radiography provides the student with an overview of Radiologic Technology and its role in health care delivery. Students will be oriented to the academic and administrative structure of the program, radiographer role and responsibility, and to the profession as a whole. (F)

RAD111 Image Evaluation 2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Image Evaluation provides the student with the knowledge and skills necessary to perform radiologic procedures for the chest, abdomen, and extremity studies in both adult and pediatric patients in routine, trauma, and mobile situations. The utilization of anatomical landmarks, body planes and line, and film size are reinforced. Practice of radiation protection standards, positioning, exposure factors, and radiographic critique will be utilized in a simulated setting. (F)

RAD115 Radiographic Positioning I 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning I consists of lecture and practicum in routine radiographic procedures for the chest, abdomen, and extremity studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

RAD121 Radiology Positioning 1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Corequisites: RAD115 and RAD125

The laboratory component reinforces skills learned during the lecture. Students will practice, perform, and test on required procedures before the clinical experience. (F)

RAD125 Radiographic Positioning II 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning II consists of lecture and practicum in routine radiographic procedures for the lower extremities, pelvis, thorax, and spine as well as contrast studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

RAD130 Patient Care Management 2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Patient Care Management focuses on technological and assessment skills and concepts required to build a foundation for holistic care of patients. The student gains a beginning understanding of the nurse's responsibilities as a member of the interdisciplinary healthcare team so to apply that understanding to the diagnostic imaging environment. Instruction will introduce the basic concepts of cultural and legal aspects of patient care, vital signs, medical asepsis and infection control, hygiene, body mechanics and mobility, safety, documentation, evaluation of physical needs, and surgical asepsis. (F)

RAD135 Radiographic Positioning III 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning III consists of lecture and practicum in routine and trauma radiographic procedures for skull, facial bone, and sinus studies using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

RAD140 Radiographic Exposures 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Exposures introduces the student to the fundamental principles of radiographic exposure: radiation production, equipment function, collimation and filtration of the beam, control of secondary radiation, and automatic processing technique. In addition, the application of anatomical and pathological conditions affecting image quality will be addressed. (F)

RAD145 Radiographic Positioning IV 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning IV consists of lecture and practicum in advanced imaging techniques and approaches for imaging adult, pediatric, and geriatric trauma/emergency radiography, routine pediatric studies, angiographic and interventional procedures, digital imaging and computer tomography as well as mobile and operating room equipment and procedures using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

RAD150 Cross-Sectional Anatomy 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Cross-Sectional Anatomy introduces application techniques, image formation, computer anatomy, and picture archiving of digital imaging. Processing and computer tomography concepts are presented. Fundamental study of the human anatomy including bones, organs, vessels, and tissues in cross-section will be conducted. Specific procedures imaged for the head, brain, neck, thorax, abdomen, and pelvis will be addressed. A general review of scanning protocol, patient preparation, and evaluation of radiographic image quality will be discussed. Knowledge of cross-sectional anatomy will lead to a greater understanding of modalities such as CT, MRI, and ultrasound. (S)

RAD155 Radiographic Biology 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Biology provides an overview of the principles of the interaction of radiation on the human body. Radiation effects on molecules, organisms, and factors affecting biological response, and acute and chronic effects of radiation are discussed. This course will also review radiation protection measures. (F)

RAD160 Radiographic Physics 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Physics provides the student with the principles of x-ray generation and use, including the mathematical, electrical, chemical, and physical concepts necessary for x-ray production and beam characteristics. An introduction to the x-ray equipment, instrumentation and control, and the unit of measure is provided. An analysis of production and measurement of radiation, interaction with matter and film, the study of x-ray tubes, rating charts, and x-ray circuits will be presented. (S)

RAD165 Radiographic Pharmacology 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Pharmacology covers the fundamentals of pharmacology including drug absorption, metabolism, and excretion responses for selected drugs and contrast media used in radiology and radiographic procedures. The desired effects, mechanism of actions, and adverse effects of contrast media on the human body are discussed. An introduction to venipuncture is included. (F)

RAD170 Radiographic Pathology 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Pathology is an introduction to the basic nature and cause of disease, radiographic manifestation of disease processes and acute injury, and their related radiographic significance. (S)

RAD176 Image Intensification and QA/QC 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Image Intensification and QA/QC provides the student with the knowledge of x-ray equipment routinely utilized to produce diagnostic images as well as the quality control measures pertaining to them. An overview of various recording media and image intensification units used in radiology will be discussed. This course also provides the student with the principles of a Quality Management program including theory, tools, procedure, digital Imaging equipment, and assessment of images. (F)

RAD182 Introduction to Quality Assurance and Advanced Imaging Modalities 1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Introduction to Advanced Imaging Modalities provides an overview of the basic understanding and operation of various imaging modalities. Advanced imaging modalities including computed tomography, digital radiography, ultrasound, magnetic resonance imaging, mammography, special procedures, interventional, nuclear medicine, radiation therapy, and bone densitometry will be discussed. (S)

RAD185 Radiography Curriculum Review and Professional Development 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiography Curriculum Review and Professional Development provides the student with a general review of all previous coursework through multiple examinations on concepts in radiation protection, patient care management, radiographic procedures, image production, and equipment operation, so as to prepare the student for the national registry exam. This course also discusses matters involving current trends in imaging, career options, the importance of critical thinking skills to the profession, and professionalism of registered Radiologic Technologists. (S)

RAD190 Radiologic Technology Independent Study 1-3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiologic Technology Independent Study is a course designed to give the student the opportunity to study and be tested on specific areas of radiologic technology in which they may be interested. This self-paced course is designed to assist the radiologic technology student to obtain a deeper education in the selected area of the radiologic sciences including, but not limited to, CT, MRI, nuclear medicine, radiation therapy, and ultrasound career paths. Students have the opportunity to repeat this course as many times as they would like. (F,S,Su)

RAD200 Clinical Practicum I 3

Prerequisites: RAD 230 Clinical Practicum IV

Radiology students will demonstrate mastery of all radiographic procedures covered in the curriculum. They will perform all procedures independently, consistently producing high-quality radiographic images while ensuring patient safety and comfort. They will critically evaluate radiographic images for diagnostic quality and make necessary adjustments to improve image quality during the fifth of five steps to
clinical competence. This course must be completed with an 86% or better.

RAD210 Clinical Practicum II 1.5

Prerequisites: RAD 200 Clinical Practicum I

Radiology students will increase their depth of knowledge and proficiency in positioning and patient care during the second of five steps to clinical competence. They will use the information previously taught in positioning courses and clinical experiences under direct and indirect supervision at an assigned clinical site. They will also apply appropriate technical factors for each exam and begin to work on more complex exams. This course must be completed with an 86% or better. (SU)

RAD220 Clinical Practicum III 1.5

Prerequisites: RAD 210 Clinical Practicum II

Radiology students will refine and grow in sophistication with the use and application of skills in positioning and patient care during the third of five steps to clinical competence. They will use the information previously taught in positioning courses and clinical experiences under direct and indirect supervision at an assigned clinical site. They will also apply appropriate technical factors for each exam, including non-routine exams, and work on their speed. This course must be completed with an 86% or better. (SU)

RAD230 Clinical Practicum IV 4.5

Prerequisites: RAD 220 Clinical Practicum III

Radiology students will demonstrate proficiency in performing all radiographic procedures covered in the curriculum. They will perform all procedures with indirect supervision, demonstrating the ability to work independently and make appropriate decisions regarding radiographic technique and patient care during the fourth of five steps to clinical competence. This course must be completed with an 86% or better. (F)

RAD240 Clinical Practicum V 4.5

Prerequisites: RAD 230 Clinical Practicum IV

Radiology students will demonstrate mastery of all radiographic procedures covered in the curriculum. They will perform all procedures independently, consistently producing high-quality radiographic images while ensuring patient safety and comfort. They will critically evaluate radiographic images for diagnostic quality and make necessary adjustments to improve image quality during the fifth of five steps to clinical competence. This course must be completed with an 86% or better.(S)

RAD250 CT Registry Review 3

Prerequisites: Registered Radiologic Technologist through the American Registry of Radiologic Technologists (ARRT) or second year Radiologic Technology student in their final semester of an accredited program.

CT Registry Review is designed to provide an ARRT Registered Radiologic Technologist the structured educational requirements needed to be eligible to take their ARRT post-secondary Computed Tomography (CT) registry. Each of the four content areas for the ARRT exam will be covered, including: patient care, safety, image production, and procedures.

RAD260 MRI Registry Review 3

Prerequisite: Must be a Radiologic Technologist through the American Registry of Radiologic Technologists (ARRT) or a second year Radiologic Technology student in the final semester of an accredited program.

MRI Registry Review is designed to provide an ARRT Registered Radiologic Tecnologist the structured educational requirements needed to be a eligible to take their ARRT post-secondary Magnetic Resonance Imaging (MRI) registry exam. Each of the four content areas for the ARRT exam will be covered, including: patient care, safety, image production, and procedures. (S)

RAD270 Mammography Registry Review 3

Pre-requisite and/or Co-requisite: Registered Radiologic Technologist through the American Registry of Radiologic Technologist (ARRT), or second year Radiologic Technology student in their final semester of an accredited radiography program.

This course is designed to provide an ARRT Registered Radiologic Technologist the structured educational requirements needed to be eligible to take their ARRT post-secondary Mammography (M) registry and 40 hours of initial education requirements needed for Mammography Quality Standards Act (MQSA) approval . Each of the three content areas for the ARRT exam will be covered, including: patient care, image production, and procedures (Su).

RNR138 Introduction to Bridging 1

Prerequisite: Current Licensure as a Practical Nurse (LPN) and admission into the Jefferson College Bi-level Level II/ Bridge Nursing Program

This course is designed to prepare the LPN for integration into the Associate degree nursing program by reviewing program structure and expectations, technology platforms, simulation experiences, and includes an abbreviated nursing content review. It is required for current LPNs who have applied and been accepted as a Registered Nurse (RN) Bridge Student into the RN Program. (O)

RNR210 Nursing Transitions and Trends 3

Prerequisites: Progression or admission into the Jefferson College Program Level II/RN and reading proficiency

Nursing Transitions and Trends prepares the student to transition from the Licensed Practical Nurse (LPN) to the Registered Nurse (RN) role. This course focuses on the RN's role in the prioritization, delegation, and management of current trends in nursing. (F, S)

RNR220 Pediatric and High Risk Obstetrical Nursing 2.75

Prerequisites: Admission to the Jefferson College Nursing Program Level II/RN and reading proficiency

Pediatric and High Risk Obstetrical (OB) Nursing explores the role of the professional registered nurse in the care of pediatric and high risk OB clients. Students add to their current pediatric and obstetrical knowledge and skills related to critically thinking, clinical reasoning, and problem-solving skills by examining the evidence, considering the assumptions, establishing priorities, and evaluating nursing interventions and care while in the clinical setting. (F,S)

RNR221 Pediatric and High-Risk Obstetrical Nursing Clinical 1.25

Prerequisite: Progression or admission into the Jefferson College Nursing Program Level II/RN and reading proficiency.
Corequisite: RNR220

Pediatric and High-Risk Obstetrical (OB) Nursing Clinical explores the role of the professional nurse in the care of pediatric and high-risk OB clients. Students develop their clinical reasoning and pediatric/maternal specific nursing care in the clinical setting. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (S, Su)

RNR225 Psychiatric Nursing 3

Prerequisite: Admission into the Jefferson College Nursing Program Level II/RN and reading proficiency.

Psychiatric Nursing builds on the knowledge gained in Basic Psychology and Mental Health to guide the student through the latest trends and treatments utilized in providing safe and effective psychiatric nursing care. This course focuses on the pathophysiology, environmental, cultural, and interpersonal factors related to the mental health of individuals across the lifespan. Emphasis is placed on therapeutic communication, understanding of pharmacology and appropriate interventions for providing comprehensive nursing care to the client with mental health problems. (F, S).

RNR230 Adult Health Nursing I 5

Prerequisites: Admission into the Jefferson College RN Program and reading proficiency.
Corequisite: RNR231

Adult Health Nursing I is the first of two courses designed for students to build upon their basic knowledge of medical-surgical nursing and to develop their clinical reasoning skills as a professional nurse. Nursing concepts of sensory disorders, peri-operative care, integumentary management, fluid balance, endocrine disorders, cardiac disorders, and respiratory disorders will be explored. (F, S)

RNR231 Adult Health Nursing I Clinical 1

Prerequisite: Admission into the Jefferson College Nursing Program Level II/RN and reading proficiency.
Corequisite: RNR230

Adult Health Nursing I Clinical builds upon previously developed adult medical surgical knowledge and skills and allows the student to plan, prioritize,
implement and evaluate nursing care of adults with complex health problems. This clinical course transitions the student from the Practical Nurse role to the Professional Nurse role. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

RNR250 Adult Health Nursing II 5

Prerequisites: RNR230 with a grade of "B" or better. successful completion of RNR231, and reading proficiency
Corequisite: RNR251

Adult Health Nursing II is the second of two courses designed for students to build upon their basic knowledge of medical-surgical nursing and to develop their clinical reasoning skills as a professional nurse. Nursing concepts of critical care nursing, hematology and oncology disorders, neurological disorders, musculoskeletal disorders, gastrointestinal disorders, genitourinary disorders, and reproductive health will be explored. (F, S)

RNR251 Adult Health Nursing II Clinical 1

Prerequisites: RNR230, with a grade of "B" or better, and successful completion of RNR231
Corequisite: RNR250

Adult Health Nursing II Clinical continues to build upon the knowledge and skills obtained in Adult Health Nursing I Clinical. This clinical course continues to expand upon clinical reasoning skills, prioritization, and plan of care evaluation for adult clients with complex health problems. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

RNR260 Capstone Professional Nursing 4

Prerequisites: RNR210, RNR225, RNR230 with a grade of B or better, successful completion of RNR231, and reading proficiency.
Corequisite: RNR261

Capstone Professional Nursing focuses on the integration of nursing knowledge and incorporates study skills, a summative review of nursing
knowledge, and test-taking strategies to prepare the graduate professional nurse to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN). The goal of this capstone course is to prepare the student for the transition to the graduate nurse role. (F, S)

RNR261 Capstone Professional Nursing Practicum 1

Prerequisites: RNR230 with a grade of B or better, RNR231 with a grade of Satisfactory, RNR225 with a grade of B or better, and RNR210 with a grade of B or better
Corequisite: RNR250 with a grade of B or better, RNR251 with a grade of Satisfactory, RNR220 with a grade of B or better, and RNR221 with a grade of Satisfactory, and RNR260

Capstone Professional Nursing Clinical Practicum focuses on the professional nurses' role as a manager of care, while working 1:1 with a licensed nurse preceptor. The clinical practicum preceptorship is designed to transition the student from novice student to graduate professional nurse. (F, S)

SOC101 General Sociology 3

Prerequisite: Reading proficiency

General Sociology deals with the scientific and systematic study of group behavior, exploring human society and social interaction. (F,S,Su,O)

MOTR SOCI101 General Sociology

SOC101H Honors General Sociology 3

Prerequisites: Honors Program admission and reading proficiency

Honors General Sociology, taught in a seminar format, deals with the scientific and systematic study of group behavior, exploring human society and social interaction. (F,S)

MOTR SOCI101 General Sociology

SOC125 Human Diversity 3

Prerequisite: Reading proficiency

Human Diversity introduces historical, theoretical, and cultural themes related to diversity, including oppression as a result of ageism, racism, disability, sexual orientation, socioeconomic status, religious and spiritual affiliations, and ethnicity. Students will integrate information from historical and theoretical perspectives to view and analyze current and anticipated future issues of diversity. (F,S,D)

SOC210 Alcohol, Drugs, and Society 3

Prerequisites: SOC101 or PSY101(H) with a grade of "C" or better and reading proficiency

Alcohol, Drugs, and Society examines the medical, legal, and social aspects of alcohol and drug use. Treatment approaches, the biopsychosocial model, and the roles of various medical professionals are included in this exploration of substance use and abuse. Cultural and social influences are discussed, including a review of the histories of alcohol and drug laws. (F,S,O,D)

SOC240 Marriage and Family 3

Prerequisites: SOC101 or PSY101(H) with a grade of "C" or better and 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,D)

MOTR SOCI204 Introduction to Family Studies

SOC250 Social Problems 3

Prerequisites: SOC101(H) with a grade of "C" or better and reading proficiency.

Social Problems offers a sociological examination of prevalent social problems facing American society. Theoretical perspectives and research into the causes and consequences of social problems including poverty, healthcare, mental health, substance abuse, delinquency & crime, environmental issues, gender and racial inequality, population, and other social problems will be explored, leading to consideration of strategies for social change. (F,S,O)

MOTR SOCI 201 Social Problems

SPN101 Beginning Spanish 3

Prerequisite: Reading proficiency

Beginning Spanish students develop fundamental Spanish oral and written skills. Homework is conducted online. Note: Many transfer institutions require three semesters of foreign language. (F,S,Su)

MOTR LANG103 Spanish I

SPN102 Intermediate Spanish 3

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

MOTR LANG104 Spanish II

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)

SWK105 Introduction to Social Work 3

Prerequisite: Reading proficiency

Introduction to Social Work offers an introduction to the profession of social work, including its history, values, theories, and skills. Themes of social justice and social welfare are addressed, as the course defines and illustrates generalist social work practice and explores the variety of practice settings in this career. (F,S)

SWK110 Social Work Lab 1

Prerequisite: Reading proficiency

Pre-/co-requisite: SWK105 with a grade of "C" or better

This introductory course involves field experience which, partnered with SWK105, will assist students in gaining knowledge of practice settings in the field of Social Work, and determining whether Social Work is an appropriate career choice for them. Experiential learning will be utilized to enhance students' knowledge of this field by visiting and discussing varied practice settings. This course includes discussion of ethics, education, practice and theories. Students will complete a criminal background check, and will attend five agency visits. It will be necessary for students to have access to transportation (F, S, D)

SWK205 Social Welfare Policy and Services 3

Pre/Co-requisite: SWK105 with a grade of "C" or better

Prerequisite: Reading proficiency

Social Welfare and Policy Services examines the historical development, philosophical orientation, and analysis of social welfare policy and services in the United States. This course orients students to the development of social work as a profession. The course focuses on the analytic and interactional strategies related to policy analysis, development, and implementation. Areas of study include domestic and global aspects of practice. A grade of "C" or better in this course is required for students who will use this as an elective for the AA Pre-Social Work endorsement. (S)

THT100 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. The course focuses on the global development of theatre, including Greek, Roman, Eastern and Western European, and Asian theatre. Theatre Appreciation is required for speech and drama majors and partially satisfies the humanities requirement for the Associate of Arts, Associate of Arts in Teaching, and Associate of Applied Science degrees. (F,S,O)

MOTR THEA100A Theatre Appreciation

THT100H 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. The course emphasizes the practical application of theatrical conventions, allowing students to learn by doing. Honors Theatre Appreciation focuses on the global development of theatre, including Greek, Roman, Eastern and Western European, and Asian theatre.(F,S)

MOTR THEA100A Theater Appreciation

THT110 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 of movement, improvisation, voice, ensemble acting, and character analysis. (F)

MOTR PERF 100 Acting I

THT130 Theatre Practicum 1

Prerequisite: None

Theatre Practicum provides supervised experience in rehearsal and performance of roles and/or in planning and execution of a dramatic production, as well as supervised participation in technical stage production or special problems in conjunction with a major theatrical production. Participation may be in the following areas: scenery, lighting, properties, costumes, makeup, business/publicity, stage management, and acting. This course may be repeated for a maximum of four credit hours. (F,S)

THT210 Acting II 3

Prerequisites: THT110 with a grade of "C" or better and reading proficiency

Acting II provides students with further training in the basic principles and tools of stage performance through scene study and work in analysis, characterization, and relationships. Students will study classical and contemporary plays and playwrights. Students will perform in a showcase production in the spring semester. (S)

VAT101 Introduction to Veterinary Technology 2

Prerequisites: Admission to the Veterinary Technology program and 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 the public health interest. (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)

VAT113 Principles of Clinical Medicine I 4

Prerequisites: Admission to the Veterinary Technology program and reading proficiency

Principles of Clinical Medicine I provides the student with a focus on practical veterinary nursing. Topics include medical terminology, elementary animal care and handling, small animal history and physical exam, small animal preventive health programs, small animal nutrition, small animal behavior, and introductory radiology. 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 r eading proficiency

Principles of Clinical Medicine II further prepares the student for employment as a veterinary technician intern by continuing medical terminology and providing the basics in medical nursing, neonatal care, urinalysis, hematology, toxicology, and surgical nursing. A laboratory session is included to provide practice for techniques learned in the classroom. (S)

VAT120 Medical Math I 1

Prerequsite: Entrance into the Veterinary Technology Program and reading proficency

Corequisites: VAT101, and VAT113

Medical Math I introduces mathematical concepts and calculations commonly used in veterinary practice. Students will develop proficiency in basic arithmetic, measurement conversions, dosage calculations, fluid rate determinations, nutrition amounts, and solution dilutions relevant to veterinary medicine. Emphasis is placed on accuracy, critical thinking, and application of math skills to real-world clinical scenarios. This foundational course prepares students for safe and effective medication administration and further study in veterinary pharmacology and clinical procedures. (F)

VAT125 Veterinary Technology Medical Technology 1

Prerequisites:Admission to the Veterinary Technology program, and reading proficiency

Veterinary Technology Medical Terminology introduces students to the language of veterinary medicine, emphasizing the structure, meaning, and correct usage of medical terminology used in animal healthcare. Students will learn the word parts (prefixes, suffixes, and roots) that form medical terms, enabling them to accurately interpret, construct, and communicate clinical information within a veterinary setting. Emphasis is placed on terminology related to anatomy, physiology, pathology, diagnostics, pharmacology, and common veterinary procedures across multiple species.

VAT199 Veterinary Technology Internship 6

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 240 clock hours is required for the technician internship. (Su)

VAT220 Medical Math II 1

Prerequisites: VAT101, VAT113, VAT114, VAT106, and VAT199.

Corequisites: VAT 250, VAT258, VAT 256

Veterinary Technology Medical Math II builds on the foundational skills developed in Medical Math I, emphasizing advanced mathematical applications in veterinary clinical practice. Students will apply mathematical principles to complex dosage calculations, intravenous fluid therapy, anesthesia and analgesia, and laboratory procedures. The course integrates case-based problem solving to strengthen accuracy and confidence in performing critical medical calculations essential to patient care and safety. (F)

VAT250 Veterinary Hospital Technology I 5

Prerequisites: BIO113, BIO207, VAT101, VAT106, VAT113, VAT114, and VAT199 (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 Diagnostic Imaging 2

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (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 VAT266 (all courses must be completed with a grade of "C" or better) and reading proficiency

Veterinary Hospital Technology II is a lecture/laboratory course and is a continuation of Veterinary Hospital Technology I with concentration on non-infectious diseases, therapeutic clinical nutrition, theriogenology, emergency and critical care, transfusion medicine, and end of life care. (S)

VAT258 Clinical Pathological Techniques 5

Prerequisites: BIO113, BIO207, VAT101, VAT106, VAT113, VAT114, and VAT199 (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)

VAT264 Laboratory Animal Technology 3

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (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 the common species of laboratory animals and includes a laboratory session to familiarize students with various research facilities and cover handling and common procedures of animals used in research. Also covered is the consideration of the use of animals as experimental models in the research laboratory. (S)

VAT266 Large Animal Technology I 3

Prerequisites: BIO113, BIO207, VAT101, VAT106, VAT113, VAT114, and VAT199 (all courses must be completed with a grade of "C" or better) and reading proficiency.

Large Animal Technology I familiarizes the student with large animal hospital biosecurity, large animal handling and restraint, large animal behavior, obtainment of histories and physical exams, large animal nutrition, and performance of clinical procedures. Species included are equine, bovine, caprine, porcine, ovine, camelids, and poultry. A laboratory session is included to allow students practice of techniques learned in the classroom. (F)

VAT267 Large Animal Technology II 3

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (all courses must be completed with a grade of "C" or better) and reading proficiency

Large Animal Technology II familiarizes the student with large animal diagnostic procedures, medical imaging, reproduction, neonatology, and noninfectious and infectious diseases. Species included are equine, bovine, caprine, porcine, ovine, camelids, and poultry. A laboratory session is included to allow students practice of techniques learned in the classroom. (S)

VAT270 Veterinary Technology Capstone 2

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (all courses must be completed with a grade of "C" or better) and reading proficiency

Veterinary Technology Capstone systematically analyzes all course material covered in previous semesters to aid in preparation for the national and state board examinations, improving the application and synthesis of all program materials. (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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Jefferson College Locations



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.

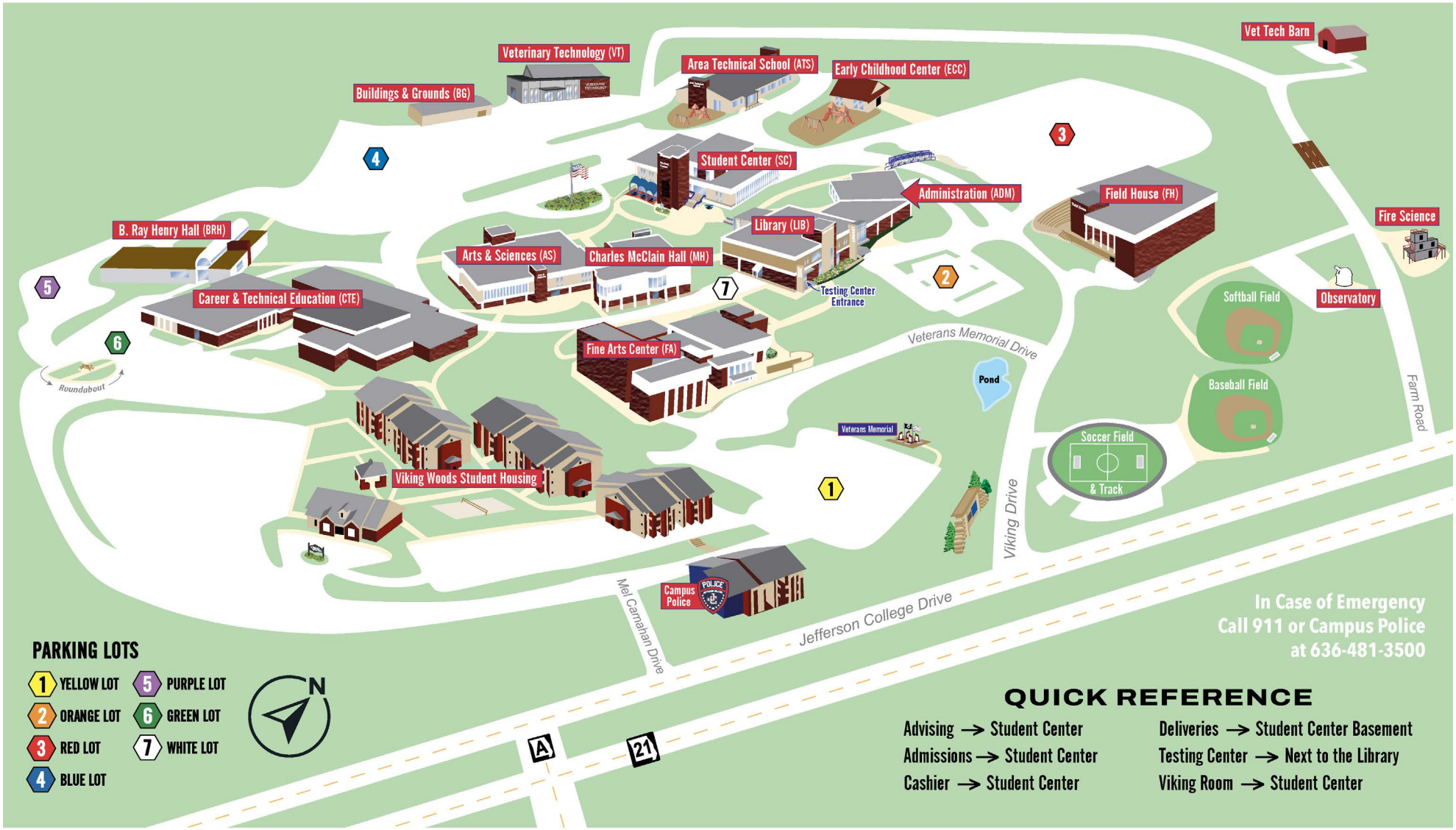
ARNOLD *(1687 Missouri State Road)*

Directions from I-270:

Take I-55 south to Highway 141 (exit 191). Go right on Highway 141 to second stoplight (Astra Way). Turn left at Astra Way to stop sign and follow the roundabout 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.

Jefferson College HILLSBORO CAMPUS MAP

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