

Why Not YOU? Why Not NOW?  
Why Not JEFFCO?

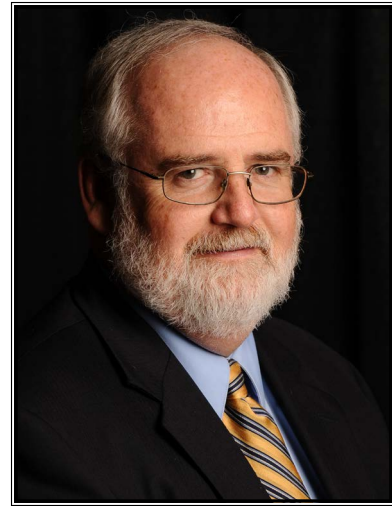




# Greetings from the President

*Welcome to Jefferson College, where student learning is the focus of everything we do! Discover our many advantages: a high quality education at an affordable cost, class sizes where faculty know your name, friendly support staff, and plenty of student clubs and activities.*

*Jefferson College offers dynamic programs for students of all ages and backgrounds. Whether you're interested in our university transfer programs, technical career programs, customized business and industry training, or continuing education courses, Jefferson College is a great choice!*

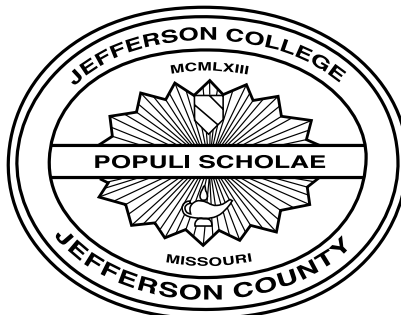


*We are noted for our:*

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

*Whether you attend classes in Hillsboro, Arnold, Imperial, or online, let us help you achieve your goals and build a brighter tomorrow!*

**Dr. Raymond V. Cummiskey**  
*President of Jefferson College*



# Welcome to Jefferson College!

## Who Uses the 2016-2017 Catalog?

- New freshmen who began during the Fall 2016 semester, Spring 2017 semester, or the Summer 2017 term.
- Re-entering students who have earned no credit during the Fall 2015 semester through the Summer 2016 term.
- Any prior student who elects to use the 2016-2017 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.



# Table of Contents

Accreditation .....	4
Academic Calendar .....	5
About the College .....	6
Student Life on Campus.....	8
Community Services .....	9
Admissions.....	11
Financial Information.....	15
Financial Aid .....	19
Scholarships Available .....	23
Jefferson College Agreement for Success.....	25
Academic Policies .....	26
Student Conduct .....	42
Recognition of Achievement .....	43
Services to Students.....	44
General Degree Requirements .....	52
Degree & Certificate Requirements .....	52
General Education Program Requirements.....	53
Statewide and Institutional Requirements .....	56
Associate of Arts Degree.....	58
Associate of Arts in Teaching Degree .....	66
Associate of Science Degree .....	70
Career and Technical Education Certificates & Associate of Applied Science Degrees .....	74
Course Descriptions.....	87
Board of Trustees .....	153
Administrative Officers.....	153
Faculty and Staff.....	154
Jefferson College Locations.....	159
Facilities – Hillsboro Campus.....	160
Hillsboro Campus Map .....	161
Campus Directories .....	162
Jefferson College Arnold.....	172
Jefferson College Imperial .....	173
Index .....	174

# Accreditation

## Specific programs are accredited/approved by the following organizations:

- Accreditation Council for Occupational Therapy Education
- American Veterinary Medical Association
- Child Development Center Missouri Accreditation
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation in Physical Therapy Education
- HVAC Excellence
- Joint Review Committee on Education in Radiologic Technology
- Missouri Department of Elementary and Secondary Education
- Missouri Division of Emergency Medical Services
- Missouri State Board of Nursing
- National Automotive Technicians Education Foundation

## 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
- Electronic Technicians Association
- Missouri Association of Career and Technical Education
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education
- Missouri Department of Public Safety (POST)
- Missouri School-College Relations Association
- National Alliance of Concurrent Enrollment Partnerships
- National Junior College Athletic Association
- The 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



Alteration and/or unauthorized use prohibited.

## Non-Discrimination Notice

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

The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Disability Support Services Coordinator, Office – Library 110, (636)481-3169/797-3000, ext. 3169.

The College Coordinator of Title IX is the Vice President of Student Services, Office – Student Center 205, (636)481-3200/797-3000, ext. 3200.

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 the Vice President of Student Services, Office – Student Center 205, (636)481-3200/797-3000, ext. 3200.

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 Director of Human Resources, Office – Administration 133-E, (636)481-3157/797-3000, ext. 3157.

## Credits

**Catalog Editor:** Dr. Kimberly Harvey; **Publication Design:** Amy Coomes, Lauren Murphy;

**Other Contributors:** Lynda Ferguson; **Photos:** Roger Barrentine, Erin Bova, Amy Coomes, Lauren Murphy



# 2016-2017 Academic Calendar

## FALL 2016

August 4-7	Technology Maintenance (Blackboard and online services may not be available)
August 15	Classes begin
September 3	Labor Day recess begins, 7:00 a.m.
September 6	Labor Day recess ends, 7:00 a.m.
October 4	Faculty Work Day (no day or night classes)
October 7	First short session ends
October 10	Second short session begins (ends on same schedule as 16-week classes)
November 11	Veterans' Day (campus closed)
November 23	Thanksgiving recess begins, 12:00 p.m.
November 25-27	Technology Maintenance (Blackboard and online services may not be available)
November 28	Thanksgiving recess ends, 7:00 a.m.
December 1	Last day of classes (TR)
December 2	Last day of classes (MWF)
December 5-17	Final Exams (see Final Examination Schedule for further clarification)
December 5	Last meeting for Monday only classes (one time a week day/night classes)
December 6	Last meeting for Tuesday only classes (one time a week day/night classes)
December 7	Last meeting for Wednesday only classes (one time a week day/night classes)
December 8	Last meeting for Thursday only classes (one time a week day/night classes)
December 13	Grades due, 12:00 p.m.
December 16	Last meeting for Friday only classes (one time a week day/night classes)
December 17	Last meeting for Saturday classes (one time a week classes)
December 21	Grades due, 12:00 p.m. (Friday and Saturday only classes)

## WINTER INTERSESSION 2016

December 19	Classes begin
December 26	Christmas recess (observed) begins, 7:00 a.m.
December 27	Christmas recess (observed) ends, 7:00 a.m.
January 2	New Year's recess (observed) begins, 7:00 a.m.
January 3	New Year's recess (observed) ends, 7:00 a.m.
January 6	Last day of Winter Intercession classes
January 11	Intercession grades due, 12:00 p.m.

## SPRING 2017

January 9	Classes begin
January 16	Martin Luther King Day (campus closed)
February 20	President's Day (campus closed)
March 2	Faculty In-Service Day (no day or night classes)
February 28/ March 3	First short session ends (TR classes, February 28; MWF classes, March 3)
March 6	Second short session begins (ends on same schedule as 16-week classes)
March 13	Spring Break begins, 7:00 a.m.
March 16-19	Technology Maintenance (Blackboard and online services may not be available)
March 20	Spring Break ends, 7:00 a.m.
April 14	Spring Holiday begins, 7:00 a.m.
April 17	Spring Holiday ends, 7:00 a.m.
May 2	Last day of classes (TR); Last meeting for Tuesday only classes (one time a week day/night classes)
May 2-15	Final Exams (see Final Examination Schedule for further clarification) (Monday only, one time a week day/night classes must meet on 5/15)
May 3	Last meeting for Wednesday only classes (one time a week day/night classes)
May 5	Last day of classes (MWF)
May 6	Last meeting for Saturday classes (one time a week classes)
May 11	Last meeting for Thursday only classes (one time a week day/night classes)
May 12	Last meeting for Friday only classes (one time a week day/night classes)
May 13	Commencement
May 15	Last meeting for Monday only classes (one time a week day/night classes)
May 18	Grades due, 12:00 p.m.

## SUMMER INTERSESSION 2017

May 15	Classes begin
May 27	Memorial Day recess begins, 7:00 a.m.
May 30	Memorial Day recess ends, 7:00 a.m.
June 1	Last day of Summer Intercession classes
June 7	Summer Intercession grades due, 12:00 p.m.

## SUMMER 2017

June 5	Classes begin
July 4	Independence Day (campus closed)
July 13	6-week sessions end
July 19	6-week grades due, 12:00 p.m.
July 27	8-week sessions end
August 2	8-week grades due, 12:00 p.m.

# About the College

## Jefferson College Mission Statement

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

## Vision

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

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

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

## Values

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### *We Value ...*

#### ✓ **Student Growth**

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

#### ✓ **Student Mastery of Skills**

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

#### ✓ **Student-Centered Services**

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

#### ✓ **Diversity**

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

#### ✓ **Assessment**

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

#### ✓ **Shared Governance**

- Enlightened and shared governance of the institution

#### ✓ **Professional Growth**

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

#### ✓ **Academic Freedom**

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

#### ✓ **Community Service**

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

## History

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

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

The Jefferson College Imperial site opened in 2010 to expand career and technical education services to residents in the northern part of Jefferson County. This site is located at 4400 Jeffco Boulevard near Imperial.

Jefferson College, in the Spring of 1999, offered its first fully online course. Student demand for online courses continues to grow as students discover the added convenience and flexibility of attending college using this delivery format. In the 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

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The College offers four associate degrees and several career and technical 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 Science (A.S.) degree is designed for engineering students to transfer to a university as part of a bachelor's degree. The Associate of Applied Science (A.A.S.) degree is designed for entry-level employment through practical and theoretical courses. The certificate is for students whose intended job does not require the associate degree. A student may qualify for one A.A., A.A.T., or A.S. degree.

## Continuing Education

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

Workforce Development courses are available for occupational advancement or retraining at College sites, the workplace, or through e-learning. Technical skills and professional development courses are offered to help employees meet the strategic goals of their companies. Continuing Education Units are awarded for successful completion of non-credit classes as well as recertification and continuing certification experiences for professionals in a variety of fields. For further information, call (636)481-3144/797-3000, ext. 3144.

## Business and Workforce Development Center

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The [Business and Workforce Development Center](#) at Jefferson College brings life-long learning to the workplace. Technical skills and professional development courses are offered to help employees meet the strategic goals of their companies. The Business and Workforce Development Center provides comprehensive training and workshops for your management and employees. For further information, call (636)481-3168/797-3000, ext. 3168.



# Student Life on Campus

## Jefferson College Hillsboro

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

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

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

The Field House provides a variety of activities for students, faculty, and staff. The fitness center 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 am - 1 pm. 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 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, in addition to offering quiet study spaces, assistance with your research, and access to print and digital materials, hosts lectures, panel discussions, poetry slams, afternoon jazz concerts, and more. The first floor of the Library has plenty of collaborative study spaces, computers for academic use, places to hang out with your friends, and study rooms.

Need to get away from all the noise? Head upstairs to study or use computers in a quiet space. On both floors of the Library you will find timely and thematic displays on social, political, and educational topics—check it out!

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

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

The top floor of the Student Center houses the Vice President of Student Services, Project SUCCESS, and the Student Development Office where students can get involved in volunteer and service organizations.

The Technology Center offers the Academic Success Center which includes the Math Lab, Writing Lab, IT Lab, and Science Lab on the first floor, and student lounges.

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

## Jefferson College – Arnold

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

## Jefferson College – Imperial

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[Jefferson College Imperial](#) opened in 2010. The 20,000 square foot building is located at 4400 Jeffco Boulevard and is home to the Law Enforcement Academy and EMT-Paramedic programs. An open computer lab is also available.

# Community Services

## Adult Education and Literacy

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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)481-3437/797-3000, ext. 3437.

## Campus Housing

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[Viking Woods](#) has 52 fully furnished apartments (two and four bedroom units). All 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](mailto: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.

## Cultural Activities

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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

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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

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

## Jefferson College Alumni and Friends Association

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

## Jefferson College Foundation

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***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. Corporate sponsorship for events such as Jazz & Jeans, Viking Classic Golf Tournament, P.A.C.E. Entertainment Series, and more help the Foundation to publicly promote higher education in Jefferson County.

For information about making a 100% tax-deductible gift to the Jefferson College Foundation, please visit [www.jeffco.edu/foundation](http://www.jeffco.edu/foundation) or call (636)481-3104/797-3000, ext. 3104.

## Jefferson College Television

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



# Admissions

Any individual who is a graduate of an accredited high school or who has earned the Certificate of High School Equivalency (GED or HiSET) is eligible for regular admission to Jefferson College. Students who do not meet the criteria for regular admission may attend classes at Jefferson College as provisional students for a limited period of time while they meet their regular admission requirements. Admission to the College does not necessarily mean immediate entrance into a specific course or curriculum. Visit the [Jefferson College admissions page](#) for additional information.

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 or COMPASS placement test or submit an official ACT score prior to enrollment as one measure of assessment. 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 courses to help them qualify. Additional measures may be considered to determine placement of students into appropriate college-level courses.

## Admission Procedures

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

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

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

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

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

**EXCEPTIONS:** Students applying for faculty-approved program acceptance are advised to apply as early as possible. These programs are listed below. For more information, call (636)481-3209/797-3000, ext. 3209.

Deadline for Applications:

- Level I Nursing – Day Program . . . . . First Monday in March
- Level I Nursing – Evening/Weekend Program . . . . . First Monday in October
- Level II Nursing . . . . . Beginning in April until seats fill for fall
- Law Enforcement Academy (day class program) . . . . . June 1
- Law Enforcement Academy (night class program) . . . . . November 1
- Law Enforcement Academy (POST only) . . . . . August 1
- Occupational Therapy Assistant . . . . . September 16
- Physical Therapist Assistant . . . . . TBD
- Radiologic Technology . . . . . April 22
- Veterinary Technology . . . . . February 28

## **Provisional Admission**

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

Students who graduate from a high school that is not accredited by a body approved by the U.S. Department of Education may qualify for regular admission by achieving minimum ACCUPLACER or COMPASS scores. Contact Enrollment Services for specific details.

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

**Provisional students are not eligible for financial aid.**

## **Transfer Student Admission**

Transfer students interested in receiving credit for college-level work earned at another post-secondary institution are required to submit official transcripts from each institution to Enrollment Services. Similar transfer courses are equated to Jefferson College credits. Unique transfer credits may be counted as electives. The Jefferson College grade point average is based only on grades earned at Jefferson College. Additionally, credit 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, 2000 June)

## **Special Student Admission**

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

## **Returning Students**

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

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

## Dual Credit/Enrollment

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

### ***Dual Credit - High School***

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

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

- Provide written permission of high school principal/counselor.
- Complete the Dual Credit Admission/Registration Form.
- Meet English, math, and reading placement scores; additional measures may be considered to determine placement of students into appropriate college-level courses.
- Meet all State of Missouri and/or Department of Higher Education (DHE) guidelines. Students should check with their high school counselor for further details.

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

### ***Dual Credit - Area Technical School (ATS)***

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

High school students who wish to be enrolled in the Jefferson College Area Technical School college-level programs must meet the requirements of the Area Technical School, including all college credit course prerequisite requirements, and complete the following:

- Complete the ATS Application Form.
- Meet reading placement scores; additional measures may be considered to determine placement of students into appropriate college-level courses.
- Meet all State of Missouri and/or Department of Higher Education (DHE) guidelines for college-level courses.

Students should check with their high school counselor or call the Area Technical School at (636)481-3450/797-3000, ext. 3450, for further details.

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

### ***Dual Enrollment - Other***

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

- Submit completed Application for Admission.
- Submit one-time, non-refundable \$25 application fee.
- Submit completed High School Authorization Sheet. This form is available in the high school counselor's office. Home schooled students must meet with an Enrollment Services Specialist each semester before enrolling.
- Meet English, math, and reading placement scores; additional measures may be considered to determine placement of students into appropriate college-level courses.

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

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



## International Student Admissions

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

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

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

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

- Supplemental Transfer Form
- Academic transcripts from previous institution

More detailed information can be found on the Jefferson College [International Student Admissions page](#), or by contacting the Office of Enrollment Services at (636)481-3216/797-3000, ext. 3216.

*Jefferson College is a participating SEVIS school.*

# Financial Information

## 2016-2017 Tuition and Fees

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Jefferson College tuition and fees remain among the lowest in the State of Missouri. Rates are subject to change without notice. Some courses may have additional lab fees.

### COURSE FEES

District Resident . . . . .	\$97 per credit hour	Jefferson College Law Enforcement Academy In-District ( <i>Day Class</i> )	
Out-of-District/In-State . . . . .	\$146 per credit hour	First semester . . . . .	\$3542
Out-of-District/Out-of-State . . . . .	\$194 per credit hour	Second semester . . . . .	\$3778
Technology Fee . . . . .	\$5 per credit hour ( <i>Spring 2017</i> )		
Nursing Level I In-District ( <i>excluding general education</i> )		Jefferson College Law Enforcement Academy In-State ( <i>Day Class</i> )	
Fall semester . . . . .	\$3182	First semester . . . . .	\$4746
Spring semester . . . . .	\$3182	Second semester . . . . .	\$5022
Summer term . . . . .	\$1906		
Nursing Level I In-State ( <i>excluding general education</i> )		Jefferson College Law Enforcement Academy Out-of-State ( <i>Day Class</i> )	
Fall semester . . . . .	\$4271	First semester . . . . .	\$6057
Spring semester . . . . .	\$4271	Second semester . . . . .	\$6376
Summer term . . . . .	\$2551		
Nursing Level I Out-of-State ( <i>excluding general education</i> )		Jefferson College Law Enforcement Academy In-District ( <i>Night Class</i> )	
Fall semester . . . . .	\$5453	First semester . . . . .	\$2557
Spring semester . . . . .	\$5453	Second semester . . . . .	\$2440
Summer term . . . . .	\$3255	Third semester . . . . .	\$2440
Evening/Weekend Nursing Level I In-District ( <i>excluding general education</i> )		Jefferson College Law Enforcement Academy In-State ( <i>Night Class</i> )	
Spring semester (2) . . . . .	\$1591	First semester . . . . .	\$3426
Summer term (2) . . . . .	\$1507	Second semester . . . . .	\$3269
Fall semester (2) . . . . .	\$1591	Third semester . . . . .	\$3269
Evening/Weekend Nursing Level I In-State ( <i>excluding general education</i> )		Jefferson College Law Enforcement Academy Out-of-State ( <i>Night Class</i> )	
Spring semester (2) . . . . .	\$2135	First semester . . . . .	\$4372
Summer term (2) . . . . .	\$2024	Second semester . . . . .	\$4171
Fall semester (2) . . . . .	\$2135	Third semester . . . . .	\$4171
Evening/Weekend Nursing Level I Out-of-State ( <i>excluding general education</i> )		Jefferson College Law Enforcement Academy In-District ( <i>POST Only</i> )	
Spring semester (2) . . . . .	\$2728	First Session (Fall, Second Short Session) . . . .	\$1431
Summer term (2) . . . . .	\$2580	Second Session (Spring Semester) . . . . .	\$1669
Fall semester (2) . . . . .	\$2728	Third Session (Summer, First Short Session) . .	\$1311
		Jefferson College Law Enforcement Academy In-State ( <i>POST Only</i> )	
		First Session (Fall, Second Short Session) . . . .	\$1917
		Second Session (Spring Semester) . . . . .	\$2236
		Third Session (Summer, First Short Session) . .	\$1758
		Jefferson College Law Enforcement Academy Out-of-State ( <i>POST Only</i> )	
		First Session (Fall, Second Short Session) . . . .	\$2447
		Second Session (Spring Semester) . . . . .	\$2853
		Third Session (Summer, First Short Session) . .	\$2243

## SPECIAL FEES

Application Processing Fee for Programs with Selective Admission (for those programs not listed below) . . . . .	\$30
Occupational Therapy Assistant Program Application Fee . . . . .	\$150
Physical Therapist Assistant Program Application Fee . . . . .	\$150
Radiologic Technology Program Application Fee . . . . .	\$150
Graduation. . . . .	\$45
Second Diploma. . . . .	\$25
Official Transcript . . . . .	\$7.25
Student ID Replacement . . . . .	\$7
Parking Fee (per academic year) . . . . .	\$10
Student Housing (four bedroom, per person, per month) . . . . .	\$385
Student Housing (two bedroom, per person, per month) . . . . .	\$490

## Books and Supplies

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

## Laboratory Fees

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Laboratory fees are charged for various courses identified in the [Class Schedule](#). These fees help to offset consumable or other extraordinary costs associated with class instruction. Laboratory fees will vary by course.

## Midwest Student Exchange Program

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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

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



## Payment of Tuition and Registration Fees

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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.

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 April 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 Office of Enrollment Services in the Student Center, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial.

\*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

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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 Office of Enrollment Services at (636)481-3209/797-3000, ext. 3209, or may be obtained from the Office of Enrollment Services in the Student Center, at the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial. The forms must be returned to the Office of Enrollment Services, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial prior to the beginning of the third week of classes. Deductions from refunds may be made for laboratory materials used and for other financial obligations.

Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written requirement applies (i.e., refund expires after 12.5% of term length). For [specific refund dates](#) for all courses, visit 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

The Tuition Refund Appeal form is available under the Student tab in MyJeffco, and it can also be obtained from the Office of the Vice President of Student Services, the Office of Enrollment Services, or the offices at Jefferson College Arnold or Jefferson College Imperial. A student should officially withdraw from classes before submitting an appeal. If the student is a financial aid recipient, he or she should check with the Office of Student Financial Services 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 Vice President of Student Services. Incomplete appeals will automatically be denied. Tuition Refund Appeals must be received prior to the end of the following semester.

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

## Residency

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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.

A student who wishes to petition for a lower tuition rate due to a change in residency is advised to contact the Office of the Vice President of Student Services. 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 federal and state student financial aid programs. The goal of the College's financial aid program is to help individuals who meet a demonstrated financial need to acquire funds to enter and succeed in college.

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

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

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

## Financial Aid Programs

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

### Grants

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

**1. Federal Pell Grant** - The largest federally funded grant program, the Pell Grant, provides a foundation of financial aid to which other aid may be added and for which a student may apply for assistance. Current maximum Pell Grants are \$5,815 for an academic year. Pell Grants are adjusted based on the number of credit hours in which a student enrolls. The award amount may be determined each year by the U.S. Congress. Students who have earned a bachelor's or professional degree are not eligible to receive a Pell Grant. To be eligible for a Federal Pell Grant, one must:

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

**2. Federal Supplemental Educational Opportunity Grant (SEOG)** - This grant provides aid for students with exceptional unmet need. Students must qualify for a Pell Grant to be eligible for SEOG, but unlike Pell Grants, SEOG awards are not automatic. SEOG award priority is given to students with the lowest expected family contribution (EFC of 0) and highest unmet need. Because funding is limited, Jefferson College may issue only approximately 275 SEOG awards each year.



**3. Access Missouri** - This grant provides educational assistance to residents of the State of Missouri. Eligibility is determined by the student's expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA). Recipients must demonstrate unmet financial need, maintain satisfactory academic progress, and be enrolled as a full-time student. To be considered, applicants must file the FAFSA prior to April 1 and list Missouri as their state of legal residence. Award amounts vary by aid year and school. Specific information about the program may be found at [www.dhe.mo.gov](http://www.dhe.mo.gov).

## Loans

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

### ***Federal Direct Subsidized and Unsubsidized Loan***

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

### ***Federal PLUS Loan***

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

## College Work-Study

### ***Federal College Work-Study Program***

This program provides on-campus jobs for qualified students. Students obtain jobs in various campus offices, which typically pay minimum wage. To view and apply for [available work-study positions](#), visit the Jefferson College website.

## Missouri A+ Program

Missouri A+ Program funds may be used at Jefferson College. Funds are awarded to graduating high school seniors who participated in and met all qualifications for the Missouri A+ Program during high school. In addition, the A+ Program has many unique rules for post-secondary A+ students. To review [A+ Program regulations](#), visit the Jefferson College website or visit the Missouri Department of Higher Education website at [www.dhe.mo.gov](http://www.dhe.mo.gov).

## 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 Enrollment Services at (636)481-3285/797-3000, ext. 3285.

### ***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.

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 Enrollment Services at (636)481-3285/797-3000, ext. 3285.

## Federal Financial Aid - Verification of Attendance

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Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. Attendance information is collected from faculty to verify financial aid eligibility. If a student fails to begin attendance in a course, Jefferson College is required to reduce the student's financial aid enrollment level and eligibility. **If a student is not attending classes, the student is expected to complete the official withdrawal process of the College.** To complete the withdrawal process, contact the Office of Enrollment Services located in the Student Center at the Hillsboro campus, or contact the offices at Jefferson College Arnold or Jefferson College Imperial.

## Federal Financial Aid - Overpayment Policy

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

Supplemental Educational Opportunity Grant (SEOG)  
Federal Direct Subsidized and Unsubsidized Loans

Pell Grant  
Parent (PLUS) Loans

The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the student's last date of an academically-related activity. The more days the student has been in attendance and actively participating in classes, the less the overpayment. A federally mandated formula is used to calculate the amount of the overpayment.

When determining a last date of attendance and calculating the portion of funds earned by the student, Jefferson College must always use the student's last date of an academically-related activity as indicated in official attendance records of the College and reported by faculty. In addition, a documented last date of attendance based on an academically-related activity must also be used to determine the portion of aid earned by those students who officially withdraw from courses. **Unless the student withdraws from courses on the same day as the student's last academic activity in his/her coursework, the withdrawal date listed on the student's withdrawal form will not be used as the student's last date of attendance.**

If an overpayment of federal financial aid occurs, the student may be required to return a portion of the overpayment to the school and to the U.S. Department of Education. The College will bill the student for the total overpayment and allow 45 days for repayment. Any unpaid balance of a required overpayment due to the U.S. Department of Education may be reported to them

after 45 days. Any unpaid balance due to the school will be subject to collection action, which may include referral to a collections agency and/or interception of a tax return.

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

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

## Minimum Academic Progress Standards For Financial Aid

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Federal and state regulations require financial assistance recipients who receive funds from federal or state sources to maintain satisfactory academic progress. At minimum, federal aid recipients are required to maintain a cumulative grade point average of 2.0 or above, complete a cumulative total of 67% of all coursework attempted, and complete his/her specified degree program within 150% of the published length of the program. For further information, please see the brochure, *Minimum Standards of Academic Progress to Maintain Financial Aid Eligibility*, available at the Jefferson College Office of Student Financial Services at Hillsboro, or the offices at Jefferson College Arnold or Jefferson College Imperial.

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

## Jefferson College Scholarship Application Process

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

### ***How to apply:***

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

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

2. If not yet admitted, submit an Application for Admission to Jefferson College, along with the \$25 application fee.
3. Mail the completed scholarship application to the Office of Student Financial Services, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.
4. Complete the FAFSA and submit all other required and requested forms of supporting documentation to the Office of Student Financial Services at Jefferson College.

# Scholarships Available

## Board of Trustees Institutional Scholarships

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Adult Re-Entry Scholarship  
Armstrong Board of Trustees Scholarship  
Art Scholarships\*  
Athletic Scholarships\*  
ATS Student of the Year Scholarship\*  
Bell Board of Trustees Scholarship  
Bergmire Board of Trustees Scholarship  
Career and Technical Education 50% Scholarships\*  
Charles McClain Scholarship  
Charles Studyvin Scholar/Leader Award  
Cheerleading Performance Scholarship  
Drama Scholarships\*  
Ellis Board of Trustees Scholarship  
Falk Board of Trustees Scholarship  
Ganey Jr. Board of Trustees Scholarship  
High School Career Expo Essay Contest Scholarship\*  
HiSET Recognition Scholarships  
Honors (Top Ten) Scholarship Program  
James Lee Chism Scholarship  
Jefferson Scholarships  
Library Scholarship\*  
Mathematics Scholarships\*  
Music Scholarships\*  
Oetting Board of Trustees Scholarship  
President's Scholarships  
Ray Henry Scholarship  
Riddle Board of Trustees Scholarship  
Science Scholarships\*  
Senior Citizen Scholarship  
Siegel Board of Trustees Scholarship  
Special Opportunity Academic Award  
Student Senate Leadership Scholarship  
Tetrault Board of Trustees Scholarship  
Vaughn Board of Trustees Scholarship  
Dr. Wayne H. Watts Endowed Scholarship  
Westfall Board of Trustees Scholarship  
White Board of Trustees Scholarship  
Wolfmeyer Board of Trustees Scholarship

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



## Foundation/Community Scholarship Program

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Ameren UE

B. Clark Berry, Ruth & Marion Berry Endowment Fund

Big River VFW #5331 Ladies Auxiliary

Bryan Gilbert Memorial Scholarship

CCAH Endowment for the Fine Arts

Carpenters District Council of St. Louis

Clifton Morgan Memorial Scholarship-Zion United

Methodist Church

Commerce Bank

Community Health Center of Jefferson County Endowment

Dennis J. Kehm Sr. Scholarship

DeSoto Rotary Club

Donald C. Herrell Baseball Scholarship

Earl R. Blackwell Endowed Scholarship

Eleanor Burlage Endowment

Elizabeth Hoyt Clark Memorial Honors Scholarship\*

Festus-Crystal City Rotary Club

George and Thelma Fenwick Scholarship

George Podorski/Emerging Learners Scholarship\*

Graham Castle Memorial Scholarship

Hazmat Responders & Workers Scholarships

Hillsboro Civic Club Scholarship

Hillsboro Rotary Club

Homeless Youth Initiative

Howard C. Litton Scholarship

Hugh C. Roberts Jr. Endowment Scholarship

Jack Cronin Memorial Baseball Scholarship

James "Jay" Sybert Memorial Scholarship

Jane Houser Endowment Scholarship

Jefferson College General Scholarship

Jefferson County Bar Association Scholarship

Jefferson County Democratic Club Scholarship

Jefferson County Law Enforcement Academy Scholarship

Jefferson County Rotary Club

Jefferson County Sheriff's Department Scholarship

Jefferson County Veterans Memorial Committee Scholarship\*

Jimmy McCoy Scholarship

Joseph Becker Scholarship

Joseph C. Kamp Memorial Scholarship

Leonard C. White Endowment Memorial Scholarship

Lucas and Mary Theresia Duffner Scholarship

MCCA Scholarship

M.C. Matthes Jr. Memorial Scholarship Endowment

Mary Daniels Memorial Scholarship

Mercy Hospital Jefferson Health Occupations Minority  
Scholarship

Missouri Natural Gas-Andrew Habsieger Memorial  
Scholarship\*

Norman "Pete" Harshaw Memorial Scholarship

Peggy Alexander Endowment Scholarship

Richard Bell (Starlight Chorus) Music Scholarship

Skyler McDonald Memorial Scholarship

Spirit of St. Louis Barbershop Chorus Scholarship\*

St. Anthony's Charitable Foundation

Twin City Area Optimist Club Scholarship

Walmart Stores of Jefferson County Scholarship

West Family Book Scholarship

William Overstreet Sr. Scholarship

Dr. William R. Todd Memorial Scholarship

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

# Jefferson College Agreement for Success

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

## **As a Faculty/Staff Member of Jefferson College:**

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

## **As a Student of Jefferson College:**

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

# Academic Policies

## Academic Fresh Start

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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 an Enrollment Services 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 Office of Student Financial Services reviews all courses attempted for satisfactory academic progress. Approval for Academic Fresh Start may not positively affect financial aid eligibility.

## Academic Load

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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 Vice President of Student Services must approve student schedules that exceed 19 credit hours during the fall or spring semester and 11 credit hours during the summer term. A student enrolling in winter intersession or summer intersession is limited to four credit hours.

## Academic Probation, Suspension, and Readmission

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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

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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 division chair or director.

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

## Assessment and Placement

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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 or COMPASS placement test or submit an official ACT score prior to enrollment as one measure of assessment. 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 courses to help them qualify. Additional measures, including the ETS Success Navigator assessment, 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, following are the steps:***

Step 1: Re-test – If a student scores within five points of the COMPASS Statewide College Level Placement Score, he or she may re-test in the [Testing Center](#) (COMPASS stipulates a two test maximum within a 90 day period). Study materials for re-test preparation are available on the Jefferson College website, [Resources to Prepare for the COMPASS](#).

The re-test costs \$10.00, 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 COMPASS.

Step 2: Appeal of English Placement – If the student does not meet the English prerequisite score after ACCUPLACER, COMPASS, or ACT re-testing, he or she may appeal placement by taking a writing examination to be evaluated by the College's English faculty. The student may begin this appeal process by contacting the Division Chair of Communication and Fine Arts, Dr. Michael Booker, [mbooker@jeffco.edu](mailto:mbooker@jeffco.edu), or (636)481-3312/797-3000, ext. 3312. 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, following are the steps:***

Step 1: Re-test – If a student scores within five points of the COMPASS Statewide College Level Placement Score, he or she may re-test in the [Testing Center](#) (COMPASS stipulates a two test maximum within a 90 day period). Study materials for re-test preparation are available on the Jefferson College website, [Resources to Prepare for the ACCUPLACER](#).

The re-test costs \$10.00, 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 COMPASS.

Step 2: Appeal of Reading Placement – If the student does not meet the Reading prerequisite score after ACCUPLACER, COMPASS, or ACT re-testing, he or she may appeal placement by completing an alternate assessment to be evaluated by the College's Reading faculty. The student may begin this appeal process by contacting the Division Chair of Communication and Fine Arts, Dr. Michael Booker, [mbooker@jeffco.edu](mailto:mbooker@jeffco.edu) or (636)481-3312/797-3000, ext. 3312. 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, following are the steps:***

Step 1: Re-test – If a student scores within five points of the COMPASS Statewide College Level Placement Score, he or she may re-test in the [Testing Center](#) (COMPAS/ACCUPLACER stipulates a two test maximum within a 90 day period). Study materials for re-test preparation are available on the Jefferson College website, [Resources to Prepare for the ACCUPLACER](#).

The re-test costs \$10.00, 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.

Step 2: Appeal of Math Placement – If the student does not meet the Math prerequisite score after ACCUPLACER, COMPASS, 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 or a COMPASS Algebra score of 60 with a high school GPA of 3.5. The student may begin this appeal process by contacting the Division Chair of Math and Science at (636)481-3337/797-3000, ext. 3337. The appeal process must be complete before the start of the semester/session.

Any student requiring special accommodations should inform the Coordinator of Disability Support Services (Library) at (636)481-3169/797-3000, ext. 3169.



## Auditing Courses

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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

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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 [Office of Student Financial Services](#) for more details.

# Credit for Prior Learning

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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 in the A.A., A.S., A.A.T., or A.A.S. degree or certificate programs 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, division chair, or evaluation committee.

## Policy & Procedures

At least one credit hour must be successfully completed and transcribed 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 24 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 A.A., A.S., A.A.T., or A.A.S. 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.

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 Office of Enrollment Services at (636)481-3207/797-3000, ext. 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 \$80 fee, and Jefferson College charges a \$20 fee to proctor the exam (the fee for the College Composition Modular is \$30).

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.

<u>Test - CLEP Subject Exams</u>	<u>Semester Hours</u>	<u>Jefferson College Course</u>
General Biology	5	BIO101 General Biology
Principles of Management	3	BUS120 Principles of Management
Financial Accounting	3	BUS240 Financial Accounting
Introductory Business Law	3	BUS265 Business Law
General Chemistry	5	CHM111 General Chemistry I
Info. Systems & Computer Applications	3	CIS125 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
Precalculus	5	MTH141 Precalculus
Calculus	5	MTH180 Calculus I
Introductory Psychology	3	PSY101 General Psychology
Human Development	3	PSY205 Human Development
Introductory Sociology	3	SOC101 General Sociology
Spanish (Score 50-62)	5	SPN101 Beginning Spanish
Spanish (Score 63+)	10	SPN101 Beginning Spanish & SPN102 Intermediate Spanish

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

## ❖ Advanced Placement Program (AP)

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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.

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.

<u>Test</u>	<u>Semester Hours</u>	<u>Jefferson College Course Equivalency</u>
Biology	5	General Biology
Chemistry	5	General Chemistry I
Economics		
Macroeconomics	3	Macroeconomics
Microeconomics	3	Microeconomics
English	6	English Composition I & 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	10	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*

\* In order to receive credit for U.S. and MO Governments and Constitutions, U.S. History I, or U.S. History II, the student must also successfully complete PSC100, Missouri Constitutional Government.

## ❖ International Baccalaureate (IB) Credit

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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 Office of Enrollment Services at (636)481-3207/797-3000, ext. 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)

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American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Office of Enrollment Services at (636)481-3207/797-3000, ext. 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)

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DANTES Subject Standardized Test credit is awarded on a case-by-case basis. For more information, contact the Office of Enrollment Services at (636)481-3207/797-3000, ext. 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

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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 division chair 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:

- BIT100 Keyboarding I: Skillbuilding
- BIT110 Keyboarding II: Speedbuilding
- ETC103 DC Circuits
- ETC104 AC Circuits
- MSC232 Music Literature: After 1750
- MTH105 Industrial Math
- MTT108 Industrial Blueprint Reading

### ❖ Computer Literacy Proficiency Examination

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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 \$40 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.

There is a fee for posting CIS125 credit on the student's transcript, which is equivalent to one credit hour of in-district tuition at Jefferson College.



## Industry Credentials

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

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.

### Approved\* Industry Credentials:

<u>Credential</u>	<u>Semester Hours</u>	<u>Jefferson College Course Equivalency</u>
CompTIA A+ Certification	6	CIS150 Intro to Computer Support & CIS243 Advanced Computer Support
CompTIA Network+ Certification	4	CIS147 Networking I
CompTIA Security+ Certification	4	CIS260 Information Systems Security

\* 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 division chair. The student should consult his or her advisor to determine the appropriate contact person.

## Published Guides – Military Educational and Training Credit

Military educational and training credit can be transcribed through the Community College of the Air Force (CCAF) and the Joint Services Transcript available at <https://jst.doded.mil/>. Credit will be awarded based on credit recommendations for military training schools or ACE occupational credit recommendations.

### ❖ Community College of the Air Force (CCAF)

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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

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*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 computer literacy are required to complete the Associate of Applied Science degree. A student may distribute these 18 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 Office of Enrollment Services.

There is a fee for posting the credits on the student's transcript, which is equivalent to five (5) credit hours of in-district tuition at Jefferson College.

## 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 division chair 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 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 division chair/director for an initial meeting.
5. Division chair/director explains the process of Portfolio Evaluation.
6. If the student commits to the process, division chair/director identifies faculty (one or two) to serve on evaluation committee.
7. Evaluation committee (division chair/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 division chair/director, along with receipt(s) of paid evaluation fee(s).
11. Division chair/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, division chair/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 Office of Enrollment Services.
17. Office of Enrollment Services notifies student that CPL has been recommended and the posting fee is due.
18. Student pays posting fee to the cashier, then student notifies the Office of Enrollment Services that payment has been made.
19. Office of Enrollment Services posts CPL to student record.
20. All portfolios will be maintained in the dean's office of the applicable program.

There is a fee for evaluating student portfolios, which is equivalent to one credit hour of in-district tuition at Jefferson College for each course for which credit is being sought.

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.

## **Enrollment Requirements for Courses**

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

## **Final Examination Policy**

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

## **Grade Appeal Process**

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1. 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.
2. 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 e-mail using an official Jefferson College account. The student will copy the message to the instructor's division chair (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.
3. 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 e-mail account. The instructor's division chair (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.
4. 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 division chair (or designated institutional supervisor). This must be initiated no later than 10 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.
5. The appeal of the instructor's decision going to the division chair (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 division chair (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 e-mail account.

6. If the response provided by the division chair (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 division chair (or designated institutional supervisor) to the appropriate dean. 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 e-mail account.
7. The dean will receive the same documentation provided to the division chair (or designated institutional supervisor), with the additional inclusion of the response of the division chair (or designated institutional supervisor). The dean then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.
8. If the response provided by the dean 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 Instruction. 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 e-mail account.
9. The Vice President of Instruction will receive the same documentation provided to the dean, with the additional inclusion of the response of the dean. The Vice President of Instruction then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.
10. The determination of the Vice President of Instruction 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

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

## Grade Reports

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Final grades are available online through MyJeffco 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. Mid-term grades may also be available online through MyJeffco.

# Grading Scale

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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
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 and Business Information Technology speedbuilding courses. Transfer students may enter Jefferson College with the "P" grade on their transcript. These credits will be honored at Jefferson College.

## Graduation

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This Catalog establishes the graduation requirements for the new student.

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

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

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



## Incomplete Grades

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

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

## Official Student Records

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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

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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 Office of Student Financial Services before repeating a course.

## Retroactive Credit for Foreign Language

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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 five hours 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. The posting fee, equivalent to one credit hour, is payable at the [Cashier’s Office](#), or at the offices at Jefferson College Arnold or Jefferson College Imperial, before entering the course on the student’s official transcript. No grades are assigned for retroactive credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

## Statement on Right to Privacy and Review

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

Additionally, students are included in graduation lists, dean's lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the Office of Enrollment Services 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

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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 \$7.25, 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

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

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

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

Waitlisted students who are moved onto active class rosters at least one week before the start of the semester will be notified by letter and will receive a revised class schedule from the Office of Enrollment Services. 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 Office of Enrollment Services. 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

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A withdrawal from College is accomplished online through MyJeffco or by the completion of an official withdrawal form, which is available from the Office of Enrollment Services, the appropriate dean or division chair's office, or the offices at Jefferson College Arnold or Jefferson College Imperial. 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 18). Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length). For specific [refund dates](#) for all courses, visit the Jefferson College website.

## Withdrawing, Dropping, and Adding Courses

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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 27).

To add, drop, or withdraw from a course, a student must complete a Schedule Change form, which must be filed in the Office of Enrollment Services. A schedule change form may be obtained and processed in the Office of Enrollment Services located in the Student Center building, at the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial. Copies can also be printed through the Student tab in MyJeffco. The signed and dated form must be filed in the Office of Enrollment Services, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial by the appropriate deadline, or the add, drop, or withdrawal is not complete. Students may also access the Student tab in 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; however, during the third quarter of the semester, i.e., the ninth through the twelfth week, the student must have the instructor's signed approval to withdraw. If the student is passing during this period, the instructor will authorize the issuance of a "W." Students are not permitted to withdraw from a course during the last quarter of the semester. Classes cannot be added after the first week of the fall or spring semester or after the first three days of the summer term.

### *Request for Medical Withdrawal*

If a student becomes seriously ill 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 Office of Student Financial Services 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 Office of the Vice President of Student Services, the Office of Enrollment Services, or the offices at Jefferson College Arnold or Jefferson College Imperial. To request a medical withdrawal, a student should submit the completed form with required documentation to the Office of the Vice President of Student Services. 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.

# Student Conduct

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

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

Examples of conduct which may subject a student to disciplinary action are itemized in the [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 and the Jefferson College Library).

## Jefferson College Sexual Assault Policy

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

## Student Right to Know Information

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As required by federal law, a notice of the Student Right to Know information is distributed in a timely manner to prospective and current students and employees, and other significant parties. A brief summary of the required federal disclosures as well as the locations for obtaining the entire documents is provided to each student when he/she applies for admission. In addition, the information is e-mailed to each student individually at his/her jeffco.edu e-mail address shortly after the start of the fall 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

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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)481-3201/797-3000, ext. 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

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

## Recognition for Outstanding Scholarship Award

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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

## Behavioral Concerns Team

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Jefferson College strives to promote a safe college environment for all students, faculty, staff, and community members. To assist in this endeavor, a Behavioral Concerns Team (BCT) has been established to coordinate campus response for students displaying concerning behavior.

All members of the campus community are encouraged to report behaviors that are concerning, such as: exhibiting inappropriate levels of aggression or harassing behaviors, acting out of normal character, displaying frequent tearful behavior, or indicating suicidal or homicidal thoughts. Reports may be made to the Jefferson College Campus Police Department by calling (636)481-3500/797-3000, ext. 3500, or in an emergency, by dialing 911. Non-emergency situations may also be reported using the Maxient incident report form found on the R U OK? tab in MyJeffco for students or the Employee tab for faculty/staff.

The BCT meets weekly and assesses all reports and implements appropriate intervention as needed. For further information regarding the Behavioral Concerns Team, please contact (636)481-3210/797-3000, ext. 3210.

## Campus Safety

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### *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, 802 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)481-3503/797-3000, ext. 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)481-3500/797-3000, ext. 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)481-3500/797-3000, ext. 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)481-3500/797-3000, ext. 3500	
Diane Scanga, <i>Chief of Police</i>	(636)481-3420/797-3000, ext. 3420	<a href="mailto:dscanga@jeffco.edu">dscanga@jeffco.edu</a>
Beau Besancenez, <i>Police Sergeant</i>	(636)481-3503/797-3000, ext. 3503	<a href="mailto:bbesance@jeffco.edu">bbesance@jeffco.edu</a>

## **Child Development Center**

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The [Jefferson College Child Development Center](#) is licensed by the State of Missouri and accredited by the Missouri Accreditation of Programs for Children and Youth to serve children ages two through 12. The Center is designed to meet the needs of preschool and school age children and their participating families by providing a high quality program within a safe and nurturing environment.

The Center 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)481-3299/797-3000, ext. 3299, or (636)481-3298/797-3000, ext. 3298.

## **Concurrent Admissions Program**

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Jefferson College participates in ConAP, the Concurrent Admissions Program, which is designed to forge a relationship between a future soldier and college at the time of enlistment so that at some point in the future, the soldier will use education benefits to achieve his/her post-secondary education goals and aspirations. Jefferson College adheres to the following criteria: provides transfer of credit for servicemembers to minimize loss of credit, recognizes learning gained from specialized training and experience in the military, and awards credit for nationally recognized testing programs (i.e., CLEP). For more information on ConAP, please contact the Registrar at (636)481-3207/797-3000, ext. 3207.

## **Disability Support Services**

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

## Employment Services

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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 and Technical Educational Program graduates is also monitored. For more information on Employment Services, call (636)481-3223/797-3000, ext. 3223.

## Enrollment Procedures for Students

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

REGISTRATION PROCESS BY STUDENT PRIORITY 1 or 2:

- **Priority 1:** All currently enrolled students;
- **Priority 2:** All students, including new and transfer students. Current students may continue to enroll.

Visit the [Class Schedule](#) for these priority enrollment dates.

## Enrollment Services

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The [Office of Enrollment Services](#) 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.

Enrollment Services 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 Enrollment Services 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 Enrollment Services Specialist.

New students are required to make an advising appointment. After being admitted to Jefferson College, an Enrollment Services 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 COL136, Mastering the College Experience.

## Food Services

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Jefferson College contracts with Food Service Consultants (FSC) to provide food services for the needs of students, faculty, and staff. A full-service cafeteria, the [Viking Café](#), is located on the lower level of the Student Center, and a Snack Bar is located in the Career Education Building. In addition, FSC has partnered with Follett to offer a limited food selection available for purchase at the JCA Bookstore. The Café is open from 8:30 a.m. to 2:00 p.m. Monday through Friday. The Snack Bar operates from 7:30 a.m. to 1:00 p.m. Monday through Friday and 5:30 p.m. to 7:30 p.m. Monday through Thursday. The Viking Café and Snack Bar accept credit/debit cards or cash. Recipients of financial aid may request to apply funds to a meal card. Meal cards provide students the ability to charge meals in the Viking Café or Snack Bar. The meal card charges are deducted from the amount of the student's financial aid award. To receive a meal card from the [Cashier](#), a student must have an approved financial aid award that exceeds the amount of his/her tuition and fees. For additional information, please contact the Food Service Director at (636)481-3255/797-3000, ext. 3255.

## Jefferson College Online

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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.

**Ask a question @ your Library** – 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. [Libguides](#), our online research guides, provide video tutorials, links to recommended resources, and convenient search boxes for our most popular databases. A few minutes spent consulting with a librarian can save you hours of frustrating research.

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

# Learning Center

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The [Learning Center](#) supports students in their academic and career goals by offering academic support, testing, and instructional services.

## ***Academic Support Services***

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

## ***Testing Services***

The [Testing Center](#) offers a variety of testing services for students including the ACCUPLACER or COMPASS placement test, correspondence tests, distance learning tests, exit exams (graduation requirement), faculty make-up tests, and many other standardized tests (ACT, CLEP, HESI A2, HiSET, MoGEA, POST, and others).

## ***Instructional Services***

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

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

# Library Services

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[Jefferson College Library](#) offers resources and services to assist students with college level research and personal enrichment. Library staff at Hillsboro and Arnold are available to answer reference and technology questions, assist with search strategies, and check-out library materials. Additionally, online assistance is available through [Ask a Librarian](#), the Library's text, chat, email, and phone reference service, and [Libguides](#), online research guides that contain recommended databases and websites, citation assistance, and video tutorials. Librarians work with instructors in many classes to provide research assistance for specific assignments.

The Library at the Jefferson College Hillsboro campus offers students a variety of spaces and resources for individual and group work—computers with Microsoft Office software, Wi-Fi, study rooms, study carrels, a quiet floor, and a variety of collaborative work spaces. A local collection of over 70,000 items is available for check-out, including books, periodicals, CDs, DVDs, government documents, eReader devices, tablets, and more. The Library houses the Jefferson County History Center and serves as a Selective United States Federal Depository Library with primary sources and essential government information available to all.

The Library at the Jefferson College Arnold campus offers computers, Wi-Fi, a small collection of books, CDs, DVDs, and print periodicals. Additional resources are available via a daily courier and may be requested from the Hillsboro campus library or from other libraries throughout the region. Students at the Imperial campus location also have access to materials via the daily courier.

All students have access to popular and scholarly periodicals, digital reference books, streaming video, and eBooks through the library's dozens of database and eBook subscriptions. 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. These resources may be found on the Jefferson College Library's [web page](#).

## Math Labs

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The Math Labs are located in the [Academic Success Center](#), Technology Center, room 105, and in the Academic Support Center at Jefferson College Arnold. Students who need help with courses ranging from Beginning Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Labs.

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

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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 such as computers, broadband internet, and CD/DVD players. Students will need personal access to a computer with a broadband internet connection and a current version web browser. Students are responsible for meeting and maintaining the technology requirements for these courses unless College facilities are used.

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

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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 [Student Activities web page](#) for dates, times, and details. For more information about activities, call (636)481-3295/797-3000, ext. 3295.

## Strategies To Retain Individuals Desiring an Education (STRIDE)

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Strategies To Retain Individuals Desiring an Education (STRIDE) is an academic support intervention program designed for students who are placed on academic probation and/or suspension. STRIDE is a one-semester, predominantly online program that requires regular contact with a student support professional to provide guidance on campus resources, personal support, and academic advising. Students who qualify are automatically enrolled in the no-cost, no-credit program and are provided information on participation requirements upon enrollment. For more information, please contact Enrollment Services at (636)481-3280/797-3000, ext. 3280.



## Student Athlete Success

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

## Student Development

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

## Student Support Services - Project SUCCESS

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[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 Assistance** – 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)481-3281/797-3000, ext. 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.

## Veterans' Benefits

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

Although all regulations and policies in this Catalog are applicable to veterans, these students should also consult the [Jefferson College Student Handbook](#) and the Veterans' Information Guide published on the Veterans' tab in [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 Enrollment Services at (636)481-3285/797-3000, ext. 3285, or (636)481-3211/797-3000, ext. 3211.

## Vocational Rehabilitation Benefits

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

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

## Volunteer Service Center

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

## Writing Labs

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Located in the [Academic Success Center](#), Technology Center, room 107, 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](#).

# General Degree Requirements

## Jefferson College Offers Four Associate Degrees

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

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

*Associate of Science (A.S.) transferable to specific four-year institution as part of engineering bachelor's degree*

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

## and several Career & Technical 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 on page 53. A summary of the statewide and institutional requirements for degrees and certificates follows on page 56. Specific requirements for each associate degree (A.A., A.A.T., A.S.) are detailed on pages 58-73. Requirements for specific Career and Technical Education certificates and Associate of Applied Science degrees (A.A.S.) including departmental/program requirements are detailed on pages 74-86.

# 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 24 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., 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.S. and A.A.S. degrees
  - b. 2.75 overall and 2.75 in all education courses, with no grade lower than a "C" in education courses; and passing MoGEA scores are required for the A.A.T. degree.

### The requirements for a career and technical 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 Office of Enrollment Services 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. Attend Commencement. Only in unusual circumstances will a degree/certificate be conferred in absentia.

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, Mathematics 002. 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 four hours of physical education activity courses may be counted toward a degree.
3. Students pursuing degrees must complete appropriate courses to satisfy the state requirements in Federal and Missouri State Constitutions. Several options, depending on whether the student is pursuing the Associate of Arts, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science degrees, are available. For specific courses which fulfill this requirement, see the specific requirements and options for each associate degree.
4. Career and Technical Education courses apply only for credit toward specific Associate of Applied Science degrees and career and technical education certificates.
5. A student may qualify for one A.A., A.A.T., or A.S. degree. A student may not earn both an A.A. and A.A.T. degree.
6. The Associate of Applied Science (A.A.S.) degree and Career & Technical Education certificates are not limited by prior graduation. However, graduates of the following departments may receive only one A.A.S. degree within their department: Business Information Technology.
7. 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.
8. All degree or certificate-seeking students enrolling in nine or more hours of college credit courses as well as students who have accumulated nine or more hours of college credit are required to successfully complete the First Year Experience requirement. Students who do not successfully complete COL100, Freshman Seminar; COL101, Introduction to College: Strategies for Success; or COL136, Mastering the College Experience, during their first term of enrollment will be required to complete one of these courses during their second term. Students will not be allowed to enroll for a third term without successfully completing the First Year Experience requirement. Please note that transfer students with 15 credit hours and a 2.0 GPA or an equivalent First Year Experience course (as determined by the Registrar) are exempt from this requirement.

# General Education Program Requirements

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 includes knowledge areas from the traditional disciplines of the arts and sciences as well as academic skills and competencies embedded across this curriculum.

The College has constructed a block of general education courses required for each associate degree. This block of courses is designed to build this foundation of knowledge and skills and be accepted as equivalent to corresponding general education programs at other institutions. Students who complete the minimum 42 credit hour transferable general education program curriculum have met the high expectations embodied in the mission and values of Jefferson College as well as the statewide general education policy.

The General Education program includes a range of courses from the traditional disciplines or knowledge areas of the arts and sciences to ensure a broad base of knowledge from multiple disciplines. Through the courses in these knowledge areas, students gain knowledge of the unique terminology, concepts, assumptions, theories, key figures, events, procedures, and practices distinctive to each discipline.

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

### **Communications:**

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.S.	3 hours	(3 hours in written communication)
A.A.S.	3-6 hours	(3 hours in written communication and 3 hours from either Communications or Humanities)

### **Humanities:**

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

A.A.	9 hours	(Three courses from at least two disciplines)
A.A.T.	9 hours	(Three courses from at least two disciplines)
A.S.	0-3 hours	(One course from either Humanities or Social and Behavioral Sciences)
A.A.S.	0-3 hours	(3 hours from either Humanities or Communications)

### **Math & Natural Sciences:**

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

A.A.	10 hours	(3 hours from mathematics, 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 mathematics, 7 hours combined from one biological sciences course and one physical sciences course with at least one of those courses with laboratory)
A.S.	15 hours	(5 hours from mathematics, 10 hours from physical sciences courses with both of those courses with laboratory)
A.A.S.	6 hours	(6 hours from either mathematics, biological sciences, or physical sciences)

### **Social and Behavioral Sciences:**

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

A.A.	12 hours	(Four courses required from at least two disciplines with 6 hours from two history and/or political science courses one of which must include United States and Missouri Constitutions)
A.A.T.	12 hours	(Four courses required from three disciplines to include 3 hours from political science United States and Missouri Constitutions; 3 hours from American history; 6 hours from psychology)
A.S.	6-9 hours	(Two to three courses required with 3 hours from history and/or political science course which must include United States and Missouri Constitutions, 3 hours from economics course, and one course from either Social and Behavioral Sciences or Humanities)
A.A.S.	6 hours	(Two courses required with at least 3 hours from history and/or political science course which must include United States and Missouri Constitutions)

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. Such competencies help students continue to learn and acquire new skills to deal with constantly evolving environments. These competencies are developed and applied over the full General Education program curriculum, not in any single course.

Upon completion of the full 42-hour General Education program curriculum required for transferable degrees (A.A. and A.A.T.), students are expected to be able to demonstrate the following competencies:

#### 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.

Students who complete the full General Education program requirements will acquire a broad base of knowledge from the traditional disciplines of the arts and sciences as well as academic skills and competencies including those required for continued learning and acquiring new skills. They will possess the necessary foundation for success in a complex and changing society as well as for advanced work in specific areas of study or degrees.

This General Education program at Jefferson College is consistent with statewide General Education policy guidelines for curricular goals and student competencies to ensure that all graduates from Missouri colleges and universities possess a common core of college-level academic skills and knowledge.

Credit Transfer Guidelines for Student Transfer and Articulation Among MO Colleges and Universities from the Missouri Department of Higher Education's (MDHE) Coordinating Board for Higher Education (CBHE):

General education includes academic skills related to communicating, higher-order thinking, managing information, and valuing as well as knowledge goals and competencies. General education is constructed to introduce students to the traditional disciplines of the arts and sciences (Social and Behavioral Sciences, Humanities and Fine Arts, Mathematics, & Life and Physical Sciences) as well as the connections between these disciplines and the potential for interaction among all branches of knowing, ordering, and imagining the real 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. The purpose of general education is to equip students for success in their specialized areas of study and for fulfilled lives as educated persons, as active citizens, and as effective contributors to their own prosperity and to the general welfare. Finally, 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 developed by the faculty and validated by the institution's administration and governing board that reflects the institution's mission as well as the high expectations for the academic skills and knowledge that all students who complete degrees should master.



# Statewide and Institutional Requirements

Jefferson College, as a member of the Missouri Community College Association (MCCA), follows the Missouri Department of Higher Education 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 (A.A., A.A.T., A.S., A.A.S.) and 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)
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## **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 course)
A.S.	5 hours	(Meet through required A.S. degree core 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 (A.A., A.A.T., A.S., A.A.S.) and 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)
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## Total Credit Hours for the Associate Degree:

### **Associate of Arts (A.A.)**

Statewide & Institutional Requirements	
General Education . . . . .	42
Electives . . . . .	20
Total credit hours . . . . .	62

### **Associate of Arts in Teaching (A.A.T.)**

Statewide & Institutional Requirements	
General Education . . . . .	42
Teacher Education . . . . .	13
Electives . . . . .	7
Total credit hours . . . . .	62

### **Associate of Science (A.S.)**

Statewide & Institutional Requirements	
General Education . . . . .	27
Required Core. . . . .	27
Technical Electives . . . . .	9*
Electives . . . . .	1
Total credit hours . . . . .	64*

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

Statewide & Institutional Requirements	
General Education . . . . .	18
Departmental/Program/Major . . . . .	45*
Total credit hours . . . . .	63-88*

\*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 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 and competencies embedded across the curriculum are found on pages [53-55](#). In order to ensure transferability, the General Education program requirements for A.A. degrees consist of a minimum 42 general education 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.

Elective courses (courses taken outside the required General Education program), 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, specifically 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	Life Sciences
Business Administration	Biology
Communications	Botany
Computer Science	Ecology
Criminal Justice	Zoology
Education (see Associate of Arts in Teaching degree)	Mathematics
English	Physical Sciences
Fine Arts/Humanities	Astronomy
Art	Chemistry
Communication	Geology
Foreign Language	Physics
Journalism	Social/Behavioral Sciences
Music	Economics
Philosophy	Geography
Theatre	History
TV Production	Political Science
Liberal Arts	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. This means that students who complete the 42 credit hour General Education program, as certified by the Registrar, before transferring will not have additional general education or other institutional requirements imposed by the receiving institution unless they are also requirements of native students. This is also the case for students transferring to Jefferson College who are certified as having completed the sending institution's 42 credit hour General Education program. Jefferson College students should contact the Registrar at (636)481-3207/797-3000, ext. 3207, to certify that the 42 credit hour General Education 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:

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## Communications 9

### ***Written Communications: 6***

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

### ***Oral Communications: 3***

COM100, 100H Fundamentals of Communication  
or  
COM110 Public Speaking

## Humanities 9

Three courses from at least two disciplines:

### ***Art:***

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

### ***Civilization:***

HST201 Ancient and Medieval Civilization  
HST202 Renaissance to Early Modern Europe  
HST203 Modern Europe  
HST210 Asian Civilization

### ***Foreign Language Literature:***

FRN253 French Reading  
SPN253 Spanish Reading

### ***Humanities:***

HUM250H Honors Humanities  
HUM260, 260H Liberal Arts Seminar  
HUM270, 270H Leadership Development Studies

### ***Literature:***

ENG105 Poetry and Short Story  
ENG106 Drama and Short Novel  
ENG122 Film Appreciation  
ENG215, 215H, 216, 216H World Literature  
ENG225, 226 English Literature  
ENG228, 229 American Literature  
ENG235, 235H The Shakespeare Plays  
ENG250, 250H Mythology  
ENG255H Honors Literary Types: Poetry

### ***Music:***

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

### ***Philosophy:***

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

### ***Theatre:***

THT100, 100H Theatre Appreciation

## Mathematics and Natural Sciences 10

### ***Mathematics: 3***

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

MTH131 Survey of College Mathematics

MTH134, 134H College Algebra

### ***Natural Sciences: 7***

One course with laboratory is required\*

### ***Biological Sciences (one course required):***

BIO101\*, 101H\* General Biology

BIO102 Concepts in Biology

BIO109 Ecology and Environmental Conservation

BIO113\*, 215\* Microbiology

BIO120\*, 211\* Human Anatomy

BIO201\* Genetics

BIO205\* General Botany

BIO206\* General Zoology

BIO207\* Vertebrate Anatomy

BIO245\* Pathophysiology

### ***Physical Sciences (one course required):***

CHM101\* Introductory Chemistry

CHM102 Concepts in Chemistry

CHM111\*, 111H\* General Chemistry I

PHY101\* Survey of Physical Science

PHY102 Topics in Physical Science

PHY105\* Physical Geology

PHY106\* Introduction to Astronomy

PHY111\* Elementary College Physics I

PHY223\* General Physics I

## Social and Behavioral Sciences 12

### ***U.S. and Missouri Constitutions: 3***

Choose one course from:

HST103, 103H U.S. History I

HST104, 104H U.S. History II

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

### ***American History or American Government: 3***

Choose additional course from:

HST103, 103H U.S. History I

HST104, 104H U.S. History II

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

PSC103 Current Political Issues

### ***Social and Behavioral Sciences: 6***

Choose from:

### ***Economics:***

ECO100 Introduction to Economics

ECO101 Macroeconomics

ECO102 Microeconomics

### ***Geography:***

GEO103 World Regional Geography

GEO120 Seminar in Global Studies

### ***History:***

HST103, 103H U.S. History I

HST104, 104H U.S. History II

HST205 African-American History

HST230 Women in American History

HST240 Missouri History

***Political Science:***

PSC102, 102H U.S. and Missouri Governments and Constitutions  
PSC103 Current Political Issues  
PSC155 International Relations  
PSC250, 250H Model United Nations

***Psychology:***

PSY101, 101H General Psychology  
PSY120 Applied Psychology  
PSY201 Child Development  
PSY202 Adolescent Psychology  
PSY205 Human Development  
PSY215 Social Psychology  
PSY225 Abnormal Psychology

***Sociology:***

SOC101 General Sociology  
SOC240 Marriage and Family  
SOC250 Social Disorganization

**General Education Option 2**

Student choice from any general education course.

## **Associate of Arts Institutional Requirements:**

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**Computer Literacy Proficiency 3**

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 Technology for Teachers

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

One of the following required:

COL100 Freshman Seminar  
COL101 Introduction to College: Strategies for Success  
COL136 Mastering the College Experience



## Associate of Arts Elective Requirements:

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### Elective Courses 20

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	GUD
BIO	HPE (No more than four hours of physical education activity courses may be counted toward a degree)
BUS101,120,240,241,261,265	HST
CHI	HUM
CHM	MSA/C (No more than four hours of performance credit in music courses may be counted toward a degree)
CIS122,125,129,153,155	MTH110,128+
COL	PHL
COM	PHY
CRJ110,112,114,120,130,135,140,220,222,224,230,242	PSC
ECE102,103,108,212	PSY
ECO	SOC
EDU	SPN
EGR	SWK
ENG	THT
FRN	
GEO	
GRM	

## Global Studies Program

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

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

## Honors Program

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

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

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

To qualify for Honors Program distinction, students must earn an associate's degree. They must have a 2.5 GPA in honors courses and at least a 3.3 cumulative GPA at the time of graduation. Students will be awarded an Honors Program Certificate if they have completed a total of 6-11 credit hours in Jefferson College honors courses and have the required grade point average. Students with 12 or more hours of Jefferson College honors courses and who have the required grade point average will be awarded an Honors Diploma. All Honors Program graduates' names will be placed on a plaque in the Honors Resource Room, and all will be given purple cords of distinction to wear at Commencement ceremonies. Please contact Susan Todd, Honors Program Director, at (636)481-3347/797-3000, ext. 3347, for more information.

## Pre-Social Work Program

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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)481-3435/797-3000, ext. 3435, or [swelch1@jeffco.edu](mailto:swelch1@jeffco.edu).

## ASSOCIATE OF ARTS DEGREE (62 hours)

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

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

Effective 2016-2017

### GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

		Course Titles or Areas	Course Numbers	Done	Now	Need
Comm.	ENG (6)	English Comp. I & II	ENG101(H) & ENG102(H)			
	COM (3)	Fund. Communication or Public Speaking	COM100(H) or 110			
Humanities	Total of 9 hrs. from at least 2 areas	Art	ART101,103,105,107			
		Civilization	HST201,202,203,210,235			
		Humanities	HUM250H,260(H),270(H)			
		Foreign Language Lit.	FRN253;SPN253			
		Music	MSC101,131,133,135,137,231,232			
		Philosophy	PHL101,102(H),201,202(H)			
		Theatre	THT100(H)			
		Literature	ENG105,106,122,215(H),216(H),225, 226,228,229,235(H),250(H),255H			
Math & Natural Sciences	Math (3)	Survey of College Math/ College Algebra	MTH131 MTH134(H) or higher			
	Science (7 hrs from 2 areas with 1 lab*)	Biological Sciences	BIO101(H)**^,102^,109,113**^,120**^, 201*,205*,206*,207*,211**^,215**^,245*			
		Physical Sciences	CHM101**^,CHM102^,111(H)*; PHY101**^,102^,105*,106*,111*,223*			
		Social/Behavioral Science	Const (3)	Constitution	HST103(H),104(H);PSC102(H)	
Am Hst/Gov (3)	American History or American Government		HST103(H),104(H); PSC102(H),103			
	Social/ Behavioral (6)		Economics	ECO100,101,102		
Geography			GEO103,120			
History			HST103(H),104(H),205,230,240			
Political Science			PSC102(H),103,155,250(H)			
Psychology			PSY101(H),120,201,202,205,215,225			
Sociology			SOC101,240,250			
General Education Option (2 hrs.)			Student choice from any above general education course.			

### INSTITUTIONAL REQUIREMENTS

Computer Literacy	Proficiency met by exam or coursework	CIS125; EDU205 course will count as elective			
First Year Experience	Freshman Seminar, Intro to College, or Mastering College Exp.	COL100,101,136 course will count as elective			

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

20 hrs. from course number >= 100	ART;BIO;BUS101,120,240,241,261,265;CHI;CHM;CIS122,125,129,153,155;COL100,101,136;COM;CRJ110,112,114,120,130,135,140,220,222,224,230,242;ECE102,103,108,212;ECO;EDU;EGR;ENG;FRN;GEO;GRM;GUD;HPE;HST;HUM;MSA/C;MTH110,128+;PHL;PHY;PSC;PSY;SOC;SPN;SWK;THT			
Student Signature/Date				
Advisor Signature/Date				

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

## ASSOCIATE OF ARTS DEGREE - ONLINE OPTION (62 hours)

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

Effective 2016-2017

### GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

		Course Titles or Areas	Course Numbers	Done	Now	Need
Comm.	ENG (6)	English Comp. I & II	ENG101 & ENG102			
	COM (3)	Fund. of Communication	COM100			
Humanities	Total of 9 hrs. from at least 2 areas	Art	ART101,103,105,107			
		Civilization	HST201,202,203			
		Music	MSC101,131,133			
		Philosophy	PHL101,102,201			
		Theatre	THT100			
		Literature	ENG105,106,215,228,229			
Math & Natural Sciences	Math (3)	Survey of College Math/ College Algebra	MTH131,134			
	Science (7 hrs from 2 areas with 1 lab*)	Biological Sciences	BIO102^,109,245*			
		Physical Sciences	CHM102^;PHY101*^,102^,106*			
Social/Behavioral Science	Const (3)	Constitution	HST103,104;PSC102			
	Am Hst/Gov (3)	American History or American Government	HST103,104;PSC102,103			
	Social/ Behavioral (6)	Economics	ECO100,101,102			
		Geography	GEO103			
		History	HST103,104			
		Political Science	PSC102,103,155			
		Psychology	PSY101,120,201,202,205,215,225			
		Sociology	SOC101,240,250			
General Education Option (2 hrs.)		Student choice from any above general education course.				

### INSTITUTIONAL REQUIREMENTS

Computer Literacy	<i>Proficiency met by exam or coursework</i>	CIS125; EDU205 course will count as elective			
First Year Experience	Freshman Seminar, Intro to College, or Mastering College Exp.	COL100,101,136 course will count as elective			

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

20 hrs. from course number >= 100	ART101,103,105,107;BIO102,109,116,245;BUS101,120,261; CHM102;CIS125;COL100,101,136;CRJ110,112,114,120,130,140,222,224; ECE102,103,108,212;ECO100,101,102;EDU105,205,210,225,235; ENG104,105,106,143,215,228,229;GEO103;GUD101;HPE130,140; HST103,104,201,202,203;MSC101,131,133;MTH128,131,134;PHL101, 102,201,203;PHY101,102,106;PSC100,102,103,155;PSY101,120,201, 202,205,215,225;SOC101,125,210,240,250;SWK105;THT100			
Student Signature/Date				
Advisor Signature/Date				

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

# Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (A.A.T.) is a statewide degree program. Jefferson College's A.A.T. is comprised of 42 credit hours of general education, a 13 credit hour Teacher Education Core, the First Year Experience requirement, a minimum of six additional credit hours in electives, and passing Missouri General Education Assessment (MoGEA) scores with state minimum requirements. Students must earn a cumulative GPA of 2.75 to be eligible to graduate with the A.A.T degree as well as a 2.75 in all education courses, with no grade lower than a "C" in education courses. Four-year transfer institutions may have additional requirements including higher GPA or MoGEA scores, or additional course requirements. Most education majors will transfer with more than the 62 hours in order to meet certification requirements. General education credits should be carefully selected with the help of an education advisor/faculty to meet degree requirements and prerequisites.

The A.A.T. degree is designed to prepare students for transfer into a four-year Teacher Education program. Students who want to be certified to teach 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, it is recommended that teacher education majors work with an education advisor/faculty for program planning. It is strongly recommended that honors-qualified students take honors courses. Please contact Dr. Ken Boning, Teacher Education Program Coordinator, at (636)481-3344/797-3000, ext. 3344, or [kboning@jeffco.edu](mailto:kboning@jeffco.edu), for more information.

## Associate of Arts in Teaching General Education Program Requirements:

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### Communications 9

#### ***Written Communications: 6***

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

#### ***Oral Communications: 3***

COM100, 100H Fundamentals of Communication  
or  
COM110 Public Speaking

### Humanities 9

Three courses from at least two disciplines:

#### ***Art:***

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

#### ***Civilization:***

HST201 Ancient and Medieval Civilization  
HST202 Renaissance to Early Modern Europe  
HST203 Modern Europe  
HST210 Asian Civilization

#### ***Foreign Language Literature:***

FRN253 French Reading  
SPN253 Spanish Reading

#### ***Humanities:***

HUM250H Honors Humanities  
HUM260, 260H Liberal Arts Seminar  
HUM270, 270H Leadership Development Studies

***Literature:***

ENG105 Poetry and Short Story  
ENG106 Drama and Short Novel  
ENG122 Film Appreciation  
ENG215, 215H, 216, 216H World Literature  
ENG225, 226 English Literature  
ENG228, 229 American Literature  
ENG235, 235H The Shakespeare Plays  
ENG250, 250H Mythology  
ENG255H Honors Literary Types: Poetry

***Music:***

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

***Philosophy:***

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

***Theatre:***

THT100, 100H Theatre Appreciation

**Mathematics and Natural Sciences 10*****Mathematics: 3***

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

MTH130 Structure of the Real Number System (Elementary Education or Early Childhood Education only; MTH134 required for UMSL Elementary Education)  
MTH131 Survey of College Mathematics  
MTH134, 134H College Algebra

***Natural Sciences: 7***

One course with laboratory is required\* (second lab may be required depending on area of certification and/or four-year program. See education advisor/faculty for assistance.)

***Biological Sciences (one course required):***

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

***Physical Sciences (one course required):***

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



## **Social and Behavioral Sciences 12**

### ***U.S. and Missouri Constitutions: 3***

Choose one course from:

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

### ***American History: 3***

Choose one course from:

HST103, 103H U.S. History I

HST104, 104H U.S. History II

### ***General Psychology: 3***

Choose one course from:

PSY101, 101H General Psychology

### ***Developmental Psychology: 3***

Choose one course from (based on area of certification and/or four-year program):

PSY201 Child Development

PSY202 Adolescent Psychology

PSY205 Human Development

(See education advisor/faculty for assistance.)

## **General Education Option 2**

Student choice from any general education course (MTH134 required for UMSL Elementary Education). (See education advisor/faculty for assistance.)

## **Associate of Arts in Teaching Institutional Requirements:**

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### **Computer Literacy Proficiency 3**

Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of “C” or better.

The following course applies as part of the required Education core courses:

EDU205 Technology for Teachers

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

One of the following required:

COL100 Freshman Seminar

COL101 Introduction to College: Strategies for Success

COL136 Mastering the College Experience

## **Associate of Arts in Teaching Core Course Requirements:**

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### **Required Education Core Courses 13**

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

EDU105 Exploring the Field of Education

EDU205 Technology for Teachers

EDU210 Foundations of Education

EDU225 Educational Psychology

EDU230 Teaching Profession with Field Experience

## **Associate of Arts in Teaching Elective Requirements:**

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### **Elective Courses 6-7**

Electives should be carefully chosen based on area of certification. See your education advisor/faculty for recommended courses.

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

## ASSOCIATE OF ARTS IN TEACHING DEGREE (62 hours)

Minimum 2.75 Cumulative GPA for Degree and minimum 2.75 GPA in EDU courses. 24 hour residency requirement.

Effective 2016-2017

### GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

		Course Titles or Areas	Course Numbers	Done	Now	Need
Comm.	ENG (6)	English Comp. I & II	ENG101(H) & ENG102(H)			
	COM (3)	Fund. Communication or Public Speaking	COM100(H) or 110			
Humanities	Total of 9 hours from at least 2 areas	Art	ART101,103,105,107			
		Civilization	HST201,202,203,210,235			
		Humanities	HUM250H,260(H),270(H)			
		Foreign Language Lit.	FRN253;SPN253			
		Music	MSC101,131,133,135,137,231,232			
		Philosophy	PHL101,102(H),201,202(H)			
		Theatre	THT100(H)			
		Literature	ENG105,106,122,215(H),216(H),225, 226,228,229,235(H),250(H),255H			
Math & Natural Sciences	Math (3)	Survey of College Math/ College Algebra/ Structure R.N.S.	MTH131 MTH134(H) or higher MTH130 for Elem Educ/Early Child <u>only</u>			
	Science (7 hours from 2 areas): 1 lab* - Sec. Ed. 2 labs* - other Ed. *see advisor *	Biological Sciences	BIO101(H)^*,102^,109,113*^,120*^, 201*,205*,206*,207*,211*^,215*^,245*			
		Physical Sciences	CHM101*^,102^,111(H)*; PHY101*^,102^,105*,106*,111*,223*			
Social/ Behavioral Science	Const (3)	U.S. & MO Govt./Const.	PSC102(H)			
	Am Hist (3)	American History	HST103(H),104(H)			
	Soc/ Beh (6)	General Psychology	PSY101(H)			
		Psychology	PSY201,PSY202,PSY205 based on area of certification			
General Education Option (2 hrs.)		Student choice from any above general education course. (MTH134 required for UMSL Elementary Education)				

### INSTITUTIONAL REQUIREMENTS

Computer Literacy	Met with required Teacher Education core course EDU 205	<i>Required core course listed below</i>			
First Year Experience	Freshman Seminar, Intro to College, or Mastering College Exp.	COL100,101,136 course will count as elective			

### REQUIRED COURSES (13 hours; all courses must be completed with a grade of "C" or better)

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

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

7 hrs.	See Education Advisor/Faculty for appropriate course selection. Recommend EDU235, Education of the Exceptional Learner.			
Student Signature/Date				
Advisor Signature/Date				

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

# Associate of Science Degree

This Associate of Science (A.S.) degree is specifically designed for entry into an engineering baccalaureate degree program offered by Missouri University of Science and Technology (Missouri S&T). Each Missouri S&T engineering department may have differences in the recommended minimum 64 credit hours transferred from Jefferson College. Engineering department options include Aerospace, Agricultural, Ceramic, Chemical, Civil, Electrical, Engineering Management, Food Biochemical and Environmental, Geological, Geology and Geophysics, Industrial, Mechanical, Metallurgical, Mining, Nuclear, and Petroleum Engineering.

## **Associate of Science Degree Required Minimum Semester Hours for A.S. pre-engineering major = 64**

General Education (includes Computer Literacy requirement) = 27\*

First Year Experience (counts as elective) = 1-3

Required Core Courses = 27

Technical Electives = 9

\*An Associate of Science (A.S.) degree is a specialized transfer degree program that results from careful planning and agreement between institutions on a program-by-program basis. This process 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. When A.S. credit hours earned are used for transfer to an institution other than Missouri S&T, they will be evaluated on a course-by-course basis by the transfer institution.

## **Associate of Science General Education Requirements:**

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### **Communications 3**

#### ***Written Communications: 3***

ENG101, 101H English Composition I

### **Humanities and/or Social & Behavioral Sciences 9**

#### ***U.S. and Missouri Constitutions (select one): 3***

One course required:

HST103, 103H U.S. History I

HST104, 104H U.S. History II

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

#### ***Economics (select one): 3***

One course required:

ECO101 Macroeconomics

ECO102 Microeconomics

#### ***Humanities and/or Social & Behavioral Sciences (select one): 3***

Art History ART101, 103, 105, 107

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

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

French FRN101 or higher

Geography GEO103

German GRM101 or higher

Western Civilization HST201, 202

Other History HST210, 235, 240

Music Literature MSC131, 133, 231, 232

Other Music MSC101

Philosophy PHL101, 102, 201, 202, 202H

International Relations PSC155, 250, 250H

Psychology PSY101, 101H

Sociology SOC101

Spanish SPN101 or higher

Theatre Appreciation THT100, 100H

## Mathematics and Natural Science 15

### *Mathematics: 5*

MTH180 Calculus I

### *Natural Sciences: 10*

#### *Physical Sciences:*

CHM111\*, 111H\* General Chemistry I

PHY223\* General Physics I (NOTE: PHY223 also meets Computer Literacy Proficiency Requirement)

## Associate of Science Institutional Requirements:

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**Computer Literacy Proficiency 5** (5 hours completed as part of Mathematics and Natural Science 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 core courses:

PHY223 General Physics I

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

One of the following required:

COL100 Freshman Seminar

COL101 Introduction to College: Strategies for Success

COL136 Mastering the College Experience

## Associate of Science Core Course Requirements:

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### **Required Associate of Science Core Courses 27**

CIS155 Introduction to Computer Programming

EGR101 Computer Aided Engineering Design

EGR228 Engineering Mechanics-Statics

MTH185 Calculus II

MTH201 Calculus III

MTH205 Differential Equations

PHY224\* General Physics II

## Associate of Science Technical Elective Requirements:

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### **Associate of Science Technical Electives 9**

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.) 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

COM110, ENG102, or ENG102H Advanced Communications

MTH172 Linear Algebra

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

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### Engineering

#### *Associate of Science Degree*

##### **Required Core (55-57)**

CHM111, 111H General Chemistry I	5
CIS155 Introduction to Computer Programming	3
Constitution	3
Economics	3
EGR101 Computer Aided Engineering Design	3
EGR228 Engineering Mechanics-Statics	3
ENG101 English Composition I	3
Humanities	3
MTH180-201 Calculus I,II,III	15
MTH205 Differential Equations	3
PHY223-224 General Physics	10
First Year Experience	1-3
Computer Literacy	P

##### **Technical Electives: 9**

CHM112 General Chemistry II	5
CHM200 Organic Chemistry I	5
EGR250 Engineering Mechanics-Dynamics	3
EGR261 Circuit Analysis I	3
COM110, ENG102, or ENG102H	3
MTH172 Linear Algebra	3



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

**ASSOCIATE OF SCIENCE**  
**Degree Plan**  
**ENGINEERING EMPHASIS**

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

Effective 2016-2017

Course Titles or Areas	Course Numbers	Done	Now	Need
First Year Experience (1-3)	COL100,101,136			
English Composition (3)	ENG101(H)			
<i>Constitution: National &amp; State</i> (3)	HST103(H);PSC102			
<i>Economics</i> (3)	ECO101,102			
<i>Humanities or</i> <i>Social/Behavioral Science</i> (3) *	ART101,103,105,107 ENG105,106,215(H),216,225-255(H) FRN101 or higher GEO103 GRM101 or higher HST201,202,210,235,240 MSC101,131,133,231,232 PHL101,102,201,202(H) PSC155,250(H) PSY101(H) SOC101 SPN101 or higher THT100(H)			
General Chemistry I (5) *	CHM111(H)			
<i>Mathematics</i> (18)	MTH180,185,201,205			
<i>Physics</i> (10)	PHY118,223^,224			
Introduction to Computer Programming (3)	CIS155			
Computer Aided Engineering Design (4)	EGR101			
Engineering Mechanics-Statics (3)	EGR228			
<b>Associate of Science Electives (9)</b>				
General Chemistry II (5)	CHM112			
Organic Chemistry I (5)	CHM200			
Engineering Mechanics-Dynamics (3)	EGR250			
Circuit Analysis I (3)	EGR261			
<i>Advanced Communications</i> (3)	COM110, ENG102(H)			
Linear Algebra (3)	MTH172			
<b>Student Signature/Date</b>				
<b>Advisor Signature/Date</b>				
<b>Institution Student Plans to Transfer to:</b>				

\*Engineering departments vary on total credits required.

^PHY223 also fulfills the Computer Literacy Proficiency Requirement

**Total Credit Hours:**

**65-67**

# Career and Technical Education Certificates & Associate of Applied Science Degrees

Jefferson College offers several Career and Technical Education programs designed to prepare a student for immediate employment after graduation. In most of these, the student has the choice of pursuing either a Career and Technical 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 and Technical Education programs require state licensing for professional practice. The completion of Jefferson College's programs entitles the student to complete these examinations.

## Career and Technical Education Certificates

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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 institutional requirement of First Year Experience. See 'Career and Technical Education Requirements for specific certificates and A.A.S. degrees' on pages 77-86. Students pursuing a Career and Technical 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.

### Gainful Employment

Financial aid-eligible programs of study that prepare students for work in a recognized occupation are called Gainful Employment programs. This includes Jefferson College's Career and Technical Education Certificates. For more information about graduation rates, the median debt of students who complete these programs, and other important information, please visit [www.jeffco.edu](http://www.jeffco.edu) and review the Future Opportunities web page for each Certificate program, or visit the [Jefferson College Gainful Employment](#) page. Additional information is available in the Office of Student Financial Services or in the Office of the Dean of Career and Technical Education.

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

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



# Associate of Applied Science Degrees

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The primary purpose of the Associate of Applied Science (A.A.S.) degree is to prepare a student for entry into a particular occupation, not transfer into a baccalaureate degree program. 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, skills, and competencies as students who complete the full 42 credit hours in General Education for the Associate of Arts (A.A.) transferable degree. 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).

- Accounting
- Applied Technology
- Apprenticeship Training
- Automotive Technology
- Biomedical Electronics Technician
- Business Information Technology
  - Administrative Professional
  - Legal Professional
  - Medical Professional
- Business Management
  - Accounting
  - Marketing
- Child Care/Early Childhood Education
- Computer Information Systems
  - Computer Support Option
  - Criminal Justice Cyber Security Option
  - Graphics/Web Developer
- Computer Integrated Manufacturing
- Criminal Justice/Law Enforcement Academy
- Culinary Arts
- Electronics Technology
- Emergency Medical Technology
- Fire Science Technology
- Health Information Technology
- Heating, Refrigeration, and Air Conditioning Technology
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Veterinary Technology
- Welding Technology

# Associate of Applied Science General Education Program Requirements:

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## Communications 3

### *Written Communications: 3*

ENG101, 101H English Composition I

## Humanities or Communications 3

Art  
Communications  
English  
Foreign Language  
Humanities  
Music  
Philosophy  
Theatre

## Mathematics and/or Natural Sciences 6

Mathematics  
Biological Sciences  
Physical Sciences

## Social and Behavioral Sciences 6

Two courses are required with one three-hour history and/or political science United States and Missouri Constitutions course.

### *U.S. and Missouri Constitutions: 3*

Choose one course from:

HST103, 103H U.S. History I  
HST104, 104H U.S. History II  
PSC102, 102H U.S. and Missouri Governments and Constitutions

### *Social and Behavioral Sciences: 3*

Economics  
Geography  
History  
Political Science  
Psychology  
Sociology

# Associate of Applied Science Institutional Requirements:

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## Computer Literacy Proficiency 3

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:

BIT138 Word Processing Applications I (BIT majors only)  
CIS125 Computer Concepts and Applications  
EDU205 Technology for Teachers

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

One of the following required:

COL100 Freshman Seminar  
COL101 Introduction to College: Strategies for Success  
COL136 Mastering the College Experience

## Associate of Applied Science Program Requirements:

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See 'Career and Technical Education Requirements for specific certificates and A.A.S. degrees' on pages 77-85 for specific courses required for each A.A.S. degree. Total number of credit hours required will vary depending on departmental requirements.

## Career and Technical Education Requirements for specific certificates and A.A.S. degrees:

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### Accounting

(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 CTE 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)  
Biomedical Electronics Technician (BET)  
Business Information Technology (BIT)  
Business Management (BUS, MGT)  
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)  
Veterinary Technology (VAT)  
Welding Technology (WLD)

## Program list “B”

Automotive Technology (AUT)  
Biomedical Electronics Technician (BET)  
Business Information Technology (BIT)  
Business Management (BUS, MGT)  
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)  
Machine Tool/CNC Technology (MTT)  
Veterinary Technology (VAT)  
Welding Technology (WLD)

## Apprenticeship Training

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

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

A key element of the program involves recognizing the value and worth of apprenticeship 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)481-3112/797-3000, ext. 3112.

### Degree Composite:

Apprenticeship Core	45 hours
General Education Core	18 hours

<b>TOTAL</b>	<b>63 hours</b>
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## Automotive Technology

(Associate of Applied Science degree or certificate)

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.

## **Biomedical Electronics Technician**

(Associate of Applied Science degree only)

Biomedical electronics technicians (also known as clinical engineers) repair, calibrate, maintain, and demonstrate electromechanical equipment used in hospitals. Equipment includes but is not limited to fetal and adult monitors, defibrillators, and medical imaging equipment (X-ray, MRI, ultrasound equipment), along with electric beds and wheelchairs.

The [Biomedical Electronics Technician Program](#) is designed to provide employable skills and credentials sought by employers. To address increasing clinical computing needs and a global move toward the networking of medical devices, coursework will prepare students to earn CompTIA's A+ Computer Technician certification.

The comprehensive degree plan will help students learn, operate, and troubleshoot a wide variety of medical devices. Coursework will provide a background in conceptual theory, medical and safety regulations as well as anatomy and physiology.

[Click here](#) for course and degree information.

## **Business Information Technology**

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

***NOTE: This program is under revision and is not accepting new students for the 2016-2017 academic year.***

### **❖ Administrative Support Specialist**

(Certificate only)

[Click here](#) for course and certificate information.

### **❖ Administrative Professional**

(Associate of Applied Science degree or certificate)

[Click here](#) for course and degree/certificate information.

### **❖ Legal Professional**

(Associate of Applied Science degree or certificate)

[Click here](#) for course and degree/certificate information.

### **❖ Medical Professional**

(Associate of Applied Science degree or certificate)

[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 Security Option

(Associate of Applied Science degree or certificate)

The Computer Information Systems: [Criminal Justice Cyber Security Option](#) 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.

## ❖ Graphics/Web Developer

(Associate of Applied Science degree or certificate)

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

[Click here](#) for course and degree/certificate information.

## Computer Integrated Manufacturing

(Associate of Applied Science degree or certificate)

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

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

[Click here](#) for course and degree/certificate information.



## **Criminal Justice**

(Associate of Applied Science degree or certificate)

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

[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.

### **❖ Criminal Justice (JCLEA POST)**

The [JCLEA POST](#) class is only available for those applicants who already have a degree or have the general education prerequisites. The POST only class includes the required POST curriculum for a Class A POST License and requisites for a Certificate in 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.

## **Electronics Technology**

(Associate of Applied Science degree or certificate)

Graduates of the [Electronics Technology](#) program are expected to find employment as electrical technicians, i.e., technicians who install, troubleshoot, repair, service, and maintain electrical control systems in manufacturing and service facilities. Technicians who are employed by equipment manufacturers assist in the design, manufacturing, and testing of the electrical control systems of automated machines.

[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 Imperial location.

[Click here](#) for course and degree/certificate information.

## **Fire Science Technology**

(Associate of Applied Science degree or certificate. These courses are offered only during the evening and take two and one half years to complete.)

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

[Click here](#) for course and degree/certificate information.

## **Health Information Technology**

(Associate of Applied Science degree only)

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

*The A.A.S. degree in Health Information Technology at Jefferson College is accredited by the [Commission on Accreditation for Health Informatics and Information Management Education \(CAHIIM\)](#).*

[Click here](#) for course and degree information.

## **Healthcare Professions**

See the following programs: [Biomedical Electronics Technician](#), [Emergency Medical Technology/Paramedic](#), [Health Information Technology](#), [Nursing](#), [Occupational Therapy Assistant](#), [Physical Therapist Assistant](#), [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](http://www.hvacexcellence.org)).

[Click here](#) for course and degree/certificate information for the day program.

[Click here](#) for course and degree/certificate information for the evening program.

## **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.

### **❖ Day Program**

*Note: BIO211, Anatomy and Physiology I, must be successfully completed with a grade of "B" or better. Students must also successfully complete PSY101, General Psychology, with a grade of "C" or better prior to admittance into the Day program. Additionally, Level II RN students must also successfully complete BIO212, Anatomy and Physiology II, with a grade of "C" or better prior to admittance into the Day Level II RN program.*

[Click here](#) for course and certificate information for the Level I day program.

[Click here](#) for course and degree information for the Level II day program.

### **❖ Evening Weekend Program**

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

[Click here](#) for course and certificate information for the Level I evening/weekend program.

[Click here](#) for course and degree information for the Level II evening/weekend program.

## **Occupational Therapy Assistant**

(Associate of Applied Science degree only)

The [Jefferson College Occupational Therapy Assistant \(OTA\) Program](#) culminates in an Associate of Applied Science degree. In keeping with the College's commitment to meet community and student needs, this program offers a curriculum providing students with the opportunity to achieve their personal and professional goals. It incorporates academic courses in the basic sciences, laying a foundation for the core OTA courses. Core curriculum includes: theory and foundations of OTA, professional development, health and disease, exposure to therapeutic milieu across the life span, hands-on skill labs, and clinical experiences required for students to graduate with entry level OTA skills and become eligible to sit for the National Board Certification exam for Occupational Therapy. A minimum cumulative GPA of 2.5 is required to graduate from this program. Classes are held at Jefferson College Hillsboro campus and JC Online.

*The Jefferson College Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301)652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure.*

[Click here](#) for course and degree information.

## **Physical Therapist Assistant**

(Associate of Applied Science degree only)

The [Jefferson College Physical Therapist Assistant \(PTA\) Program](#) offers students a means of achieving a degree in the rapidly growing and highly sought after health care field. Students admitted to the PTA program will complete courses in rehabilitation theory, laboratory practice, and clinical experiences in the community, all of which will prepare the student to work in any of a variety of healthcare settings. Graduates are eligible to sit for the National Physical Therapy Examination to achieve the licensure required to work as a PTA.

Admission to the PTA program is selective and requires completion of prerequisite courses and a separate application.

*The Physical Therapist Assistant Program at Jefferson College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; phone 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).*

[Click here](#) for course and degree 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.

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](http://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 Office of Enrollment Services. 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 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.

# Course Descriptions

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

## **ART101 Art Appreciation 3**

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

## **ART103 Survey of Art I 3**

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

## **ART105 Survey of Art II 3**

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

## **ART107 Modern Art 3**

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

## **ART112 Introduction to Art 3**

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

## **ART115 Drawing I 3**

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

## **ART117 Watercolor I 3**

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

## **ART120 Design I 3**

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

## **ART121 Design II 3**

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

## **ART123 Ceramics/Pottery I 3**

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



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**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)

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**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)

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**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)

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**ART146 Drawing II 3**

Prerequisite: None

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

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**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)

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**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)

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**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)

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**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)

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**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)

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**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)



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**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)

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**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)

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**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)

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**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)

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**ART252 Printmaking II** **3**

Prerequisite: ART151

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

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**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)

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**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)

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**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)

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**ART265 Digital Photography III** **3**

Prerequisite: ART250

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

### **ART270 Graphic Design IV 3**

Prerequisite: ART260

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

### **ART281 Studio Art 3**

Prerequisite: ART142, ART146, or ART151

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

### **AUT100 Automotive Shop Safety 1**

Pre-/corequisite: Reading proficiency

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

### **AUT131 Automotive Brake Systems 2**

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

Corequisite: AUT132

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. 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 and reading proficiency

Corequisite: AUT131

Automotive Brake Systems Lab includes diagnosis and repair of drum and disc brakes, hydraulic systems, power assist units, parking brakes, and antilock 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) and reading proficiency

Corequisite: AUT142

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) and reading proficiency

Corequisite: AUT141

Automotive Steering and Suspension Systems Lab involves the diagnosis and repair of steering and suspension systems. The emphasis is placed on steering and suspension, diagnosis, service, and repair. This course covers both two-wheel, thrust, and four-wheel adjustable alignments; shocks and struts; steering wheels; air bags; and different types of steering systems. This course will help prepare students for the National Institute for Automotive Service Excellence (ASE) Steering and Suspension (A4) test. (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)



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**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)

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**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)

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**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)

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**BET205 Regulations and Public Safety in the Healthcare System** **2**

Prerequisites: ENG101 with a grade of “C” or better and reading proficiency

Regulations and Public Safety in the Healthcare System provides a broad survey of the major standard and regulatory bodies impacting healthcare (FDA, OSHA, NEC, FCC, ANSI, and Joint Commission) and the correlation to safety precautions, best practices, and standard operating procedures. Medical device data systems and application of risk management for IT, HIPAA, Digital Millennium Copyright Act, and biomedical equipment certification are also discussed. Writing assignments will demonstrate comprehension and medical communication skills. (S,O)

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**BET215 Biomedical Physics and Device Technology** **3**

Prerequisites: ETC104 with a grade of “C” or better or instructor permission, and reading proficiency

Biomedical Physics and Device Technology exposes students to the quantification of biological phenomena and subsequent measurements in biomedical engineering. Students learn to correlate biorhythms and signals to device output, and they identify potential modes of device and biological failure. (F)

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**BET220 Diagnostic Imaging** **3**

Prerequisites: BET215 with a grade of “C” or better and reading proficiency

Diagnostic Imaging covers the theory of diagnostic imaging including X-ray, computed tomography, magnetic resonance imaging, nuclear imaging, ultrasound, and thermal imaging. The students will be introduced to concepts of therapeutic equipment and patient safety. (S)

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**BET225 Biomedical Instrumentation Systems** **4**

Prerequisites: BET215 with a grade of “C” or better and reading proficiency

Biomedical Instrumentation Systems incorporates sensors, transducers, and electronic circuits associated with biomedical instrumentation measurements. Students will define and demonstrate the operation, maintenance, diagnostics, and calibration of various types of biomedical instrumentation. (S)

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**BET240 Biomedical Electronics Technician Internship** **3**

Prerequisites: Reading proficiency and student grade point average of 3.0 or instructor approval

Biomedical Electronics Technician Internship is an optional work experience in a biomedical facility under the supervision of an experienced biomedical technician. The student will assist in the performance of safety inspections, preventive maintenance, repairs, and calibration of medical equipment. Supervision of the intern is shared by the intern supervisor and the faculty advisor. Topics include problem solving, identifying logistical support requirements, servicing biomedical instruments, and professional development. (S,D)

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**BIO101 General Biology** **5**

Prerequisite: Reading proficiency

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

**BIO101H Honors General Biology 5**

Prerequisites: Honors Program admission and reading proficiency

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

**BIO102 Concepts in Biology 3**

Prerequisite: Reading proficiency

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

**BIO109 Ecology and Environmental Conservation 3**

Prerequisite: Reading proficiency

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

**BIO113 Microbiology for the Health Sciences 4**

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

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

**BIO116 Anatomy and Physiology for Pre-Hospital Healthcare 3**

Prerequisite: Reading proficiency

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

**BIO120 Human Anatomy and Physiology 5**

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

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

**BIO201 Genetics 4**

Prerequisites: BIO101, BIO205, or BIO206; CHM111; and reading proficiency

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

**BIO205 General Botany 5**

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

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

**BIO206 General Zoology 5**

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

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

**BIO207 Vertebrate Anatomy 4**

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

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

**BIO208 Vertebrate Physiology 4**

Prerequisites: BIO207 with a grade of "C" or better and reading proficiency

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

**BIO211 Anatomy and Physiology I 4**

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

Anatomy and Physiology I examines the structure and function of cells, tissues, organs, and organ systems. Although all organ systems are introduced, special emphasis is given to the integumentary, skeletal, muscular, nervous, and endocrine systems. Laboratory time is required. Students cannot apply both BIO120 and BIO211 toward graduation. (F,S)

**BIO212 Anatomy and Physiology II 4**

Prerequisites: BIO211 with a grade of "C" or better or special permission of the Dean, and reading proficiency; BIO120 will not fulfill the prerequisite for BIO212

Anatomy and Physiology II is a continuation of BIO211 with emphasis on cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems. Laboratory time is required. (F,S,Su)

**BIO215 General Microbiology 5**

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

General Microbiology examines fundamental concepts concerning microorganisms. This course encompasses a wide variety of topics, which illustrate the impact that microbes have on human life. Laboratory time is required. Students cannot apply both BIO113 and BIO215 toward graduation. (D)

**BIO245 Pathophysiology 3**

Prerequisites: BIO212 or PTA105 with a grade of "C" or better and reading proficiency

Pathophysiology presents the fundamental mechanisms of human disease including the etiology, diagnosis, pathology, epidemiology, prevention, and treatment of significant human diseases. This course is required for the A.A.S. degrees in Health Information Technology and Physical Therapist Assistant. (F,S,Su,O)

**BIT100 Keyboarding I: Skillbuilding 1**

Pre-/corequisite: Reading proficiency

Keyboarding I: Skillbuilding teaches the touch method using a computer keyboard. This course is devoted to basic mastery of alphabetic, numeric, punctuation, and symbol keys.

Students may test out of this course if they have completed a full year

of keyboarding within the last three years with a "C" average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors. Students must attempt this test prior to enrolling in the course. (D)

**BIT102 Operating System Applications 1**

Pre-/corequisite: Reading proficiency

Operating System Applications emphasizes skills necessary to navigate the operating system of a computer in a Windows environment. Students will learn to launch applications, customize desktop and settings, manage files, and use Help capabilities efficiently. (D)

**BIT105 Business Language Skills 3**

Pre-/corequisite: Reading proficiency

Business Language Skills emphasizes the language skills that are commonly applied in the business environment. This course also covers the review and application of English skills for editing letters, memos, and reports. (D)

**BIT110 Keyboarding II: Speedbuilding 1**

Prerequisite: BIT100 with a grade of "C" or better, or instructor approval

Pre-/corequisite: Reading proficiency

Keyboarding II: Speedbuilding provides intensive practice in speed and accuracy development through remediation, reinforcement, and skill building. Students may test out of this course if they have completed a full year of keyboarding within the last three years with a "C" average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors. Students must attempt this test prior to enrolling in the course. (D)

**BIT112 Job Search and Professional Image 3**

Pre-/corequisite: Reading proficiency

Job Search and Professional Image promotes those skills an individual needs to secure employment. Major areas of study include job search; self-assessment; creating a resume, cover letter, and thank you letter; networking and using social media for interview and employment opportunities; preparing for an interview including appropriate business attire and verbal and nonverbal communication skills; participating in a professional interview; and learning a new job. (D)



### **BIT120 Human Relations in Business and Industry 3**

Pre-/corequisite: Reading proficiency  
Human Relations in Business and Industry focuses on the development of skills and personality factors essential for success in the workplace. Students will learn about time management and goal setting, human relations skills, business ethics, and business etiquette. (D)

### **BIT121 Legal Terminology 3**

Pre-/corequisite: Reading proficiency  
Legal Terminology teaches the student the meaning of legal and Latin terms. This course also covers instruction on the legal system and the legislative process, criminal law, civil law, administrative law, constitutional law, torts, contracts and sales, property, labor and employment law, domestic relations, decedent estates, cyberspace law, and environmental protection. (D)

### **BIT122 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. This course emphasizes the formation, definition, and pronunciation of medical terms and the use of reference materials. A brief presentation of anatomy and physiology precedes the content concerning disorders. (D)

### **BIT125 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. (D)

### **BIT128 Customer Service 2**

Pre-/corequisite: Reading proficiency  
Customer Service teaches skills necessary to satisfy the customer – relative to a product or service. Students will understand the expectation of a quality product, reliable service, and reasonable prices. This foundation is essential for customer-centric businesses. (D)

### **BIT130 Administrative Business Procedures 3**

Pre-/corequisite: Reading proficiency  
Corequisite: BIT100 or instructor approval  
Administrative Business Procedures emphasizes the skills necessary to be successful as an administrative professional – technology, human relations, and critical thinking skills. This course covers topics in the areas of work environment, workplace technologies, communications, customer and employee satisfaction, mail, travel, meetings, conferences, and career. (D)

### **BIT131 Administrative Procedures for the Legal Professional 3**

Pre-/corequisite: Reading proficiency  
Corequisite: BIT100 or instructor approval  
Administrative Procedures for the Legal Professional teaches that administrative procedures are the responsibility of the legal professional. Students will learn about the management of the law office, working with attorneys and clients, legal ethics, records management, handling all mail, telephone techniques, travel arrangements, scheduling, and establishing priorities. (D)

### **BIT132 Administrative Procedures for the Medical Professional 3**

Pre-/corequisite: Reading proficiency  
Corequisite: BIT100 or instructor approval  
Administrative Procedures for the Medical Professional teaches that administrative procedures are the responsibility of the medical professional. Students will learn about the duties of the health care team, medical ethics, medicine and the law, insurance reports, billing and coding procedures, making travel arrangements, telephone techniques, medical records management, appointment scheduling, and working with patients. (D)

### **BIT135 Administrative Financial Procedures 3**

Pre-/corequisite: Reading proficiency  
Corequisite: BIT100 or instructor approval  
Administrative Financial Procedures covers a basic/business math review and teaches the accountant and non-accountant student how to use a computerized accounting package. Lessons will present and reinforce operations in four levels: creating and setting up new company files, recording background information in lists/centers, recording daily business activity, and displaying and printing reports based on information entered in the system. (D)

### **BIT138 Word Processing Applications I 3**

Pre-/corequisite: Reading proficiency  
Corequisite: BIT100 or instructor approval  
Word Processing Applications I introduces entry-level word processing skills used in the creation of many types of personal, educational, and business documents. Introductory coverage includes creating and editing memos, letters, and reports and adding and modifying visual elements to enhance written communications. This course fulfills the computer literacy graduation requirement for BIT degree-seeking students only. (D)

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**BIT140 Internet Communications 2**

Pre-/corequisite: Reading proficiency  
Internet Communications provides students with an exploratory platform for many Web and communication tools. This course emphasizes cutting-edge technology and tools for productivity. This exploratory course provides students with an opportunity to connect with global learning communities through the Web and to learn some of the latest communication tools. (D)

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**BIT145 Database Applications 2**

Prerequisite: BIT138  
Pre-/corequisite: Reading proficiency  
Database Applications includes presentation and application of computerized database functions. Students will learn to plan and design tables, query data, design and generate forms and reports, establish relationships, manage multiple databases, and integrate other software applications. (D)

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**BIT150 Proofreading/Editing Essentials 1**

Prerequisite: BIT105 or instructor approval  
Pre-/corequisite: Reading proficiency  
Proofreading/Editing Essentials is designed to assist the student in controlling the quality of business communication through proofreading for accuracy in mechanics; correctness in spelling, grammar, punctuation, and word usage; conciseness in professional tone; and clarity in writing. (D)

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**BIT200 Business Documents Applications 3**

Prerequisites: BIT105, BIT138, and reading proficiency  
Business Documents Applications teaches skills for effective writing such as planning, organizing, analyzing, and decision making in business document preparation. This course combines intensive writing and editing of “real-world” communications to produce credible, high-quality results in documents. (D)

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**BIT205 Computers in the Law 3**

Prerequisites: BIT138 and reading proficiency  
Computers in the Law introduces the fundamentals of how to use computer technology to accomplish tasks performed by an administrative legal professional in the legal environment. (D)

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**BIT206 Computers in the Medical Profession 3**

Prerequisites: BIT138 and reading proficiency  
Computers in the Medical Profession prepares students to work with the computer technology used by the administrative medical assistant to accomplish the tasks used in the medical profession. (D)

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**BIT210 Voice Technology 3**

Prerequisites: BIT138 and reading proficiency  
Voice Technology teaches students the basics of voice technology. Students will build their voice profile and learn how to use voice commands to create, edit, and print documents. Students will be taught time-saving macros, and templates will be created. Stored documents will be retrieved by students and edited by voice. (D)

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**BIT238 Word Processing Applications II 2**

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

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**BIT240 Presentation Software Applications 2**

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

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**BIT242 Legal Research on the Internet 3**

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

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**BIT270 Business Information Technology Internship 3**

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

**BIT275 Business Information****Technology Capstone** **3**

Prerequisites: BIT205, BIT206, or BIT238 and reading proficiency

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

**BUS101 Introduction to Business** **3**

Pre-/corequisite: Reading proficiency

Introduction to Business is a business survey course covering the major business topics of management, marketing, finance, and economics. (F,S,Su,O)

**BUS107 Bookkeeping** **3**

Prerequisite: Reading proficiency

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

**BUS120 Principles of Management** **3**

Pre-/corequisite: Reading proficiency

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

**BUS240 Financial Accounting** **3**

Prerequisites: BUS101 or BUS107 with a grade of “C” or better and reading proficiency

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

**BUS241 Managerial Accounting** **3**

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

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

**BUS243 Payroll Accounting** **3**

Prerequisites: BUS107 or BUS240 and reading proficiency

Payroll Accounting is an in-depth study of payroll accounting and bank reconciliation. This course will not count toward the Associate of Arts degree at Jefferson College. Payroll Accounting may transfer to other institutions as elective credit. (S)

**BUS244 Computerized Accounting** **3**

Prerequisites: BUS107 or BUS240 and reading proficiency

Computerized Accounting is a comprehensive study of accounts receivable, inventory, and accounts payable. This course uses the computer extensively, with the most current software available. Computerized Accounting will not count toward the Associate of Arts degree at Jefferson College. This course may transfer to other institutions as elective credit. (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: BUS107 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)

**CHI101 Beginning Chinese 5**

Prerequisite: Reading proficiency  
Beginning Chinese is an introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension, and reading as well as accompanying culture. This course is intended for students with no prior experience or knowledge of Chinese. Students will be required to demonstrate competency in vocabulary and pronunciation. Beginning Chinese is the first course in a sequence intended to develop Chinese language skills. This course may be offered using various distance learning systems; students may be required to use web-based activities. (D)

**CHM101 Introductory Chemistry 5**

Prerequisites: MTH002 with a grade of "C" or better, ACCUPLACER elementary algebra score of 75 or college level math of at least 20 within the past two years, COMPASS algebra score of at least 42 within the past two years, or ACT math score of at least 18 and reading proficiency  
Introductory Chemistry is designed for the student who has had no prior instruction in chemistry. This course explores the fundamental concepts and laws which deal with the composition, structure, and behavior of matter. The relationship of theory to practical applications will be emphasized. Laboratory time is required. Introductory Chemistry carries no credit toward a major in natural science or engineering fields. This course is not recommended for science or engineering majors unless they have had no previous chemistry. Students cannot apply both CHM101 and CHM102 toward graduation. (F,S,Su)

**CHM102 Concepts in Chemistry 3**

Prerequisite: Reading proficiency  
Pre-/corequisite: ACCUPLACER elementary algebra score of at least 75 or ACCUPLACER college level math of at least 20 within the past two years, COMPASS algebra score of at least 42 within the past two years, ACT math score of at least 18, or MTH002 with a grade of "C" or better  
Concepts in Chemistry explores the fundamental concepts of chemistry and chemical bases for everyday events. Included are discussions of the scientific method and measurement, the laws of conservation, chemical bonding, chemical reactions, stoichiometry, and how chemistry can be used to understand processes encountered in everyday life and the environment. This course does not fulfill the prerequisite requirements for CHM111 or the Veterinary Technology program. Concepts in Chemistry is not recommended for those pursuing a career in one of the science or technology fields. Students cannot apply both CHM101 and CHM102 toward graduation. (F,S,Su,O)

**CHM111 General Chemistry I 5**

Prerequisites: Two semesters of high school chemistry with a grade of "C" or better and two years of high school algebra with a grade of "C" or better within the previous five years of registration date, or equivalent (CHM101), and reading proficiency  
General Chemistry I is a study of the composition and structure of matter with emphasis on fundamental laws and related computations. The topics covered include stoichiometry, atomic structure, radioactivity, chemical bonding, chemical reactions in aqueous solutions, physical states of matter, and properties of gases. Laboratory time is required. (F,S,Su)

**CHM111H Honors General Chemistry I 5**

Prerequisites: Honors Program admission, two semesters of high school chemistry with a grade of "C" or better and two years of high school algebra with a grade of "C" or better within the previous five years of registration date, or equivalent (CHM101), and reading proficiency  
Honors General Chemistry I is a study of the composition and structure of matter with emphasis on fundamental laws and related computations. The topics covered include stoichiometry, atomic structure, radioactivity, chemical bonding, chemical reactions in aqueous solutions, physical states of matter, and properties of gases. Laboratory time is required. This course involves three hours of lecture, and laboratory time is required. Honors General Chemistry I fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both CHM111 and CHM111H toward graduation. (F)

**CHM112 General Chemistry II 5**

Prerequisites: CHM111/111H and reading proficiency  
General Chemistry II applies the principles learned in General Chemistry I to more advanced topics. This course covers the 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)



### **CIM105 Introduction to Machining Procedures 3**

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

### **CIM125 CNC Programming I 3**

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

### **CIM150 Machining Procedures 3**

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

### **CIM155 CNC Programming II 5**

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

### **CIM205 Advanced Machining Procedures 3**

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

### **CIM210 Quality Assurance 3**

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

### **CIM225 Advanced CNC Programming 5**

Prerequisites: CIM155 and reading proficiency  
Advanced CNC Programming teaches different types of conversational programming such as 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)

### **CIM235 Computer Integrated Manufacturing 3**

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

### **CIM240 Computer Aided Manufacturing 5**

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

### **CIM250 Introduction to 3D Contouring 3**

Prerequisites: CIM225 and reading proficiency  
Pre-/corequisites: CIM235 and CIM240  
Introduction to 3D Contouring teaches different types of programming processes using the aid of SurfCAM 3D module, combined with the CAD drawing produced in AutoCad. Students will perform tooling selection, part setups, and program the machine tool to produce a finished part. (S)

### **CIS120 Fiber Optics Technology 3**

Pre-/corequisite: Reading proficiency  
Fiber Optics Technology includes an introduction to fiber optics theory, a history of the development of fiber optics, and primarily focuses on the practical aspects of designing, installing, testing, and troubleshooting fiber optic systems. This course also prepares the student to take the FOA (Fiber Optics Association) certification exam. (F,S)

### **CIS122 Basic Computer Skills 1**

Pre-/corequisite: Reading proficiency  
Basic Computer Skills provides instruction in basic computer use, including fundamental computer skills and essential word processing skills. This course does not meet the computer literacy graduation requirement for degree-seeking students. (D)

### **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: Reading proficiency  
Programming Logic develops analytical skills using structured programming design methods to solve practical business problems. (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)

### **CIS145 Writing for Technology** 3

Prerequisites: ENG101 and reading proficiency  
Pre-/corequisites: CIS125 and CIS135  
Writing for Technology builds skills used to write and communicate technical topics through writing instruction, the explanation of the development of business practices and systems, and other information systems development. The specific skills include researching, editing, documenting, organizing, application software skills, business problem solving, and oral presentation of topics. Students are instructed to express ideas on many levels that are clear to the intended audience. (S)

### **CIS147 Networking I** 4

Pre-/corequisite: 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 Introduction 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)

### **CIS153 Introduction to Visual BASIC Programming** 3

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

### **CIS154 MS Server I** 4

Prerequisite: Reading proficiency  
Pre-/corequisite: CIS147 with a grade of "C" or better  
MS Server I prepares the students to prove mastery of core Windows Server services. The skills learned will include managing Active Directory Domain Services objects, creating and managing network storage, administering file and print services, implementing Group Policy, and installing and configuring server virtualization with Hyper-V and other networking services. This course maps to the Microsoft MS 70-410 exam. (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)

## **CIS170 Introduction to Android**

### **Programming 3**

Prerequisites: CIS129 with a grade of “C” or better or instructor permission, and reading proficiency

Introduction to Android Programming introduces programming for the Android mobile operating system. The topics covered include: mobile application guidelines in general, the Android Software Development Kit (SDK), and advanced Java concepts unique to the Android operating system. Programming assignments will provide practical experience in developing applications for Android. (S)

### **CIS199 CIS Internship 3**

Prerequisites: CIS150 with a grade of “C” or better, instructor approval, and reading proficiency

CIS Internship is a supervised work experience in a Computer Information Systems role with an approved employer partner, for a minimum of 110 contact hours. Work periods will be arranged. Students will write a daily log and prepare a brief reflection paper of their experiences. (F,S,Su)

### **CIS210 Flash 3**

Pre-/corequisite: Reading proficiency

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

### **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 Server services, such as user and group management, network access, Group Policy, Active Directory, DNS, remote access, Network Policy Server, and data security. This course maps to the objectives for the Microsoft MS 70-411 exam. (F)

## **CIS235 Advanced PhotoShop CS and Illustrator 3**

Prerequisite: CIS135

Pre-/corequisite: Reading proficiency

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

### **CIS236 SQL and Database Design 3**

Pre-/corequisite: Reading proficiency

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

### **CIS243 Advanced Computer Support 3**

Prerequisites: CIS150 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)



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**CIS254 MS Server III** **4**

Prerequisites: CIS220 with a grade of “C” or better and reading proficiency

MS Server III prepares students to configure advanced Windows Server 2012 services related to deploying, managing, and maintaining a Windows Server 2012 infrastructure. This course also reviews fault tolerance, certificate services, identity federation, advanced network services, advanced file services, dynamic access control, network load balancing, failover clustering, disaster recovery, and Active Directory Certificate Services (AD CS) and Federation Services (AD FS). MS Server III maps to the Microsoft MS 70-412 exam. (S)

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**CIS255 Web/Graphics Project Portfolio Development** **3**

Prerequisites: CIS135 and CIS160

Pre-/corequisite: Reading proficiency

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

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**CIS260 Information Systems Security** **4**

Prerequisites: CIS147 and CIS150 (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)

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**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)

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**CIS281 Introduction to Web Development** **3**

Prerequisites: CIS125 and reading proficiency

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

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**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)

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**CIS285 e-Commerce Concepts** **3**

Prerequisites: CIS165 with a grade of “C” or better and reading proficiency

e-Commerce Concepts explores the concepts, methods, and technologies of conducting electronic business. Issues covered include marketing, planning, design, development, and maintenance of the site as well as payment processing, security, and customer service. (S)

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**CIS287 Advanced Web Development** **3**

Prerequisites: CIS165 with a grade of “C” or better and reading proficiency

Advanced Web Development teaches students, through lecture and laboratory experiences, the tools and methods to develop a web-based system, which interfaces with core business systems. Students will gain hands-on experience developing applications for interactive websites including: database integration using related tables, database development and updates, web forms, web services, reporting features, creating and designing interactive controls, and applications for web development including Dreamweaver. (S)

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**CIS291 Programming Capstone** **3**

Prerequisites: CIS155, CIS 236, and CIS 287 and reading proficiency

Programming Capstone prepares students to use programming tools for the development of professional applications. Students demonstrate the ability to work with others to solve a business programming problem. They will plan the project, present the project in written and oral formats, and document the entire work process. Students will gain experience publishing web programs to a local web server. (S)

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**COL100 Freshman Seminar** **1**

Pre-/corequisite: Reading proficiency

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** 1

Pre-/corequisite: Reading proficiency  
Introduction to College: Strategies for Success introduces students to college life. This course emphasizes orientation to college, behavioral expectations of college students, required skills for academic success, Jefferson College resources, and essential college/workplace issues such as time management, decision making, and goal setting. Students cannot apply both COL100 and COL101 toward graduation. (F,S,Su,O)

### **COL136 Mastering the College Experience** 3

Pre-/corequisite: Reading proficiency  
Mastering the College Experience is a course based on learning theory research and thinking. This course emphasizes the development of effective skills in the areas of learning, problem solving, critical reading, and campus and community resources utilization. Students will assess their current academic skills and identify changes appropriate for academic success. This course fulfills the First Year Experience requirement. (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)

### **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. Honors Fundamentals of Communication fulfills the communication requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both COM100 and COM100H toward graduation. (F,S)

### **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)

### **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)

### **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 10-minute final project which combines the use of all skills of television production. Laboratory time is required. (F,S)

### **COM198 Television Production Practicum** 1

Prerequisites: COM150 with a grade of "C" or better and reading proficiency  
Television Production Practicum provides hands-on experience in TV production work for JCTV, Cable channel 989. Television Production Practicum students, through practical experience, will apply the knowledge and skills learned in Introduction to Television Production. This course requires a minimum of three hours per week and may be repeated for a maximum of four credit hours. (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)

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**COM299 Broadcasting Internship** 1

Prerequisites: COM150 with a grade of "C" or better and reading proficiency

Broadcasting Internship allows students to get on-the-job broadcasting experience at a local radio or television station. Students must first obtain an internship with the desired broadcast station with station approval, then develop the internship schedule with the instructor. (D)

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**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)

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**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)

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**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)

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**CRJ120 Juvenile Justice System** 3

Prerequisite: Reading proficiency

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

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**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)

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**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)

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**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)

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**CRJ150 Criminal Justice Report Writing** 3

Prerequisite: Reading proficiency

Pre-/corequisites: CRJ110, CRJ215, and CRJ222

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

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**CRJ212 Criminal Justice Instructor Development** 3

Prerequisites: Instructor approval and reading proficiency

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

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**CRJ215 Patrol Operations and Tactics 3**

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

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**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)

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**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)

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**CRJ224 Criminal Justice Organizational Leadership 3**

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

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**CRJ230 Correctional Institutions 3**

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

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**CRJ242 Advanced Criminal Investigation 3**

Prerequisites: CRJ222 and reading proficiency  
Advanced Criminal Investigation further studies the criminal act and its investigation including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. The student takes an active part in the study of criminal investigation by participating in mock crime scene investigations. Advanced Criminal Investigation is offered for Law Enforcement Academy students only. (F,S)

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**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)

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**CUL101 Culinary Arts I 4**

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

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**CUL102 Culinary Arts II 4**

Prerequisites: CUL101 and reading proficiency  
Culinary Arts II is a continuation of Culinary Arts I. The emphasis is on preparation techniques as they apply to various food groups as well as techniques of garnishment, plating, and service. Students will be required to plan, cost, prepare, and serve an actual banquet. (S)

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**CUL103 Culinary Arts III 4**

Prerequisites: CUL102 and reading proficiency  
Culinary Arts III re-emphasizes the key areas in professionalism and leadership. Students will be introduced to elements of nutrition, food classification, menu etiquette, and the business aspects of the culinary arts, including banquets and catering, cost control, and management. Students will learn basic Garde Mange, baking, and soups as a part of a total menu preparation. (F)

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**CUL104 Culinary Arts IV 4**

Prerequisites: CUL103 and reading proficiency  
Culinary Arts IV re-emphasizes the key areas in professionalism and leadership. Students are introduced to essential elements of sanitary management, accident prevention, and front of house duties. Students will learn advanced Garde Mange, advanced baking, and pastry. (S)

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**CUL106 Baking 2**

Prerequisite: None  
Baking is a hands-on laboratory process in which students explore the process of baking, its diverse potential, and experimentation in the various methods and techniques used in all parts of the world. Baking involves actual production of breads and baked products, including tarts, cakes, cupcakes, muffins, and cookies. Students learn the fundamentals of baking and their uses. This course covers the basics of Puff Pastry, Choux Paste, Sweet Dough, and Brioche and also special dough with non dairy and whole wheat ingredients. (F,D)

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**CUL108 Pastry** **2**

Prerequisite: None

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

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**ECE102 Introduction to Early Childhood Education** **4**

Pre-/corequisite: Reading proficiency

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

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**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)

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**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)

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**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)

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**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)

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**ECE122 Behavior Management** **3**

Prerequisites: ECE102 and reading proficiency

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

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**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)

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**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)

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**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)

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**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)

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

### **ECO101 Macroeconomics** 3

Prerequisite: Reading proficiency  
Macroeconomics explains the organization and goals of the U.S. economic system and how it operates. Macroeconomics is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S,Su,O)

### **ECO102 Microeconomics** 3

Prerequisite: Reading proficiency  
Microeconomics is a study of economics from the individual producer's and consumer's standpoint. Microeconomics is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S,O)

### **EDU105 Exploring the Field of Education** 1

Pre-/corequisite: Reading proficiency  
Exploring the Field of Education is an introductory course designed to assist students in determining whether teaching is an appropriate career choice for them to pursue. This course discusses characteristics and responsibilities of teachers; teacher education, preparation, and certification requirements; and state standards for teachers and for P-12 students. The required field experience is a minimum of five (5) hours in P-12 classrooms. After students have successfully completed this course, ENG101, and an F.B.I background check, they may register for additional education courses. (F,S,Su,O)

### **EDU205 Technology for Teachers** 3

Prerequisites: ENG101 with a grade of "C" or better and reading proficiency; EDU105 recommended  
Technology for Teachers teaches students how to integrate instructional technology into P-12 classrooms. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. (F,S,Su,O)

### **EDU210 Foundations of Education** 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of "C" or better) and reading proficiency  
Foundations of Education is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Students will explore the nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. The required field experience is a minimum of six (6) hours. (F,S,O)

### **EDU225 Educational Psychology** 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of "C" or better) and reading proficiency  
Pre-/corequisite: PSY201, PSY202, or PSY205  
Educational Psychology is designed to help students relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. This course will focus on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. (F,S,O)

### **EDU230 Teaching Profession with Field Experience** 3

Prerequisites: EDU105, EDU205, EDU210, and ENG101 (all courses must be completed with a grade of "C" or better) and reading proficiency  
Pre-/corequisites: EDU225 with a grade of "C" or better and PSY201, PSY202, or PSY205  
Teaching Profession with Field Experience provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Students will have the opportunity to teach Junior Achievement lessons to K-6 students and serve as a classroom teaching assistant in P-12 classrooms. (F,S)

### **EDU235 Education of the Exceptional Learner** 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of "C" or better), PSY101, and reading proficiency  
Pre-/corequisite: PSY201, PSY202, or PSY205  
Education of the Exceptional Learner is an introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional learners in general education or special education. (F,S,Su,O)

### **EGR101 Computer-Aided Engineering Design 3**

Prerequisites: High school geometry and reading proficiency  
Computer-Aided Engineering Design is the first course taken by pre-engineering students and 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  
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  
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**

Prerequisites: High school diploma, GED certificate, or HiSET certificate; ACCUPLACER English score of at least 92, COMPASS writing skills score of at least 70, ACT English score of at least 18, or ENG099; ACCUPLACER elementary algebra score of at least 45, COMPASS pre-algebra score of at least 33, ACT math score of at least 16, or MTH001; reading proficiency; and current American Heart Association CPR for the Healthcare Provider certification. 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.

Corequisite: EMT 125  
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: Current American Heart Association CPR for the Healthcare Provider certification; and reading proficiency. 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: EMT 125  
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 the 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 2**

Prerequisites: High school diploma, GED certificate, or HiSET certificate; ACCUPLACER English score of at least 92, COMPASS writing skills score of at least 70, ACT English score of at least 18, or ENG099; ACCUPLACER elementary algebra score of at least 45, COMPASS pre-algebra score of at least 33, ACT math score of at least 16, or MTH001; reading proficiency; and current American Heart Association CPR for the Healthcare Provider certification. 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.

Corequisite: EMT 110 and EMT 120  
Emergency Medical Technician 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. Course work includes intern/clinical logs, on-line assessments, instructor and preceptor interviews and evaluation. (F,S)

### **EMT206 Pre-Paramedic Training 3**

Prerequisites: High school diploma, GED certificate, or HiSET certificate; current or pending Missouri EMT License; current American Heart Association CPR for the Healthcare Provider certification; and reading proficiency. 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.

Pre-Paramedic Training is directed toward exposing the EMT to the concepts and techniques of pre-hospital care at the paramedic level. This course allows those pre-hospital providers with little or no working experience in EMS to be evaluated in their performance as well as their knowledge. This evaluation will allow the student to consider if he/she is competent to pursue a career in EMS as a paramedic. All students must complete 120 hours of Ambulance Internship ride time during the class. The ride time must be scheduled on days that the class does not meet. This is to give the student experience on an ambulance along with patient care experience. (Su)



### **ENG005 Basic Grammar and Punctuation 1**

Prerequisite: COMPASS writing skills score of 18-69 within the past two years

Basic Grammar and Punctuation is an individualized review of the basics of grammar, punctuation, usage, sentence building, and capitalization. This course is not applicable toward the associate degree. (F,S,Su)

### **ENG017 Spelling/Vocabulary Skills 1**

Prerequisite: None

Spelling/Vocabulary Skills is a combined spelling and vocabulary course, which offers essential tips and techniques for any college student interested in improving writing quality and reading comprehension. This course is not applicable toward the associate degree. (F,S,Su)

### **ENG031 English as a Second Language I 5**

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, ACCUPLACER ESL reading score of 45 and below within the past two years; or Compass ESL grammar/usage score of 42-62 within the past two years, reading score of 38-64 within the past two years, and listening score of 42-66 within the past two years

English as a Second Language I (ESL) is a beginning ESL class designed for the non-native speaker of English to develop basic reading, writing, listening, speaking, and grammar skills. Multimedia lab work is required. This course is not applicable toward the associate degree. (D)

### **ENG032 English as a Second Language II 5**

Prerequisite(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, Compass ESL grammar/usage score of 63-83 within the past two years, COMPASS ESL reading score of 65-79 within the past two years, and COMPASS listening score of 67-81 within the past two years; or ENG031 with a grade of "C" or better

English as a Second Language II (ESL) is a low-intermediate ESL class designed for the non-native speaker of English to develop low-intermediate reading, writing, listening, speaking, and grammar skills. Multimedia lab work is required. This course is not applicable toward the associate degree. (D)

### **ENG033 English as a Second Language III 3**

Prerequisite(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, COMPASS ESL grammar/usage score of 84-93 within the past two years, reading score of 80-91 within the past two years, and listening score of 82-91 within the past two years; 475 TOEFL (computer 150) score within the past two years; or ENG032 with a grade of "C" or better

English as a Second Language III (ESL) is an intermediate ESL class designed for the non-native speaker of English to improve basic reading and writing skills. Students will become familiar with the American style of writing, with emphasis on grammar, organization, and reading comprehension skills. This course is not applicable toward the associate degree. (D)

### **ENG034 English as a Second Language IV 3**

Prerequisite(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; COMPASS ESL grammar/usage score of 94-99 within the past two years, reading score of 92-99 within the past two years, and listening score of 92-99 within the past two years; 500 TOEFL (computer 173) score within the past two years; or ENG033 with a grade of "C" or better

English as a Second Language IV (ESL) is an advanced ESL class designed to prepare the non-native speaker of English to enter ENG101. Students will study the writing process and rhetorical types, with emphasis on grammar, organization, and composition skills. This course is not applicable toward the associate degree. (D)

### **ENG090 College Reading and Writing 3**

Prerequisites: ACCUPLACER English score of 57-91 within the past two years, ACT English score of 14-17 within the past two years, COMPASS writing skills score of 31-69 within the past two years, or ENG098 with a grade of "B" or better AND ACCUPLACER reading score of 55-84 within the past two years, ACT composite score below 18, COMPASS reading score of 62-80, or RDG020 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)

**ENG098 Basic Writing Skills I:  
Sentence to Paragraph** **2**

Prerequisite: ACCUPLACER English score of 20-56; COMPASS writing skills score of 0-30; or ACT English score of 0-13

Basic Writing Skills I: Sentence to Paragraph prepares students to enter Basic Writing Skills II: Paragraph to Essay by reviewing grammar, punctuation, proper sentence structure, and topic sentences as the students complete exercises and write sentences and short paragraphs. A post COMPASS test is administered. Basic Writing Skills I: Sentence to Paragraph is not applicable toward the associate degree. (F,S,Su)

**ENG099 Basic Writing Skills II:  
Paragraph to Essay** **3**

Prerequisite: ACCUPLACER English score of 57-91; COMPASS writing skills score of 31-69 within the past two years, ACT English score of 14-17 within the past two years, or ENG098 with a grade of "B" or better

Pre-/corequisite: Reading proficiency

Basic Writing Skills II: Paragraph to Essay prepares students for English Composition I through comprehensive review and intensive drill in grammar, punctuation, and the fundamentals of English sentences and paragraphs. This course concludes with an introduction to the academic essay. Minimum Essentials Test modules and a final paragraph writing assessment are administered. Basic Writing Skills II: Paragraph to Essay is not applicable toward the associate degree. (F,S,Su)

**ENG101 English Composition I** **3**

Prerequisites: ACCUPLACER English score of 92 or higher within the past two years, COMPASS writing skills score of 70 or higher within the past two years, ACT English score of 18 or higher within the past two years, ENG099 with a grade of "C" or better, or ENG034 with a grade of "C" or better and reading proficiency

English Composition I offers the student the opportunity to learn to write competent expository essays and to do preliminary research. Students will review grammar and mechanics, but the emphasis is on the writing process. English Composition I is required for all degrees. Non-native speakers of English who do not qualify for ENG101, based on the required test scores, must take ENG031, English as a Second Language I; ENG032, English as a Second Language II; ENG033, English as a Second Language III; and/or ENG034, English as a Second Language IV. (F,S,Su,O)

**ENG101H Honors Composition I** **3**

Prerequisites: Honors Program admission; ACCUPLACER English score of 108 or higher within the past two years, COMPASS writing skills score of 70 or higher within the past two years, ACT English score of 18 or higher within the past two years, ENG099 with a grade of "C" or better, or ENG034 with a grade of "C" or better; and reading proficiency  
Honors Composition I is a writing workshop utilizing readings, discussion, conferences, and research. Students will review some basic communication skills, but the course will emphasize sharing ideas through essay writing. Honors Composition I meets the ENG101 requirement for all degree programs and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG101 and ENG101H toward graduation. (F)

**ENG102 English Composition II** **3**

Prerequisites: ENG101/101H with a grade of "C" or better and reading proficiency  
English Composition II continues the study of the writing process stressed in Composition I. Students will practice reading and writing critically and analytically, writing exposition, persuasion/argumentation, and the research paper. (F,S,Su,O)

**ENG102H Honors Composition II** **3**

Prerequisites: Honors Program admission, ENG101/101H with a grade of "C" or better, and reading proficiency  
Honors Composition II teaches methods for writing clear exposition and techniques for reading the writings of great thinkers of the world. Students will be given the opportunity to define their values and to discover their unique voices as writers. Honors Composition II fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG102 and ENG102H toward graduation. (F,S)

**ENG104 Creative Writing** **3**

Prerequisites: ENG101/101H and reading proficiency  
Creative Writing deals with creating poems or short stories. The student will be given the opportunity to study appropriate, effective writing techniques. (F,S,O)

**ENG105 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)

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**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)

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**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)

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**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)

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**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)

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**ENG143 Literature for Children 3**

Prerequisites: ENG101/101H and reading proficiency  
Literature for Children introduces students to methods of sharing quality literature for young children. Students will learn criteria for evaluating literature, enrichment activities, and storytelling techniques. Literature for Children is required for the Early Childhood Education degree and is recommended for Elementary Education majors. (F,S,O)

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**ENG210 Journalism III 1**

Prerequisites: ENG111 and reading proficiency  
Journalism III is a continuation of Journalism II. (F,S)

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**ENG211 Journalism IV 1**

Prerequisites: ENG210 and reading proficiency  
Journalism IV is a continuation of Journalism III. (F,S)

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**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)

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**ENG215H Honors World Literature: Before 1650 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors World Literature: Before 1650 explores historical, social, and philosophical thought as reflected in the literature of Western Culture from the Ancient World through the Renaissance. Students will have the opportunity to design individualized research projects. Honors World Literature: Before 1650 fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG215 and ENG215H toward graduation. (D)

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**ENG216 World Literature: After 1650 3**

Prerequisite: Reading proficiency  
World Literature: After 1650 examines representative European authors from the Renaissance to the contemporary literary world. The student will study fiction, drama, poetry, and critical approaches to literature. (S)

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**ENG216H Honors World Literature: After 1650 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors World Literature: After 1650 examines representative European authors from the Renaissance to the contemporary literary world in a global context. The student will study fiction, drama, poetry, and critical approaches to literature. Honors World Literature: After 1650 fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG216 and ENG216H toward graduation. (S)

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**ENG225 English Literature: Before 1800 3**

Prerequisite: Reading proficiency  
English Literature: Before 1800 explores selected British works from Beowulf through the prose, poetry, and plays of Middle and early Modern English. Students will have the opportunity to study the relationships of philosophy, history, and literature. (F)

**ENG226 English Literature: After 1800 3**

Prerequisite: Reading proficiency  
English Literature: After 1800 examines selected British works from the Romantic Period through the prose, poetry, and plays of the Victorian and Modern Periods. Students will have the opportunity to study one novel of their choice. (S)

**ENG228 American Literature: Before 1865 3**

Prerequisite: Reading proficiency  
American Literature: Before 1865 examines American writers from pre-colonial and Puritan times through the Civil War era. Students will study the historical, philosophical, and cultural influences on American writers from our early explorers to Whitman. (F,O)

**ENG229 American Literature: After 1865 3**

Prerequisite: Reading proficiency  
American Literature: After 1865 examines American writing from the post-Civil War era to the present. Students will study the historical, philosophical, and cultural influences on American writers from Whitman and Dickinson to post-World War II moderns. (S,O)

**ENG235 The Shakespeare Plays 3**

Prerequisite: Reading proficiency  
The Shakespeare Plays examines selected works of Shakespeare as they reveal the world of Elizabethan England and Shakespeare's mastery of dramatic technique. Students will view film versions as they read and study representative plays. (D)

**ENG235H Honors Shakespeare 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Shakespeare is a combination literature and film course. Students will read representative Shakespearian plays, design paper projects, and conduct class discussion of a selected play. Honors Shakespeare fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG235 and ENG235H toward graduation. (F)

**ENG250 Mythology 3**

Prerequisite: Reading proficiency  
Mythology offers the student a cross-cultural study of mythology ranging from classical Greek and Roman to American Indian, Asian, and African. Mythology students will study major cultural works such as The Odyssey, Gilgamesh, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. (D)

**ENG250H Honors Mythology 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Mythology offers the student a cross-cultural study of mythology ranging from classical Greek and Roman to American Indian, Asian, and African. Honors Mythology students will study major cultural works such as The Odyssey, Gilgamesh, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. Honors Mythology fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG250 and ENG250H toward graduation. (S)

**ENG255H Honors Literary Types: Poetry 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Literary Types: Poetry includes the lives of influential American modernists from Whitman to Plath. Students relate essential elements that contribute to poetry's insights and possibilities, with Voices and Visions sources. Honors Literary Types: Poetry fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

**ETC103 DC Circuits 5**

Prerequisite: One year of high school algebra with a grade of "C" or better, ACCUPLACER elementary algebra score of at least 75 within the past two years, COMPASS algebra score of at least 42, ACT math score of 18 or higher, or MTH002 with a grade of "C" or better  
Pre-/corequisite: Reading proficiency  
DC Circuits is a study of electrical units of measure, direct current theory, circuit theorems and analysis techniques, and equipment and procedures common to the analysis of DC circuits. (F,D)

**ETC104 AC Circuits 5**

Prerequisites: ETC103 and reading proficiency  
AC Circuits is a study of time constants, alternating current theory, waveform parameters, reactive components, circuit analysis techniques, transformers, resonance, filters, and equipment and procedures common to the analysis of AC circuits. (F,D)

**ETC132 Semiconductors I 5**

Prerequisites: ETC104 and reading proficiency  
Semiconductors I is a study of basic semiconductor physics, diode applications, bipolar transistors, transistor biasing techniques, transistor amplifiers, field transistors, FET biasing techniques, FET amplifiers, and frequency analysis. (S,D)



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**ETC255 Introduction to Digital Circuits 4**

Prerequisites: ETC132 and reading proficiency  
Introduction to Digital Circuits involves a study of basic logic circuit design and specific operating characteristics of commonly used integrated circuit technologies. Sequential and combinational logic circuits are developed, implemented, and analyzed in detail. (F)

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**ETI130 Fundamentals of Alternative Energy 3**

Prerequisites: ETC104 or HRA101, and reading proficiency  
Fundamentals of Alternative Energy provides an introductory hands-on approach to the key fundamentals of alternative energy. Topics include: wind turbines, photovoltaic panels, and fuel cells. (S)

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**ETI236 Industrial Control 4**

Prerequisites: ETC104 with a grade of "C" or better and reading proficiency  
Industrial Control involves a study of AC and DC motor theory as well as control devices and symbols, ladder diagrams, common motor control circuits, sensors and transducers, open and closed-loop process control, and synchro components. (F,S)

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**ETI260 Advanced Control and Maintenance 4**

Prerequisites: ETI236, MTT147, and reading proficiency  
Corequisite: ETI263  
Advanced Control and Maintenance expands on the knowledge gained in the Industrial Control and PLCs for Automation courses. Students will have more opportunities for hands-on activities. They will develop skills in mechanical maintenance, process control loop calibration, advanced Programmable Logic Controller (PLC) programming, and PLC communications. (S)

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**ETI263 PLCs for Automation 4**

Prerequisites: ETI236 and reading proficiency  
PLCs for Automation is a study of Programmable Logic Controllers (PLCs), their hardware components, and programming methods. Basic and advanced programming procedures are studied and applied. Safe installation and troubleshooting practices are studied and applied. Process control, data acquisition, and computer-controlled machines and processes are also studied. (S)

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**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)

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**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)

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**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)

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**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)

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**FST101 Introduction to the Fire Service 3**

Pre-/corequisite: Reading proficiency  
Introduction to the Fire Service provides a detailed look and explanation into the fire service by examining educational expectations, fire department administration and operations, professional requirements, and the general public's expectations of today's fire service professional. (F,S)

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**FST103 Fire Prevention 3**

Pre-/corequisite: Reading proficiency  
Fire Prevention studies the fundamental principles, theory, techniques, and procedures of fire prevention, organization of fire prevention programs, conduction of fire prevention inspections, and fire hazards and causes. (D)

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**FST105 Rescue Practices 3**

Prerequisites: FST101 and reading proficiency  
Rescue Practices is an introductory level course which leads individuals through the stages of technical rescue disciplines relating to emergency services. This course will give emergency personnel the ability to recognize technical aspects in securing and stabilizing technical rescue incidents and the forethought in maintaining scene safety. (D)

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**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. (F,S)

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**FST116 Hazardous Materials Awareness and Operations** **2**

Prerequisite: Reading proficiency

Corequisite: FST110

Hazardous Materials Awareness and Operations consists of an awareness section and an operations section. The awareness portion of this course educates and trains emergency responders in hazardous materials recognition and identification, in how to assess whether to intervene, and in the background of laws and regulations affecting the standard of care for hazardous materials emergency responders. The operations portion of this course is designed to enable emergency first responders to operate in a defensive mode, minimizing harm to people, property, and the environment while maintaining their own safety. Both portions are designed to provide first responders with the cognitive knowledge and hands-on skill required by OSHA 1910.120 (q), NFPA 472, and the Hazardous Materials Emergency Preparedness (HMEP) Guidelines for Public Sector Hazardous Materials Training. (F,S)

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**FST125 Fire Suppression and Management** **3**

Prerequisites: FST110 and reading proficiency

Fire Suppression and Management is a survey of fire suppression organizations, water supply systems, fire apparatus, manpower and equipment utilization, fire defense and insurance rates, budgeting, and general fire management. (D)

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**FST127 Building Construction** **3**

Prerequisites: FST110 and reading proficiency

Building Construction includes an analysis of various methods of building construction, various types of construction materials, and basic principles of construction design. Also covered are the fire resistant features of materials, life safety methods of construction, and an introduction to fire codes and laws. (D)

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**FST205 Incident Management System** **3**

Prerequisites: FST110, FST116, and reading proficiency

Incident Management System provides a detailed examination and explanation of the National Incident Management System (NIMS), which all Emergency and Law Enforcement Services are required to conform. (D)

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**FST220 Driver/Operator - Pumper** **3**

Prerequisites: FST110 and reading proficiency

Driver/Operator - Pumper provides a detailed look at the duties and responsibilities of a fire apparatus driver, with emphasis placed on apparatus classification, maintenance, fire pump procedures, water supply, and deployment. Students will also operate a fire truck in various situations demonstrating how to safely drive, position, and pump a fire apparatus. (D)

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**FST229 Fire Fighting Tactics and Strategy** **4**

Prerequisites: FST110 and reading proficiency

Fire Fighting Tactics and Strategy emphasizes utilization of manpower, equipment and apparatus, preplanning and fire ground decision-making, techniques of fire control in general, and an application of these techniques to fires. Also included are a survey of fire apparatus, extinguishing agents, ventilation, and the incident command system. (D)

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**FST231 Hazardous Materials I** **3**

Prerequisite: Reading proficiency

Hazardous Materials I is a study of chemical characteristics and reactions related to storage, transportation, handling of hazardous materials, i.e., flammable liquids, combustible solids, oxidizing, and corrosive materials. Emphasis is placed on emergency situations and fire fighting control. (D)

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**FST232 Hazardous Materials II** **3**

Prerequisites: FST231 and reading proficiency

Hazardous Materials II is a study of hazards related to storage, handling, and transportation of explosives, poisons, corrosive materials, water-reactive materials, and radioactive substances. Emphasis is placed on fire fighting methods as well as personal and public safety. (D)

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**FST233 Hydraulics and Equipment** **4**

Prerequisites: FST110 and reading proficiency

Hydraulics and Equipment studies the application of the laws of mathematics and physics to properties of fluid states, force pressure, and flow velocities. Emphasis is placed on applying principles of hydraulics to fire fighting problems. (D)

### **FST235 Fire Protection Systems 3**

Prerequisite: Reading proficiency  
Fire Protection Systems is an introduction to fire protection systems, including water supply, automatic sprinkler including residential sprinkler system, standpipe and hose, fire pumps, and special extinguishing systems. This course also addresses fire alarm and detection systems, smoke management systems, and portable fire extinguishers. Information on design, operation, maintenance, and inspection and testing are also provided. Some classes may be held off campus for instructional purposes. (D)

### **FST251 Fire and Arson Investigation and Detection 3**

Prerequisites: Authorization from fire district administrator and reading proficiency  
Fire and Arson Investigation and Detection is for employed or volunteer fire fighters only and includes fundamental principles, theory, techniques, and procedures of arson investigation and detection. Preparation of reports, evidence, and interviews to prepare for actual court cases is covered. (D)

### **FST253 Codes, Laws, and Ordinances for Company Officers 3**

Prerequisites: FST103 and reading proficiency  
Codes, Laws, and Ordinances for Company Officers explores the fundamental principles of codes, laws, and ordinances relating to the fire service. (D)

### **FST254 Fire Officer I 4**

Prerequisites: FST110 and reading proficiency  
Fire Officer I studies the requirements, responsibilities, and skills required to become an effective company officer. This course is subdivided into five sections consisting of: fitting into the organization, handling interpersonal relationships, managing individual performance, managing pre-incident and fire ground procedures, and administration of safety, health, and legal guidelines. Fire Officer I prepares the student for state certification. (D)

### **FST255 Fire Officer II 3**

Prerequisites: FST254 and reading proficiency  
Fire Officer II targets administrative and operational aspects of the daily routine of a company level officer. This course takes the component structures of the incident command system and develops tactics and strategies necessary to conclude a successful emergency incident. Fire Officer II prepares the student for state certification. (D)

### **FST256 Fire Suppression and Management II 3**

Prerequisites: FST125 and reading proficiency  
Fire Suppression and Management II explores the advanced principles of fire department management pertaining to budgets, manpower, specifications, and apparatus. (D)

### **FST275 Fire Science Internship 3**

Prerequisites: FST110 and reading proficiency  
Fire Science Internship is a supervised work experience in three to four fire fighting settings, minimum of 250 contact hours. Work periods will be arranged. Students will write a brief report on their experiences at each fire science setting, including a daily log book. (S,D)

### **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, Sub-Saharan Africa, South Asia, East Asia, and the Pacific. Special attention is given to selected countries. (F,S,O)

### **GEO120 Seminar in Global Studies 1**

Prerequisite: Reading proficiency  
Seminar in Global Studies consists of a 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)

### **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)



### **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)

### **GUD101 Career Planning and Exploration 3**

Pre-/corequisite: Reading proficiency

Career Planning and Exploration is an orientation to personal and career decision-making. This course explores personal values, needs, and skills; provides an overview of the world of work; reviews majors and occupational fields; and covers resumes and the job application process. (F,S,Su,O)

### **GUD140 Community Exploration: Understanding Diversity Through Service 3**

Prerequisites: Reading proficiency and active Project SUCCESS participant in good academic standing

Community Exploration: Understanding Diversity Through Service is designed to expose students to human diversity and various cultures and to encourage critical thinking about personal and culturally perpetuated biases. Through participation in a Service-Learning project, students will apply textbook concepts to real-life situations. Students will be exposed to community service opportunities with diverse groups and will apply the servant-leadership model to their communities. This course will use knowledge and awareness of diversity as a mechanism for change and appreciation of cultural differences as well as understanding the role of leaders in community development. (F,S)

### **HIT100 Introduction to Health Information Technology 3**

Prerequisite: Reading proficiency

Pre-/corequisite: BIT122

Introduction to Health Information Technology provides an introduction to 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)

### **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 2**

Prerequisites: BIO212 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. There will be multiple examinations and online activities to reiterate the topics covered. (Su,O)

### **HIT200 Classification Systems I 3**

Prerequisites: BIO212, BIO245, HIT100, and HIT150 (all courses must be completed with a grade of “C” or better) and reading proficiency

Classification Systems I introduces the theory, structure, and organization of the International Classification of Disease (ICD)-9-Clinical Modification (CM) and ICD-10-CM/Procedure Coding System (PCS) coding systems. The principles, guidelines, and conventions utilized to accurately assign codes to diagnoses and procedures with ICD-9-CM/ICD-10-CM/PCS are examined in detail. The role of ICD-9-CM/ICD-10-CM/PCS codes in billing and reimbursement will be included. (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. The application of coding principles used to accurately assign CPT and HCPCS Level II codes to health records forms the basis of class discussion. The role of CPT and HCPCS Level II in billing and reimbursement will be included. (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 3**

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 orientation provided by the Jefferson College HIT Faculty before beginning their coursework outside the college. During the course, a review regarding the components for the Registered Health Information Technician Exam will be covered. (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)

### **HPE102 Volleyball I 1**

Prerequisite: None

Volleyball I reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)

### **HPE105 Basketball 1**

Prerequisite: None

Basketball reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)

### **HPE106 Weight Training I 1**

Prerequisite: None

Weight Training I introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)

### **HPE107 Aerobics I 1**

Prerequisite: None

Aerobics I offers a figure-shaping fitness workout that combines aerobic exercises with vigorous dance movements. Students will explore the benefits of a lifestyle that includes exercise and proper nutrition. (F,S)

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**HPE109 Beginning Golf** **1**

Prerequisite: None

Beginning Golf is an activity course providing students with a life-long recreational activity that is fun and that helps create a healthy lifestyle. Basic fundamentals will be taught so a student may go to a golf course and know the basics of the game. (S)

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**HPE110 Recreational Shooting I** **1**

Prerequisites: Admission to the Jefferson College Law Enforcement Academy and reading proficiency

Recreational Shooting I addresses safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the handgun and shotgun, stress combat courses, and night fire with the handgun and shotgun are included. (F)

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**HPE111 Recreational Shooting II** **1**

Prerequisites: Admission to the Jefferson College Law Enforcement Academy and reading proficiency

Recreational Shooting II covers advanced training devoted to stress combat, shooting decisions utilizing the Firearms Training Simulator, night fire with the handgun and shotgun, and care and cleaning of firearms. (S)

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**HPE122 Water Fitness** **1**

Prerequisite: None

Water Fitness teaches the principles, mechanics, safety, and benefits of aquatic exercise. Students will participate in a water exercise program specific to their individual needs and abilities and will gradually increase their physical efficiency and capacity to complete aquatic exercises. (F,S,Su)

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**HPE124 Recreational Water Activities** **1**

Prerequisite: None

Recreational Water Activities is an arranged course where students independently complete 25 hours in the pool during open swim hours. In addition, students are required to complete six written assignments. This course provides students the opportunity to design and tailor an exercise program specific to their individual needs and abilities. An orientation will be scheduled during the first week of classes. (F,S,Su)

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**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)

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**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)

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**HPE135 Coaching Baseball** **2**

Pre-/corequisite: Reading proficiency

Coaching Baseball reviews the theories and techniques of coaching and officiating. Students will be given opportunities to conduct drills and participate in the various officiating roles. Essential strategies for developing an athlete, such as principles of conditioning and the role of nutrition in training and play, will be discussed. (S)

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**HPE138 Lifetime Fitness and Wellness** **2**

Pre-/corequisite: Reading proficiency

Lifetime Fitness and Wellness is a lab and lecture-based course that will encourage students to make positive decisions about a healthy lifestyle that will enhance their own individual wellness now and in the future. Students will develop their own personal exercise regimen that is in line with their own philosophy of fitness and wellness. Course topics discussed will include consequences of an unhealthy lifestyle that are prevalent in a sedentary society and how to develop healthy habits. (F,S)

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**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)

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**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)

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**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)

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**HPE202 Volleyball II** **1**

Prerequisite: HPE102

Volleyball II reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)

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**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)

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**HPE207 Aerobics II** **1**

Prerequisite: HPE107

Aerobics II offers a figure-shaping fitness workout that combines aerobic exercises with vigorous dance movements. Students will explore the benefits of a lifestyle that includes exercise and proper nutrition. (F,S)

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**HPE225 Lifeguard Training** **3**

Prerequisite: Permission of instructor

Pre-/corequisite: Reading proficiency

Lifeguard Training deals with the development of knowledge and skills necessary for saving a life in the event of an emergency. This course meets all of the requirements for the American Red Cross Lifeguard Certificate. (Su)

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**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)

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**HPE235 Sport Management Practicum** **3**

Prerequisites: HPE140 and reading proficiency

Sport Management Practicum allows students to complete practical experiences while working as an active member of a sport-related enterprise. For a minimum of 200 contact hours, students will function under the direct guidance of a site supervisor and classroom instructor. Student experiences can involve any combination of tasks including completing duties/jobs as assigned by the field supervisor, shadowing a supervisor to learn about job performance, and training relative to certain aspects of the supervisor's job. Both the supervisor and instructor are involved in evaluating the student. (S)

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**HRA101 Electricity for HVAC** **5**

Prerequisite: ACCUPLACER elementary algebra score of at least 45 within the past two years, COMPASS pre-algebra score of at least 33 within the past two years, ACT math score of at least 16 within the past two years, or MTH001 with a grade of "B" or better

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)

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**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)

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**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)

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**HRA130 Solar Hot Water Systems** **2**

Prerequisite: Reading proficiency

Solar Hot Water Systems exposes students to solar hot water theory designs and installation through hands-on projects, experiments, and theory. (F,S)

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**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)

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**HRA145 Piping Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning** **2**

Pre-/corequisite: Reading proficiency

Piping Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning teaches students to identify pipe fittings, size gas and Freon lines, and properly assemble pipe fittings for heating, refrigeration, and air conditioning systems. (F,S)



### **HRA150 Customer Relations and Record Keeping 2**

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)

### **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); EPA certification with a grade of "C" or better; ACCUPLACER elementary algebra score of 45 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; 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)

### **HRA210 Electric and Hydronic Heat 2**

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, 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; and reading proficiency  
Electric and Hydronic Heat studies the theory, installation, diagnosis, and service of electric and hydronic heating systems. This class includes both hot water and steam 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, 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; 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 3**

Prerequisites: HRA125 with a grade of "C" or better; ACCUPLACER elementary algebra score of 45 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; 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; ACCUPLACER elementary algebra score of 45 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; 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)

### **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)

### **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)

### **HST104 U.S. History II from Reconstruction 3**

Prerequisite: Reading proficiency  
U.S. History II from Reconstruction shows the development of the United States 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)

### **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 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)

### **HST201 Ancient and Medieval Civilization 3**

Prerequisite: Reading proficiency  
Ancient and Medieval Civilization is a general introduction to the political, social, economic, and cultural history of western civilization. Beginning with Prehistory and continuing through the Ancient Middle East, this course concludes with the beginnings of the early modern world. (F,S,O)

### **HST202 Renaissance to Early Modern Europe 3**

Prerequisite: Reading proficiency  
Renaissance to Early Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the second third of the western civilization sequence. Beginning with the Renaissance and continuing to the cusp of the 20th century, this course analyzes the creation and the evolution of the western tradition. (F,S,Su,O)

### **HST203 Modern Europe 3**

Prerequisite: Reading proficiency  
Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the 20th century. Starting at the cusp of the 20th century and continuing to the present, this course continues to analyze the evolution of the western tradition. (F,S,Su,O)

### **HST205 African-American History 3**

Prerequisite: Reading proficiency  
African-American History is a general survey of the major political, economic, social, and cultural themes in the African-American experience from the 1500's with the beginning of the African Diaspora to modern, contemporary times. (S)

### **HST210 Asian Civilization 3**

Prerequisite: Reading proficiency  
Asian Civilization is a general introduction to the political, social, religious, and cultural history of the Indian subcontinent, China, and other countries of Asia. This course traces development from the beginning of civilization to the present. Asian Civilization is a "nonwestern" history course. (F,S)

### **HST230 Women in American History 3**

Prerequisite: Reading proficiency  
Women in American History is a history of women in American society from colonial times to the present. Emphasis is on the roles, status, and achievements of American women and their contribution and relationship to American traditions. (S)

### **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)

### **HUM250H Honors Humanities 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Humanities draws together the main themes of a liberal arts education; therefore, topics may change semester by semester. Students will study varied topics including myth, religion, literature, science and technology, and the humanities and their impact on societies past and present. Honors Humanities fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

### **HUM260 Liberal Arts Seminar 3**

Prerequisite: Reading proficiency  
Liberal Arts Seminar draws together the main themes of a liberal arts education: the consideration of the impact of science, technology, and the humanities on societies over time, values and ethics appropriate to a new age, the future consequences of present policies as well as the enjoyment and importance of both the arts and the sciences. The theme may change semester by semester. This course synthesizes the historical and cultural traditions. (D)

### **HUM260H Honors Liberal Arts Seminar 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Liberal Arts Seminar draws together the major themes of a liberal arts education: the consideration of the impact of science, technology, and the humanities on societies over time, values and ethics appropriate to a new age, the future consequences of present policies as well as the enjoyment and importance of both the arts and the sciences. The theme may change semester by semester. This course synthesizes the historical and cultural traditions. Honors Liberal Arts Seminar fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HUM260 and HUM260H toward graduation. (S)



### **HUM270 Leadership Development Studies through the Humanities** 3

Prerequisite: Reading proficiency  
Leadership Development Studies through the Humanities is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. (D)

### **HUM270H Honors Leadership Development Studies through the Humanities** 3

Prerequisites: Honors Program admission and reading proficiency  
Honors Leadership Development Studies through the Humanities is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Honors Leadership Development Studies through the Humanities fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HUM270 and HUM270H toward graduation. (S)

### **MGT103 Business Mathematics** 3

Prerequisite: ACCUPLACER elementary algebra of 45 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)

### **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: BUS107 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)

### **MGT150 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. 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)

### **MGT199 Business Internship I** 4

Prerequisites: MGT150 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: MGT150 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: MGT150 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)

### **MGT245 QuickBooks** 3

Prerequisites: BUS107 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)

### **MGT255 Marketing Strategies** 3

Prerequisites: MGT133 and MGT150 (both courses must be completed with a grade of "C" or better) and reading proficiency  
Marketing Strategies provides students with the skills necessary to analyze an existing business's marketing strategies as well as evaluate, propose, and implement a marketing plan of action based on goals of the business owner(s). Marketing Strategies 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** 4

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)

### **MGT299 Business Internship II** 4

Prerequisites: MGT199 and reading proficiency  
Business Internship II is a continuation of 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 II will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to 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)

### **MSA071 Prep Voice Lessons (Applied Music)** 1

Prerequisite: MSC103 or permission of instructor  
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

### **MSA072 Prep String Lessons (Applied Music)** 1

Prerequisite: Permission of instructor  
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. (F,S)

**MSA073 Prep Woodwind Lessons  
(Applied Music) 1**

Prerequisite: MSC103 or permission of instructor  
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. (F,S)

**MSA074 Prep Brass Lessons (Applied Music) 1**

Prerequisite: Permission of instructor  
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

**MSA075 Prep Percussion Lessons  
(Applied Music) 1**

Prerequisite: Permission of instructor  
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. (F,S)

**MSA076 Prep Piano Lessons (Applied Music) 1**

Prerequisite: MSC103 or permission of instructor  
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. (F,S)

**MSA171 Voice Lessons I (Applied Music) 1**

Prerequisite: MSC103 or permission of instructor  
Corequisite: MSA001  
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA172 String Lessons I (Applied Music) 1**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA173 Woodwinds Lessons I  
(Applied Music) 1**

Prerequisite: MSC103 or permission of instructor  
Corequisite: MSA001  
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA174 Brass Lessons I (Applied Music) 1**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA175 Percussion Lessons I (Applied Music) 1**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA176 Piano Lessons I (Applied Music) 1**

Prerequisite: MSC103 or permission of instructor  
Corequisite: MSA001  
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA181 Voice Lessons II (Applied Music) 1**

Prerequisite: MSA171  
Corequisite: MSA001  
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA182 String Lessons II (Applied Music) 1**

Prerequisite: MSA172  
Corequisite: MSA001  
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA183 Woodwinds Lessons II  
(Applied Music) 1**

Prerequisite: MSA173  
Corequisite: MSA001  
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA184 Brass Lessons II (Applied Music) 1**

Prerequisite: MSA174

Corequisite: MSA001

Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA185 Percussion Lessons II (Applied Music) 1**

Prerequisite: MSA175

Corequisite: MSA001

Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA186 Piano Lessons II (Applied Music) 1**

Prerequisite: MSA176

Corequisite: MSA001

Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA271 Voice Lessons III (Applied Music) 1**

Prerequisite: MSA181

Corequisite: MSA001

Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA272 String Lessons III (Applied Music) 1**

Prerequisite: MSA182

Corequisite: MSA001

Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA273 Woodwinds Lessons III (Applied Music) 1**

Prerequisite: MSA183

Corequisite: MSA001

Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA274 Brass Lessons III (Applied Music) 1**

Prerequisite: MSA184

Corequisite: MSA001

Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA279 Percussion Lessons III (Applied Music) 1**

Prerequisite: MSA185

Corequisite: MSA001

Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA280 Piano Lessons III (Applied Music) 1**

Prerequisite: MSA186

Corequisite: MSA001

Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA281 Voice Lessons IV (Applied Music) 1**

Prerequisite: MSA271

Corequisite: MSA001

Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA282 String Lessons IV (Applied Music) 1**

Prerequisite: MSA272

Corequisite: MSA001

Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

**MSA283 Woodwinds Lessons IV (Applied Music) 1**

Prerequisite: MSA273

Corequisite: MSA001

Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)



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**MSA284 Brass Lessons IV (Applied Music) 1**

Prerequisite: MSA274

Corequisite: MSA001

Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

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**MSA285 Percussion Lessons IV (Applied Music) 1**

Prerequisite: MSA279

Corequisite: MSA001

Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

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**MSA286 Piano Lessons IV (Applied Music) 1**

Prerequisite: MSA280

Corequisite: MSA001

Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

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**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)

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**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)

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**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)

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**MSC105 Introduction to Music Technology 1**

Prerequisite: Reading proficiency

Pre-/corequisite: MSC101 or MSC103

Introduction to Music Technology introduces the use of music notation software, which will be used throughout the student's course work, and music accompaniment software as well as develops an understanding of music through composition and arranging. (F)

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**MSC126 Community Chorale 1**

Prerequisite: None

Community Chorale serves the community by providing a place for singers to perform a variety of choral literature, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. Community Chorale performs a public concert each semester. No audition required. (F,S)

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**MSC127 Starlight Chorus 1**

Prerequisite: None

Starlight Chorus is a large mixed chorus that meets during the summer term one evening per week. Music from two Broadway musicals is performed on the outdoor Fine Arts Theatre stage. (D)

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**MSC128 Starlighters 1**

Prerequisite: None

Starlighters is a group of 20-30 mixed voices that performs a choreographed medley of Broadway selections in conjunction with the Starlight Chorus during the summer. They rehearse one evening per week. (D)

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**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)

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**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)

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**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)

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**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)

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**MSC144 Woodwind Ensemble** 1

Prerequisites: Proficiency in playing at least one woodwind instrument and audition during or before the first week of classes  
Woodwind Ensemble involves performance of literature for small combinations of woodwind instruments and usually draws on members of the Band. (F,S)

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**MSC145 Brass Ensemble** 1

Prerequisites: Proficiency in playing at least one brass instrument and audition during or before the first week of classes  
Brass Ensemble involves performance of literature for small combinations of brass instruments and usually draws on members of the Band. (F,S)

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**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)

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**MSC152 Concert Band** 1

Prerequisite: Proficiency in playing at least one band instrument; no audition required  
Concert Band involves the study and public performance of band literature at school and community functions. Concert Band is open to all students. (F,S)

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**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)

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**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)

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**MSC163 Class Voice** 2

Prerequisite: Reading proficiency  
Class Voice is a methods course including a study of the basics of singing, posture, breath control, tone development, technique, and diction; knowledge of these areas is applied through the singing of various songs. Class Voice is required for all music majors, including voice majors, but is also open to those interested in improving the solo voice. (D)

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**MSC167 Class Percussion** 2

Prerequisites: MSC103 or instructor approval, and reading proficiency  
Class Percussion is a methods course including a study of the major orchestral percussion instruments and the techniques necessary to play them. Students also develop rhythm skills. Class Percussion is required for all music majors but is also open to non-majors. (F)

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**MSC168 Jazz Improvisation I** 2

Prerequisites: Understanding of basic music theory, proficiency at playing a musical instrument, and reading proficiency  
Jazz Improvisation I introduces materials and practices in extemporaneous performance. This course introduces aural and analytical approaches in the standard jazz repertoire. (F,S)

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**MSC169 Jazz Improvisation II** 2

Prerequisites: MSC168 or equivalent, and reading proficiency  
Jazz Improvisation II is a continuation of Jazz Improvisation I. This course studies jazz improvisatory playing with increased concentration on performance and includes detailed harmonic analysis of standard jazz literature. Jazz Improvisation II also introduces advanced melodic concepts. (F,S)

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**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)

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**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)

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**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)



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**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)

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**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)

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**MSC248 Chamber Singers** **1**

Prerequisite: Instructor permission required  
Chamber Singers provides a choir for singers to perform in a small choral ensemble, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. Chamber Singers performs a public concert each semester. Audition required. (F,S)

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**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)

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**MSC259 Concert Chorale** **1**

Prerequisite: Audition during or before the first week of classes  
Concert Chorale provides a choir for singers to perform a variety of choral literature, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. Concert Chorale performs a public concert each semester. Audition required. (F,S)

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**MTH001 Basic Mathematics** **3**

Pre-/corequisite: Reading proficiency  
Basic Mathematics deals with the development of arithmetic skills. The student will have the opportunity to learn arithmetic operations with whole numbers, fractions, and decimals. Basic Mathematics is not applicable toward the associate degree. (F,S,Su)

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**MTH002 Beginning Algebra** **3**

Prerequisite: ACCUPLACER elementary algebra score of 45-74 within the past two years, COMPASS pre-algebra score of at least 33 within the past two years, ACT math score of 16 or higher within the past two years, or MTH001 with a grade of "B" or better

Pre-/corequisite: Reading proficiency  
Beginning Algebra is designed for the student who has had no prior instruction in algebra. The student will work with operations of signed numbers, exponents, rational expressions, graphs, and linear equations. Beginning Algebra is not applicable toward the associate degree. (F,S,Su,O)

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**MTH009 Geometry** **1**

Pre-/corequisite: Reading proficiency  
Geometry is designed as an introduction to basic Euclidean Geometry. This course is intended for those students who feel they need to review or to learn geometry in preparation for further mathematics courses. Geometry is not applicable toward the associate degree. (F,S,Su)

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**MTH105 Industrial Math** **3**

Pre-/corequisite: Reading proficiency  
Industrial Math examines basic math skills including fractions, decimals, and trigonometric functions. Industrial Math is not applicable toward the Associate of Arts degree. (F,S)

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**MTH110 Introductory Algebra** **3**

Prerequisites: ACCUPLACER elementary algebra score of 45-74 within the past two years, COMPASS pre-algebra score of at least 33 within the past two years, ACT math score of 16 or higher within the past two years, or MTH001 with a grade of "B" or better, and reading proficiency  
Introductory Algebra is designed for the student who has not necessarily had prior instruction in algebra, and is intended to prepare him or her for success in MTH134, College Algebra. Topics covered include: simplifying and evaluating algebraic expressions including exponents and radicals; solving and graphing linear, quadratic, and absolute value equations; solving linear systems; and using function notation. Use of graphing technology is emphasized throughout this course. Introductory Algebra counts as an elective toward the Associate of Arts degree. Students may not apply both MTH110 and MTH128 toward graduation. Internet access and a graphing calculator are required. (F,S)

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**MTH113 Mathematics for Health Sciences** **3**

Prerequisites: ACCUPLACER elementary algebra score of 45-74 within the past two years, COMPASS pre-algebra score of at least 33 or MTH001 with a grade of "B" or better, reading proficiency, and admission into the nursing program  
Mathematics for Health Sciences provides a review of basic math skills, principles, and concepts. This course also teaches the student systems of measurement and conversion for dosage calculations in medication administration. (D)

**MTH121 Technical Mathematics I 3**

Prerequisite: ACCUPLACER elementary algebra score of 75 or higher or ACCUPLACER college level math score of 20-45 within the past two years, COMPASS algebra score of 42 or higher, ACT math score of 18 or higher, or MTH002 with a grade of "C" or better

Pre-/corequisite: Reading proficiency

Technical Mathematics I is a study of selected topics from algebra and trigonometry with technical applications.

Technical Mathematics I is only applicable toward the Associate of Applied Science degree. (D)

**MTH128 Intermediate Algebra 3**

Prerequisites: ACCUPLACER elementary algebra of 75-115, or ACCUPLACER college level math score of 20-45 within the past two years, COMPASS algebra score of 42 or higher within the past two years, ACT math score of 18 or higher within the past two years, or MTH002 with a grade of "C" or better, or MTH110 with a "D" or better and reading proficiency

Intermediate Algebra continues the development of the algebraic skills introduced in Beginning Algebra. This course counts as an elective toward the Associate of Arts degree.

Students may not apply both MTH128 and MTH110 toward graduation. (F,S,Su,O)

**MTH130 Structure of the Real Number System 3**

Prerequisites: ACCUPLACER elementary algebra score of 107 or higher or ACCUPLACER college level math of 44 or higher within the past two years, COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 22 or higher within the past two years, MTH110 with a grade of "C" or better, or MTH128 with a grade of "C" or better, and reading proficiency

Structure of the Real Number System presents topics from algebra within the context of the whole numbers, 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 Survey of College Mathematics 3**

Prerequisites: ACCUPLACER elementary algebra score of 107 or higher or ACCUPLACER college level math of 39 or higher within the past two years, COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 22 or higher within the past two years, or MTH128 with a grade of "C" or better and reading proficiency

Survey of College Mathematics deals with several advanced mathematical topics, many of which are included in College Algebra. This course is not a prerequisite for any mathematics course. This course fulfills the mathematics requirement for the Associate of Arts degree. A scientific calculator is required. (D)

**MTH133 Trigonometry 3**

Prerequisites: ACCUPLACER college level math score of at least 59 within the past two years, COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 22 or higher within the past two years, or MTH128 with a grade of "C" or better and reading proficiency

Trigonometry deals with angles, trigonometric and inverse trigonometric functions, solving triangles, vectors, polar coordinates, and complex numbers. Students may not apply both MTH133 and MTH141 toward graduation. A graphing calculator is required. (F,S)

**MTH134 College Algebra 3**

Prerequisites: ACCUPLACER elementary algebra score of at least 116 or ACCUPLACER college level math score of at least 46 within the past two years, COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 22 or higher within the past two years, MTH110 with a grade of "C" or better, or MTH128 with a grade of "C" or better, and reading proficiency

College Algebra consists of several non-sequential algebraic topics. The student will explore these topics within the realms of both the real number system and the complex number system. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH134 and MTH141 toward graduation. A graphing calculator is required; calculators with computer algebra systems are prohibited. (F,S,Su,O)

**MTH134H Honors College Algebra 3**

Prerequisites: Honors program admission and ACCUPLACER elementary algebra score of at least 116 or ACCUPLACER college level math score of 46 or higher within the past two years, COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 22 or higher within the past two years, or MTH128 with a grade of "C" or better and reading proficiency

Honors College Algebra consists of several non-sequential algebraic topics. The student will actively explore these topics within the realms of both the real number system and the complex number system through discussion and presentations. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may only apply one of MTH134H, MTH134, or MTH141 toward graduation. A graphing calculator is required; calculators with computer algebra systems are prohibited. (D)

**MTH141 Precalculus 5**

Prerequisites: ACCUPLACER college level math score of at least 52 within the past two years, COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past two years, ACT math score of 22 or higher within the past two years, or MTH128 with a grade of "C" or better and reading proficiency

Precalculus covers the College Algebra and Trigonometry topics required for the Calculus I, II, III sequence. 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)

### **MTH161 Calculus for Business and the Social Sciences**

**3**

Prerequisites: ACCUPLACER college level math score of at least 59 within the past two years, COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past two years, ACT math score of 25 or higher within the past two years, or MTH134/134H with a grade of “C” or better and reading proficiency

Calculus for Business and the Social Sciences is an intuitive approach to that part of the calculus that deals with instantaneous rate of change and area under a curve. This course will not serve as a substitute for Calculus I. Students cannot apply both MTH161 and MTH180 toward graduation. A graphing calculator is required. (S)

### **MTH168 Probability and Statistics**

**3**

Prerequisites: ACCUPLACER college level math score of at least 59 within the past two years, COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past two years, ACT math score of 25 or higher within the past two years, or MTH134/134H with a grade of “C” or better and reading proficiency

Probability and Statistics covers descriptive statistics, probability, probability distributions, sampling distributions, and hypothesis testing. A graphing calculator is required. (F,S)

### **MTH172 Linear Algebra**

**3**

Prerequisites: ACCUPLACER college level math score of at least 86 within the past two years, COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past two years, ACT math score of 25 or higher within the past two years, MTH134/134H with a grade of “C” or better, or MTH141 with a grade of “C” or better and reading proficiency

Linear Algebra is concerned with the study of matrices, vectors, vector spaces, linear transformations, Eigenvalues, and Eigenvectors. Properties of the matrix and matrix operations are studied to develop it as a means to solve mathematical problems from a linear algebra point of view. This course also covers the matrix as an application to solve problems that arise in other disciplines including Physics, Chemistry, Natural Sciences, and Social Sciences. A graphing calculator is required. (F)

### **MTH180 Calculus I**

**5**

Prerequisites: MTH141 with a grade of “C” or better; MTH134/134H with a “C” or better and MTH133 with a “C” or better; or ACCUPLACER college level math score of 86 or higher within the past two years, COMPASS trigonometry score of 46 or higher within the past two years; or ACT math score of 27 or higher within the past two years plus either high school trigonometry or precalculus with a grade of “C” or better; and reading proficiency

Calculus I covers limits, continuity, differentiation, and integration. A graphing calculator is required. Students may not apply both MTH161 and MTH180 toward graduation. (F,S,Su)

### **MTH185 Calculus II**

**5**

Prerequisites: MTH180 with a grade of “C” or better and reading proficiency

Calculus II is a continuation of Calculus I. The student will study transcendental functions, techniques of integration, infinite series, and conic sections. A graphing calculator is required. (F,S)

### **MTH201 Calculus III**

**5**

Prerequisites: MTH185 with a grade of “C” or better and reading proficiency

Calculus III is a continuation of Calculus II. The student will study vectors in two and three dimensions and calculus of several variables. A graphing calculator is required. (F,S)

### **MTH205 Differential Equations**

**3**

Prerequisites: MTH185 with a grade of “C” or better and reading proficiency

Differential Equations covers various classical methods for solving differential equations. This course is designed for students pursuing a degree in Mathematics or Engineering. A graphing calculator is required. (S)

### **MTT108 Industrial Blueprint Reading**

**3**

Pre-/corequisite: Reading proficiency

Industrial Blueprint Reading examines how to accurately read a variety of blueprint types and to select, sketch, and dimension views needed by the manufacturer, toolmaker, or machinist. (D)

### **MTT116 Dimensional Metrology**

**3**

Prerequisites: MTH105 with a grade of “C” or better and reading proficiency

Dimensional Metrology develops dimensional measurement ability in students. They will learn how to use measuring equipment and instruments, including scales, micrometers, calipers, gage blocks, indicators, and production gages. Basic statistics, probability, and acceptance sampling are also covered in this course. (D)

### **MTT147 Hydraulics and Pneumatics I**

**2**

Prerequisite: Reading proficiency

Hydraulics and Pneumatics I is a study of basic components of hydraulic and pneumatic systems. Included is an examination of how components are combined to build up various circuits for control and power transmission. (D)

### **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)

## **OTA100 Foundations of Occupational Therapy 3**

Prerequisites: Acceptance into the OTA program with documented completion of observation hours, satisfactory completion of prerequisites with a minimum grade of “C,” a cumulative GPA of 2.5 or better, and reading proficiency

Foundations of Occupational Therapy includes the history of Occupational Therapy (OT), philosophical base, and core concepts related to various practice areas: psychosocial dysfunction, physical disabilities, cognitive dysfunction, pediatrics, productive aging, and quality of life. Human Occupations across the life span will be investigated. Students will study theory and models guiding occupational therapy practice with an overview of the occupational therapy process and OTA roles in clinical settings and in the community. The Occupational Therapy Practice Framework: Domain and Process will be introduced along with the concepts of client centered practice, therapeutic use of self, and the OTA role in advocacy. The Person-Environment-Occupation-Performance model (PEOP) will be introduced as a foundation for the curriculum. (S)

## **OTA105 Health Conditions 2**

Prerequisites: Acceptance into the OTA program and completion of OTA100, OTA110, OTA111, and OTA125 (all courses must be completed with a grade of “C” or better), and reading proficiency

Health Conditions includes an overview of disease conditions commonly seen for treatment by occupational therapy practitioners. Etiology, symptoms, and physical and psychological reactions to these conditions are explored. Topics cover basic influences contributing to healthy living. This course incorporates medical terminology and procedures commonly used in occupational therapy. (Su,O)

## **OTA110 Physical Dysfunction in Occupational Therapy 3**

Prerequisites: Acceptance into the OTA program, BIO212 with a grade of “C” or better, and reading proficiency

Corequisites: OTA111 and OTA125

Physical Dysfunction in Occupational Therapy includes an introduction to occupational therapy (OT) theory and foundations for occupational therapy practice in physical dysfunction. Examination of current models and evidence for practice, standardized and non-standardized tests, and evaluations for physical dysfunction will be addressed. Additionally, activity analysis, documentation, formulation of goals and objectives for collaboration with occupational therapist, and treatment implementation will be discussed. Additional topics covered include interventions in self-care, therapeutic exercise, home management, environmental barriers, work/productive activities, and play/leisure skills as related to physical dysfunction. (S)

## **OTA111 Physical Dysfunction Performance Skills 2**

Prerequisites: Acceptance into the OTA program, BIO212 with a grade of “C” or better, and reading proficiency

Corequisites: OTA110 and OTA125

Physical Dysfunction Performance Skills provides hands-on laboratory experience, with emphasis on current models of practice for aspects of physical dysfunction including those that address sensory motor, cognitive, and psychosocial performance components. Continuation of therapeutic media used in occupational therapy (OT) practice will be discussed. Acquisition of entry level OTA skills required for activity analysis, problem solving, adapting activities evaluation and treatment with emphasis on performance areas of work, activities of daily living, wheel chair seating and positioning, splinting, functional tasks, functional mobility, and environmental barriers will be included. (S)

## **OTA120 Professional Practice and Management I 1**

Prerequisite: Reading proficiency

Professional Practice and Management I topics include professional behaviors, OTR-OTA role delineation, cultural diversity, supervision, HIPAA, universal precautions, group leadership and facilitation, family and care giver issues, community resources, current and emerging OT practice areas, multi-disciplinary teams approach to treatment, and an introduction to research and evidence-based practice. Students will begin to develop a competency document. This course also prepares students for Level I and Level II fieldwork. (Su)

## **OTA125 Biomechanical Basis of Performance 4**

Prerequisites: BIO212 with a grade of “C” or better and reading proficiency

Corequisites: OTA110 and OTA111

Biomechanical Basis of Performance focuses on the study of movement of the human body in the context of occupational performance. Emphasis is on the elements of the musculoskeletal system and body movements during functional activity. Coordination of body movement, pathokinesiology, and biomechanics with occupational therapy (OT) applications are examined in this course. Lab course provides hands-on experience in the study of human body movement. (S)



### **OTA130 Psychosocial Occupational Therapy 3**

Prerequisites: OTA110, OTA111, and OTA125 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: OTA131 and OTA150

Psychosocial Occupational Therapy includes an introduction to occupational therapy (OT) theory and foundations for occupational therapy practice in psychosocial dysfunction. The following topics will be addressed: exploration of major theories and evidence guiding occupational therapy practice in psychosocial treatment; development of communication and observation skills, and use of self as a therapeutic modality; examination of issues related to social culture, death, and dying; introduction to the occupational therapy process of assessment, treatment planning, and treatment implementation using the Person-Environment-Occupation-Performance model (PEOP); exploration of the relationship of occupational therapy assistant (OTA) psychosocial interventions in emerging practice areas; and role of the OTA in prevention, health maintenance, and quality of life of the individual with psychosocial dysfunction. (F)

### **OTA131 Psychosocial Performance Skills 2**

Prerequisites: OTA110, OTA111, and OTA125 (all courses must be completed with a grade of "C" or better) and reading proficiency

Corequisites: OTA130 and OTA150

Psychosocial Performance Skills provides hands-on laboratory experience based on current models of practice with emphasis on psychosocial dysfunction addressing sensory motor, cognitive, and psychosocial performance components. The following topics will be addressed: continued exposure to therapeutic media used in occupational therapy (OT) practice; acquisition of intermediate skills for activity analysis, problem-solving, adaptive activities, strategies, and techniques that use purposeful activities and occupation to enhance role function; exposure to standardized and non-standardized evaluations in psychosocial dysfunction and mental health diagnoses; and continued skill building for grading and adapting purposeful activities and instructing individuals and groups for therapeutic interventions. (F)

### **OTA140 Professional Practice and Management II 1**

Prerequisites: OTA120 with a grade of "C" or better and reading proficiency

Professional Practice and Management II topics include standards of practice, legal and ethical components of practice, Medicare system, documentation and reimbursement, finding evidence for practice, and community partners. The importance of involvement in professional organizations and political advocacy will be introduced. Students will continue work on a competency document and begin to develop a professional resume. This course also prepares students for Level I and Level II fieldwork. (F)

### **OTA145 Applied Neurology 4**

Prerequisites: OTA110, OTA111, and OTA125 (all courses must be completed with a grade of "C" or better) and reading proficiency

Applied Neurology focuses on foundations of neuroscience for occupational therapy assistant practice. Principles of neurology as they relate to functioning, motor learning, reflex development and integration, and the impact of illness and disease on occupational performance will be addressed. Students examine common pathology of the nervous system with correlation of clinical presentation and related performance issues across the life span. (F)

### **OTA150 Level I Fieldwork A 1**

Prerequisites: Free of infectious diseases, current certification in CPR and First Aid, proof of personal accident insurance, completed universal precautions training, and reading proficiency

Level I Fieldwork A provides opportunities to apply basic occupational therapy principles and techniques, and students observe roles of OTs, OTAs, and other allied health professionals. Fieldwork experiences in the treatment of geriatric clients, children, or adults will be included in a variety of settings. (F)

### **OTA160 Level I Fieldwork B 1**

Prerequisites: OTA150 (students must pass Level I Fieldwork A to be eligible to take Level I Fieldwork B), free of infectious diseases, current certification in CPR and First Aid, proof of personal accident insurance, completed universal precautions training, and reading proficiency

Level I Fieldwork B provides opportunities to increase skills to an intermediate level applying occupational therapy principles and techniques as students observe the roles of OTs and other allied health professionals in the field. Fieldwork experiences in the treatment of geriatric clients, children, or adults will be included in a variety of settings. (S)

### **OTA210 Pediatric Occupational Therapy 3**

Prerequisites: OTA110, OTA111, OTA125, OTA130, OTA131, OTA140, OTA145, and COM100 (all courses must be completed with a grade of "C" or better), successful completion of OTA150, and reading proficiency

Corequisites: OTA160 and OTA211

Pediatric Occupational Therapy includes an introduction to OT theory and foundations for Occupational Therapy practice in pediatrics as well as an exploration of models and evidence for practice in evaluation and treatment of the pediatric population appropriate to the role of OTA. Child development, perceptual motor skills, self-care, design and use of adaptive equipment, and play/leisure issues are explored in relation to normal sensory motor, psychosocial, and cognitive development. Critical thinking and reasoning through the occupational therapy process of assessment, treatment planning, and treatment implementation using the PEOP model will be included. (S)

## **OTA211 Pediatric Performance Skills 2**

Prerequisites: OTA110, OTA111, OTA125, OTA130, OTA131, OTA140, OTA145, and COM100 (all courses must be completed with a grade of "C" or better), successful completion of OTA150, and reading proficiency

Corequisites: OTA160 and OTA210

Pediatric Performance Skills provides hands-on laboratory experience, with emphasis on current models of practice in Pediatrics, as well as play and leisure activities. The following topics will be addressed: introduction to therapeutic media used in OT practice; acquisition of basic skills for activity analysis, problem-solving, adaptive activities, strategies, and techniques that use purposeful activities and occupation to enhance role function; introduction to standardized and non-standardized evaluations in pediatric OT; and development of basic skills that focus on grading and adapting purposeful activities and use of groups for therapeutic interventions. Laboratory experiences are arranged at an on-site daycare center for typically developing and special needs children. (S)

## **OTA220 Professional Practice and Management III 1**

Prerequisites: OTA140 with a grade of "C" or better and reading proficiency

Professional Practice and Management III includes integration of research and evidence for practice, program development, quality assurance and treatment outcomes, national and state credentialing requirements, preparing to sit for the National Board Certification Exam, professional organizations, and political advocacy. Students will finalize a competency document, professional resume, and cover letter for employment. This course also prepares students for Level II fieldwork. (S)

## **OTA232 Environments and Assistive Technology 4**

Prerequisites: OTA130, OTA131, OTA140, and OTA145 (all courses must be completed with a grade of "C" or better), successful completion of OTA150, and reading proficiency

Environments and Assistive Technology focuses on understanding the concept of disability as a result of environmental and technological barriers. This course includes fundamentals of adaptive equipment, wheel chair seating and positioning, ergonomic interventions, environmental controls, leisure equipment, and adapted driving. Students will explore the relationship and fit between the person and his/her environment, in a variety of areas: in-home, school, workplace, and the community. Students will apply knowledge of accessibility solutions in the home and community to enhance occupational performance across the life span. (S)

## **OTA250 Level II Fieldwork A 6**

Prerequisites: Satisfactory completion of all OTA courses, prerequisites, and all Level I Fieldworks A and B through the third semester with a grade of "C" or better and cumulative GPA of 2.5; free of infectious diseases; current certification in CPR and First Aid; proof of personal accident insurance; and reading proficiency

Level II Fieldwork A includes the development of professional skills through supervised application of treatment principles. Fieldwork experience includes the treatment of geriatric clients, children, or adults. Students will be under direct supervision from an occupational therapy practitioner in all aspects of occupational therapy practice. This experience requires at least 37 hours per week for eight weeks. Completion of at least one fieldwork practicum in a physical disability site and the second in any of the following: physical disability, psychosocial, pediatric, hand therapy, work hardening, or a combination of sites. (F)

## **OTA260 Level II Fieldwork B 6**

Prerequisites: Satisfactory completion of all OTA courses, prerequisites, and all Level I Fieldworks A and B through the third semester with a grade of "C" or better and cumulative GPA of 2.5; free of infectious diseases; current certification in CPR and First Aid; proof of personal accident insurance; and reading proficiency

Level II Fieldwork B provides a second fieldwork experience under the supervision of an occupational therapist. Students increase their experience in the treatment of geriatric clients, children, or adults. Students are expected to build on their first fieldwork by assuming increasing responsibilities related to patient or client care. This experience requires at least 37 hours per week for eight weeks. Completion of at least one fieldwork practicum in a physical disability site and the second in any of the following: physical disability, psychosocial, pediatric, hand therapy, work hardening, or a combination of sites. Note: Fieldwork II must be completed within 18 months following completion of academic coursework. All academic and Level I and Level II Fieldwork must be completed before the student is eligible for graduation. Graduation from an accredited OTA program is a prerequisite for submitting an application to sit for the national certification examination. (F)

## **OTA270 Fieldwork Seminar 1**

Prerequisites: Satisfactory completion of all OTA courses, prerequisites, and all Level I Fieldworks A and B through the third semester, a cumulative GPA of 2.5, and reading proficiency

Fieldwork Seminar is the culmination of entry level knowledge, skills, and professional competence required of the occupational therapy assistant. This course provides an opportunity for students to apply and integrate academic course work through fieldwork experiences. Requirements include reflection of how the role of occupational therapy and the occupational therapy assistant are demonstrated and delineated in each fieldwork facility, how they are applying the PEOP problem-solving approach to treatment in a variety of settings, providing and handling feedback from supervisors, case management issues, and current evidence for best practice relative to interventions used at the fieldwork site. (F,O)



## **PAR 200 Paramedic Advanced Care and Terminology 4**

Prerequisites: EMT206 or one year of documented, full-time patient care experience; ENG101 with a grade of “C” or better; BIO116 or BIO212 with a “C” or better; 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: PAR205, PAR220, and PAR225

Paramedic Advanced Care and Terminology prepares the Emergency Medical Services (EMS) student to understand medical legal and ethical issues, EM systems, safety and wellness, EMS communications, documentation, anatomy and physiology, and both basic and advanced medical terminology. (F)

## **PAR 205 Paramedic Pharmacology 4**

Prerequisites: EMT206 or one year of documented, full-time patient care experience; ENG101 with a grade of “C” or better; BIO116 or BIO212 with a “C” or better; 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: 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)

## **PAR 210 Paramedic Medical Emergencies 3**

Prerequisites: EMT206 or one year of documented, full-time patient care experience; PAR200, PAR 205,ENG101 with a grade of “C” or better; BIO116 or BIO212 with a “C” or better; 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: PAR215, PAR220, and PAR225

Paramedic Medical Emergencies prepares the student to identify life threatening and non-life threatening medical emergencies and prepares the student to preform 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. (F)

## **PAR 215 Paramedic Advanced Cardiology 4**

Prerequisites: EMT206 or one year of documented, full-time patient care experience; PAR200, PAR205, ENG101 with a grade of “C” or better; BIO116 or BIO212 with a “C” or better; 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: PAR210, 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)

## **PAR 220 Paramedic Clinical Practicum I 4**

Prerequisites: EMT206 or one year of documented, full-time patient care experience; ENG101 with a grade of “C” or better; BIO116 or BIO212 with a “C” or better; 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: PAR200, PAR 205, PAR 210, PAR 215, and PAR225

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 requisite number of patient contacts while rotating through the various hospital areas. (F)

## **PAR 225 Paramedic Internship I 1**

Prerequisites: EMT206 or one year of documented, full-time patient care experience; ENG101 with a grade of “C” or better; BIO116 or BIO212 with a “C” or better; 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: PAR200, PAR 205, PAR 210, PAR 215, and 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)

### **PAR 230 Paramedic Trauma Emergencies 3**

Prerequisites: PAR200, PAR205, PAR210, 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: PAR235, PAR 240, PAR 245, and PAR 250  
Paramedic Trauma Emergencies prepares the student to identify shock and hypoxia in traumatic patients. The student will learn to identify life threatening and non-life threatening traumatic emergencies by assessment and evaluation, as well as the proper treatment and transport. (S)

### **PAR 235 Paramedic Special Considerations 3**

Prerequisites: PAR200, PAR205, PAR210, 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, PAR 245, and PAR 250  
Paramedic Special Considerations teaches the anatomy and physiology of the non-pregnant and pregnant patient, the stages of labor and delivery, as well as care of the mother and newborn. The student will learn to assess, evaluate, and treat pediatric patients, neonates, geriatric patients, 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)

### **PAR 240 Paramedic Ambulance Operations 2**

Prerequisites: PAR235, 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, PAR 245, PAR 250  
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)

### **PAR 245 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 patient contacts during the clinical rotation of the designated hospital areas. Scheduled clinical rotations include contracted general medical hospitals/medical centers and pediatric hospitals. (S)

### **PAR 250 Paramedic Internship II 4**

Prerequisites: PAR200, PAR205, PAR210, 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, PAR 235, PAR 240, PAR 245,  
Paramedic Internship II requires a minimum of 150 clock 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 rotations. (S)

### **PAR 255 Paramedic Internship III 4**

Prerequisites: PAR230, PAR235, PAR240, PAR245, PAR250, 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.

Paramedic Internship III includes a minimum of 150 clock hours of scheduled ambulance rotation performing as a paramedic team leader. The student will be required to perform 50 team leads; 35 Advanced Life Support (ALS) calls (must include and 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)

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**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)

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**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)

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**PHL102H Honors Introduction to Philosophy** **3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Introduction to Philosophy is a historical survey of major Western thinkers beginning with the Ancient Greeks. This course looks at timeless questions concerning truth, beauty, reality, justice, logic, ethics, and the existence of God. As an Honors course, extensive in-class participation is required of all students. Honors Introduction to Philosophy fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PHL102 and PHL102H toward graduation. (S)

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**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)

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**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)

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**PHL202H Honors Ethics** **3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Ethics stresses the nature of moral argumentation and the structure of moral reasoning. Background material on contemporary moral issues is provided for the student, and the student is then required to articulate well-structured moral positions. As an Honors course, extensive in-class participation is required of all students. Honors Ethics fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PHL202 and PHL202H toward graduation. (F)

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**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)

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**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)

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**PHY101 Survey of Physical Science** **5**

Prerequisite: Reading proficiency  
Survey of Physical Science is a general education course which is designed to acquaint students with basic scientific concepts and their application to the physical universe. Laboratory time is required. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S,O)

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**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)

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**PHY105 Physical Geology** **4**

Prerequisite: Reading proficiency  
Physical Geology is a general education course which is designed to acquaint students with the geologic processes that affect the surface and interior of the earth. Laboratory time is required. Two Saturday six-hour field trips are included as part of the laboratory. (S)

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**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)

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**PHY108 Technical Physics** **5**

Prerequisites: MTH121 and reading proficiency  
Technical Physics is a course designed for career-technical students that covers topics in mechanics, heat, electricity, magnetism, light, and atomic physics. This course carries no credit toward a major or minor in any science field. This course is not applicable toward the Associate of Arts or Associate of Arts in Teaching degrees. (D)

**PHY111 Elementary College Physics I 5**

Prerequisites: Satisfactory completion of three units of high school mathematics, or MTH121, or MTH133 and MTH134/134H, or MTH141, and reading proficiency  
Elementary College Physics I is a fundamental course dealing with mechanics, sound, electricity, magnetism, light, and the structure of matter. This course is an algebra-based course required of students majoring in health professions, agriculture, forestry, and architecture. Laboratory time is required. (F)

**PHY112 Elementary College Physics II 4**

Prerequisites: PHY111 with a grade of "C" or better and reading proficiency  
Elementary College Physics II is an advanced study of topics from Elementary College Physics I. This course is algebra-based and is designed to meet requirements of students majoring in health professions including pre-medicine. Laboratory time is required. (S)

**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. This course is required for the Associate of Science degree. General Physics I fulfills the computer literacy graduation requirement for Associate of Science degree-seeking students. (F,S)

**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)

**PNE141 Fundamentals of Nursing 6**

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency  
Corequisite: PNE142  
Fundamentals of Nursing is designed for the beginning nursing student to acquire 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 patient. Embedded within the course are 30 hours (1,500 minutes) of clinical simulation laboratory time. (F,S)

**PNE142 Fundamentals of Nursing Clinical 1.5**

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency  
Corequisite: PNE141  
Fundamentals of Nursing Clinical allows the student to practice and demonstrate, in a controlled environment and real world settings, basic nursing skills and concepts discussed in PNE141, Fundamentals of Nursing. Students are divided into smaller groups for clinical rotation assignments. Students complete 64 hours of external clinical practice in a variety of health care settings. (F,S)

**PNE143 Nutrition 3**

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency  
Nutrition provides the student with a background of sound nutritional principles and their application to social, physiological, economic, and cultural factors. Basic therapeutic nutrition is also introduced. (F)

**PNE144 Introduction to Nursing Pharmacology 3**

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency  
Introduction to Nursing Pharmacology provides the basic principles of pharmacology including mathematics, dosage calculation, rules, safety, and regulations related to medication administration and intravenous therapy. This course provides student participation and practice of enteral, parenteral, intravenous medication administration, and intravenous cannulation in the laboratory setting. (F)

**PNE145 Personal Vocational Concepts 1**

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency  
Personal Vocational Concepts introduces the beginning student to nursing as a profession and explores the stressors inherent to entry into the role of a practical nurse. This course includes historical aspects; cultural, ethical, and legal aspects; professional organizations; and career opportunities of practical nursing. (F)

**PNE148 Mental Health 2**

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency  
Mental Health addresses basic human needs, growth and development, and their relationship to mental health. Reactions to stress, anxiety, physical and psychological trauma, and coping mechanisms are examined. Knowledge and understanding of human relationships utilized when providing holistic patient care are explored. (F)

### **PNE163 Pharmacology I 3**

Prerequisites: PNE144 with a grade of “B” or better and reading proficiency

Pharmacology I is the first 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 usual and idiosyncratic effects and precautions with administration. Mathematics of drugs and solutions are emphasized. Pharmacologic topics covered include foundations in pharmacology, drugs to treat infections, pain management, multisystem disorders, respiratory disorders, cardiovascular disorders, cancer/hematopoietic disorders, lymphatic disorders, 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 while the student learns principles of pharmacodynamics utilized when administering commonly prescribed drugs in the clinical setting. Major drug classifications are introduced as well as usual and idiosyncratic effects and precautions with administration. Pharmacologic topics covered include drugs affecting the integumentary, musculoskeletal, renal, neurological, sensory, gastrointestinal, endocrine (including diabetes), and male/female reproductive systems. (F,S)

### **PNE171 Medical-Surgical Nursing I 5**

Prerequisites: PNE141 with a grade of “B” or better and reading proficiency

Corequisite: PNE181

Medical-Surgical Nursing I (MS I) addresses the care of the adult including patient care, caregiver teaching, collaborative care, cultural and ethical considerations, patient safety, nutrition, and drug therapy in an evidence-based practice context. The concepts of adult medical-surgical care are presented in three separate courses in Level I PN to enable the student to explore each area fully. Specific to MS I, students will examine the foundations of medical-surgical nursing including perioperative, intraoperative, and postoperative care, pain management, fluid/electrolyte and acid/base balance, the study of the body systems related to disease processes including respiratory, cardiovascular, hematopoietic/cancer, and immune disorders. (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 addresses the care of the adult including patient care, caregiver teaching, collaborative care, cultural and ethical considerations, patient safety, nutrition, and drug therapy in an evidence-based practice context. The concepts of adult medical-surgical care are presented in three separate courses in Level I PN to enable the student to explore each area fully. During Medical-Surgical Nursing II, students will continue the study of body systems and related disease processes including integumentary; musculoskeletal; renal; neurological; sensory; gastrointestinal; endocrine, including diabetes; and male and female reproductive disorders. (F,S)

### **PNE174 Maternal and Child Nursing 4**

Prerequisites: PNE141 with a grade of “C” or better, successful completion of PNE142, and reading proficiency

Corequisite: PNE184

Maternal and Child Nursing is designed to assist the student to develop a family-centered nursing approach, focusing on the health concerns of a new family and growing children. (Su)

### **PNE175 Medical-Surgical Nursing III 2**

Prerequisites: PNE172 with a grade of “C” or better, successful completion of PNE182, and reading proficiency

Corequisite: PNE185

Medical-Surgical Nursing III addresses the care of the adult including patient care, caregiver teaching, collaborative care, cultural and ethical considerations, patient safety, nutrition, and drug therapy in an evidence-based practice context. The concepts of adult medical-surgical care are presented in three separate courses in Level I PN to enable the student to explore each area fully. During Medical-Surgical Nursing III, students will complete the study of body systems and related disease processes including immune, renal, and integumentary systems and explore nursing concepts of management and disaster planning. This course is offered in the summer term. (Su)

### **PNE181 Medical-Surgical Nursing I Clinical 2**

Prerequisites: PNE141 with a grade 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 laboratory and clinical rotation assignments. Clinical laboratory sessions are generally conducted during the beginning of the semester, followed by assignments to clinical facilities. (F)



### **PNE182 Medical-Surgical Nursing II Clinical 2**

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 laboratory and clinical rotation assignments. Clinical laboratory sessions are generally conducted during the beginning of the semester, followed by assignments to clinical facilities. (F,S)

### **PNE184 Maternal and Child Nursing Clinical 1**

Prerequisites: PNE141 with a grade of "C" or better, successful completion of PNE142, and reading proficiency

Corequisite: PNE174

Maternal and Child Nursing Clinical provides the student the opportunity to care for the child-bearing family, with experience during labor and delivery, postpartum, and newborn periods. The clinical setting is a time of learning and a time when the nursing student will put into practice concepts and patient care discussed and/or demonstrated in the companion course, Maternal and Child Nursing. (Su)

### **PNE185 Medical-Surgical Nursing III Clinical 1**

Prerequisites: PNE172 with a grade of "C" or better, successful completion of PNE182, and reading proficiency

Corequisite: PNE175

Medical-Surgical Nursing III Clinical allows the student to practice and demonstrate, in a controlled environment and real world settings, basic nursing skills and concepts discussed in PNE175, Medical-Surgical Nursing III. Students are divided into smaller groups for both clinical laboratory and clinical rotation assignments. Clinical laboratory sessions are generally conducted during the beginning of the semester, followed by assignments to clinical facilities. (Su)

### **PNE195 Capstone Practical Nursing 3**

Prerequisites: PNE164 and PNE172 (both courses must be completed with a grade of "B" or better), successful completion of PNE182, and reading proficiency

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)

### **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)

### **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. Honors U.S. and Missouri Governments and Constitutions fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSC102 and PSC102H toward graduation. (S)

### **PSC103 Current Political Issues 3**

Prerequisite: Reading proficiency

Current Political Issues focuses on government policies in a variety of areas and their impact on individuals. Policies will include environmental, civil liberties, civil rights, economic, tax, business-government relations, foreign policy, and domestic issues such as health, welfare, education, crime, and others. (F,S,Su,O)

### **PSC155 International Relations 3**

Prerequisite: Reading proficiency

International Relations is a survey of current international politics including economic, military, and other relations between nations. This course also includes the role of international organizations, multinational corporations, and other non-government actors emphasizing the analysis of why nations and other actors pursue particular policies. (S,O)

### **PSC250 Independent Study: Model United Nations 3**

Prerequisites: Instructor approval and reading proficiency

Model United Nations emphasizes the origins, structure, and functions of the United Nations in the contemporary international arena. This course is an independent study course, running from October to February, which includes participation in the Midwest Model United Nations where students will represent a country in a simulation. (S)



**PSC250H Independent Study:  
Model United Nations Honors** **3**

Prerequisites: Honors Program admission and reading proficiency  
Model United Nations Honors emphasizes the origins, structure, and functions of the United Nations in the contemporary international arena. This course is an independent study course, running from October to February, which includes participation in the Midwest Model United Nations where students will represent a country in a simulation. Honors students will be expected to take leadership roles and accept spokesperson responsibilities in the simulation. Model United Nations Honors fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSC250 and PSC250H toward graduation. (S)

**PSC290 Public Service Government  
Internship** **1**

Prerequisites: Sophomore standing, PSC102/102H and PSC103 (both courses must be completed with a grade of "B" or better), cumulative GPA of 2.75 or higher, and reading proficiency  
Public Service Government Internship combines academic work with practical work experience in a federal, state, or local government office. Students will work approximately five hours per week with supervision by a faculty member and a government official. This is a public/community service course and may be repeated for a maximum of three credit hours. (F,S)

**PSY101 General Psychology** **3**

Prerequisite: Reading proficiency  
General Psychology deals with the scientific study of behavior and mental processes found in humans and animals. (F,S,Su,O)

**PSY101H Honors General Psychology** **3**

Prerequisites: Honors Program admission and reading proficiency  
Honors General Psychology, taught in a seminar format, deals with the scientific study of behavior and mental processes found in humans and animals. This course fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSY101 and PSY101H toward graduation. (F)

**PSY120 Applied Psychology** **3**

Prerequisites: PSY101 and reading proficiency  
Applied Psychology is a class which discusses the adjustments which individuals must accomplish as they live their lives. (F,S,O)

**PSY201 Child Development** **3**

Prerequisites: PSY101 and reading proficiency  
Child Development reviews the scientific information (empirical, theoretical, and applied) regarding the development of children from birth to the beginning of adolescence. (S,O)

**PSY202 Adolescent Psychology** **3**

Prerequisites: PSY101 and reading proficiency  
Adolescent Psychology studies the scientific information (empirical, theoretical, and applied) regarding human development from puberty to young adulthood. (F,O)

**PSY205 Human Development** **3**

Prerequisites: PSY101 and reading proficiency  
Human Development examines the development of the individual from conception through adulthood. The physical, cognitive, and psychosocial development of the individual is described for each period of life. (F,S,Su,O)

**PSY215 Social Psychology** **3**

Prerequisites: PSY101 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,O)

**PSY225 Abnormal Psychology** **3**

Prerequisites: PSY101 and reading proficiency  
Abnormal Psychology includes a survey of psychological disorders to include diagnostic descriptions, prevalence, etiology, prevention, and treatment. This course includes an overview of historical/sociocultural definitions, research methods, ethical/legal issues, assessment, and classification of abnormal behavior. (F,S,O)

**PTA100 Anatomy and Physiology I for  
Physical Therapist Assistants** **5**

Prerequisite: Reading proficiency  
Anatomy and Physiology I for Physical Therapist Assistants begins with an introduction to basic concepts in biology and chemistry, including cellular components and division, genetics and inheritance, molecular transport, tissue types, atom structure, ions, nutrients, pH, and use of the scientific method, before moving on to the organ system level of organization of the human body. While each organ system will be presented, the integumentary, skeletal, and muscular systems will be studied in the greatest depth. Laboratory time is required. This course is limited to students applying or admitted to the Physical Therapist Assistant program. (F,S,Su)

## **PTA105 Anatomy and Physiology II for Physical Therapist Assistants 4**

Prerequisites: PTA100 or BIO211 with a grade of "B" or better and reading proficiency

Anatomy and Physiology II for Physical Therapist Assistants is a continuation of Anatomy and Physiology I for Physical Therapist Assistants with emphasis on the nervous, sensory, endocrine, circulatory, respiratory, lymphatic, digestive, and urinary systems to include information on metabolism, energy, fluid and electrolyte balance, and the acid-base balance within the body and how each works to maintain homeostasis. Laboratory time is required. This course is limited to students applying or admitted to the Physical Therapist Assistant program. (F,S)

## **PTA110 Introduction to Physical Therapy 4**

Prerequisites: Admission to the Physical Therapist Assistant program and reading proficiency

Introduction to Physical Therapy presents foundational information to students beginning this course of study. Students will begin to understand the role, range of work, and professional behaviors required of a physical therapist assistant (PTA). Topics presented include, but are not limited to, the history of the profession, the scope of practice and relationship between the physical therapist (PT) and PTA, the role of the PTA as a part of the health care team, the relationship between the PTA and patient, the American Physical Therapy Association (APTA), the Missouri State PTA practice act, physical therapy documentation, medical and physical therapy terminology, and evidence-based practice. As the medical model begins to emphasize wellness, this course will also present life skills including stress management, fitness, nutrition, avoidance of health risks, and disease prevention strategies. (F)

## **PTA112 Kinesiology 2**

Prerequisites: Admission to the Physical Therapist Assistant program and reading proficiency

Kinesiology is a lecture course that presents fundamental information on the biomechanical basis of human movement, with in-depth study of the structure and function of each joint within the musculoskeletal system and how each works together to allow for postural control and stability as well as for dynamic movements seen in gait. (S)

## **PTA114 Tests and Measures 2**

Prerequisites: Admission to the Physical Therapist Assistant program and reading proficiency

Tests and Measures allows students to learn, practice, and demonstrate safety and competency in the following data collection techniques: palpation; passive range of motion with associated end feel; active range of motion and muscle strength screening; individual muscle length testing; manual muscle testing of the neck, trunk, upper and lower extremities; goniometry; inclinometry; and basic observation of posture and gait with identification of commonly associated deficits in each. (S)

## **PTA116 Principles of Therapeutic Exercise 2**

Prerequisites: Admission to the Physical Therapist Assistant program and reading proficiency

Principles of Therapeutic Exercise prepares the student in principles of different types of therapeutic exercise interventions to include passive, active assistive, active, and resistance exercises for the purposes of improving strength, flexibility, balance, and aerobic capacity. These principles and specific exercise interventions are applied to and practiced on the trunk, upper, and lower extremities. Special considerations for exercises in light of basic patient injuries or general deconditioning are introduced. (S)

## **PTA120 PTA Principles and Procedures I 3**

Prerequisites: Admission to the Physical Therapist Assistant program and reading proficiency

PTA Principles and Procedures I, a combination lecture-lab course, is the first in a series of four designed to provide students with the opportunity to learn and perform patient care skills. Students will study basic physical therapy theories and principles with a hands-on introduction to basic patient care skills and data collection techniques. By course completion, students will demonstrate safety and competency in performing the following: vital signs, anthropometrics, aseptic techniques and wound care, universal precautions, draping, positioning, body mechanics, massage, wheelchair management, transfer techniques, and gait and stair training with various assistive devices. Students will also be introduced to the patient chart and further their documentation skills. (S)

## **PTA130 Professional Conduct and Communication 2**

Prerequisites: PTA110, PTA115, and PTA120 (all courses must be completed with a grade of "C" or better) and reading proficiency

Professional Conduct and Communication builds on information first presented in the Introduction to Physical Therapy course. More in-depth discussions are facilitated regarding legal and ethical concepts guiding behaviors; patient-practitioner interactions to include psychosocial, cultural, and spiritual issues; principles of patient teaching and learning; written, verbal, and nonverbal communication with supervising physical therapists, other health care professions, and patients; and reading and applying evidence-based practice. This course will also introduce elements necessary for entering and remaining in the workplace such as creating a resume and job interview skills, performance evaluations and participation in healthcare standards, and quality assurance and improvement processes. A grade of "C" or better is required in this class to progress to PTA150, Clinical Experience I. (Su)

## **PTA140 Neuromotor Development 2**

Prerequisites: PTA110, PTA115, and PTA120 (all courses must be completed with a grade of “C” or better) and reading proficiency

Neuromotor Development presents information on basic neuroanatomy, motor development, motor learning, motor control, and then applies it to facilitation techniques used as interventions to improve fundamental skills such as transfers and gait. The information presented in this course will form the basis for task analysis and interventions taught in the PTA Principles II, III, and IV courses later in the curriculum. (Su)

## **PTA150 Clinical Experience I 2**

Prerequisites: PTA110, PTA115, and PTA120 (all courses must be completed with a grade of “C” or better) and reading proficiency

Pre-/corequisite: PTA130

Clinical Experience I is the first of four clinical education experiences that provides an opportunity for students to integrate the basic principles, skills, and data collection techniques learned thus far in the didactic portion of the curriculum and apply them in a patient care setting. The student will work under the direct supervision of a licensed physical therapist or licensed physical therapist assistant two days a week for five weeks in a setting where he/she can further develop critical thinking skills and professional behaviors, making the connection between theory and practice. Students will begin to develop skills in monitoring and modifying patient interventions, documentation, and communication with other members of the healthcare team. (Su)

## **PTA210 Physical Agents 3**

Prerequisites: PTA140 with a grade of “C” or better, successful completion of PTA150, and reading proficiency

Physical Agents is a combination lecture-lab course where students will study basic physics theories and principles with a hands-on application to thermal, mechanical, and electromagnetic agents utilized by the physical therapist assistant under the direction and supervision of the physical therapist. By course completion, students will demonstrate safety and competency in using the following physical agents: compression therapies, cryotherapy, hydrotherapy, superficial and deep thermal agents, traction, biofeedback, electrotherapeutic agents, and athermal agents. A grade of “C” or better is required in this class to progress to PTA250, Clinical Experience II. (F)

## **PTA220 PTA Principles and Procedures II 3**

Prerequisites: PTA140 with a grade of “C” or better, successful completion of PTA150, and reading proficiency  
PTA Principles and Procedures II, a combination lecture-lab course, is the second in a series of four designed to provide students with the opportunity to learn and perform patient care skills. Students will study basic physical therapy theories and principles with a hands-on practice of essential patient care skills including therapeutic exercises and other techniques specific to patients with common cardiopulmonary and musculoskeletal conditions. This course will also address application of documentation techniques and appropriate progression through a plan of care established by a supervising physical therapist and for this patient population. A grade of “C” or better is required in this class to progress to PTA250, Clinical Experience II. (F)

## **PTA240 PTA Principles and Procedures III 3**

Prerequisites: PTA140 with a grade of “C” or better, successful completion of PTA150, and reading proficiency  
PTA Principles and Procedures III, a combination lecture-lab course, is the third in a series of four designed to provide students with the opportunity to learn and perform patient care skills. Students will study basic physical therapy theories and principles with a hands-on introduction to essential patient care skills and data collection techniques including therapeutic exercises and other techniques specific to children and adults with common neuromuscular conditions. This course will also address application of documentation techniques and appropriate progression through a plan of care established by a supervising physical therapist for this patient population. A grade of “C” or better is required in this class to progress to PTA250, Clinical Experience II. (F)

## **PTA245 Pathological Implications in Rehabilitation 2**

Prerequisites: PTA130 and PTA140 (both courses must be completed with a grade of “C” or better); successful completion of PTA150; BIO245 with a grade of “C” or better (or instructor permission); and reading proficiency  
Pathological Implications in Rehabilitation builds on the information presented in BIO245, Pathophysiology, on common pathologies of each organ system. This course will present information to include signs and symptoms patients may present within the rehabilitation setting, implications when more than one pathology is present, clinical and exercise considerations, handling of emergency situations, and implications with respect to pharmacological interventions. The information learned in this course runs concurrently with PTA220, PTA Principles and Procedures II, and PTA240, PTA Principles and Procedures III, which present in depth physical therapy interventions for patients with various musculoskeletal, neuromuscular, cardiovascular, and pulmonary pathological conditions. (F)

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**PTA250 Clinical Experience II** **2**

Prerequisites: Successful completion of PTA150 and reading proficiency

Corequisites: PTA210, PTA220, and PTA240

Clinical Experience II is the second of four clinical education experiences that provides an opportunity for students to integrate the principles and skills learned thus far in the didactic portion of the curriculum and apply them in a patient care setting. The student will work under the direct supervision of a licensed physical therapist or licensed physical therapist assistant for two weeks (40 hours per week) in a setting where he/she can further strengthen critical thinking skills and professional behaviors. Students will continue to develop skills in monitoring and modifying patient interventions, documentation, billing practices, time management, and communication with other members of the healthcare team. (F)

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**PTA260 PTA Principles and Procedures IV** **3**

Prerequisites: PTA210, PTA220, and PTA240 (all courses must be completed with a grade of "C" or better); successful completion of PTA250; and reading proficiency

PTA Principles and Procedures IV, a combination lecture-lab course, is the last in a series of four designed to provide students with the opportunity to learn and perform patient care skills. Students will study physical therapy theories and principles with a hands-on introduction to essential patient care skills and data collection techniques including therapeutic exercises and other techniques specific to selected topics and specific patient populations including, but not limited to, health promotion and wellness, industrial rehabilitation, burns, orthotics and prosthetics, aquatic therapy, genetic diseases, women's health, and special topics in geriatric rehabilitation. This course culminates in a comprehensive practical covering all information from throughout the curriculum to ensure safety and competency in entry level skills prior to beginning terminal clinical experiences. A grade of "C" or better is required in this class to progress to PTA280, Clinical Experience III. (S)

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**PTA270 PTA Seminar** **2**

Prerequisites: PTA210, PTA220, and PTA240 (all courses must be completed with a grade of "C" or better); successful completion of PTA250; and reading proficiency

PTA Seminar prepares students for the licensure exam, entry into the workforce, lifelong learning, competency in all entry level skills, issues in administration, and the multidisciplinary approach to care. This course also allows a forum for student sharing and discussion of their recent clinical experiences and presentations and culminates in completion of a timed, computerized full-length examination that allows students to assess areas of personal strengths, weakness, and possible areas needing remediation. A grade of "C" or better is required in this class to graduate from the Physical Therapist Assistant program. (S)

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**PTA280 Clinical Experience III** **4**

Prerequisites: PTA210, PTA220, and PTA240 (all courses must be completed with a grade of "C" or better); successful completion of PTA250; and reading proficiency

Pre-/corequisite: PTA260

Clinical Experience III is the third of four clinical education experiences that provides an opportunity for students to integrate the principles and skills throughout the curriculum and apply them in a patient care setting. The student will work under the direct supervision of a licensed physical therapist or licensed physical therapist assistant for six weeks (40 hours per week) in a setting where he/she can further strengthen critical thinking skills and professional behaviors. Students will continue to build on skills attained in previous clinical experiences as well as further develop skills in cultural competence, communication with other members of the healthcare team, patients, and caregivers. Students will work with a variety of patients to improve competence with the expected entry level skills of a physical therapist assistant. Students must pass this course to progress to PTA285, Clinical Experience IV. (S)

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**PTA285 Clinical Experience IV** **4**

Prerequisites: PTA210, PTA220, and PTA240 (all courses must be completed with a grade of "C" or better); successful completion of PTA250; and reading proficiency

Pre-/corequisites: PTA260 and PTA280

Clinical Experience IV is the final of four clinical education experiences that provides an opportunity for students to integrate the principles and skills learned throughout the entire curriculum and apply them in a patient care setting. The student will work under the direct supervision of a licensed physical therapist or licensed physical therapist assistant for six weeks (40 hours per week) in a setting where he/she can further develop critical thinking skills, professional behaviors, and continue to build on practical abilities attained in previous clinical experiences. Students will work with a variety of patients to improve competence with the expected entry level skills of a physical therapist assistant. Students will function as an involved full time member of the healthcare team to prepare them for entry into the workforce. Students must pass this course to graduate from the Physical Therapist Assistant program. (S)

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**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)

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**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)



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**RAD111 Image Evaluation** **2**

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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)

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**RAD115 Radiographic Positioning I** **3**

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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)

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**RAD125 Radiographic Positioning II** **3**

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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)

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**RAD130 Patient Care Management** **2**

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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)

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**RAD135 Radiographic Positioning III** **3**

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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)

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**RAD140 Radiographic Exposures** **3**

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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)

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**RAD145 Radiographic Positioning IV** **3**

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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)

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**RAD150 Cross-Sectional Anatomy 3**

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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)

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**RAD155 Radiographic Biology 3**

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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)

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**RAD160 Radiographic Physics 3**

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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)

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**RAD165 Radiographic Pharmacology 3**

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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)

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**RAD170 Radiographic Pathology 3**

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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)

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**RAD175 Image Intensification and Equipment 3**

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Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Image Intensification and Equipment provides the student with the knowledge of x-ray equipment routinely utilized to produce diagnostic images. An overview of various recording media and image intensification units used in radiology will be discussed. (F)

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**RAD180 Introduction to Quality Assurance and Advanced Imaging Modalities 3**

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Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Introduction to Quality Assurance and Advanced Imaging Modalities provides the student with the principles of a Quality Management program including theory, tools, procedures, and assessment of images. Quality Control measures pertaining to processors, equipment, fluoroscopy, and ancillary equipment are discussed. Quality Management of digital radiographic imaging equipment is discussed. Advanced imaging modalities including computed tomography, digital radiography, ultrasound, magnetic resonance imaging, mammography, special procedures, nuclear medicine, and radiation therapy will also be discussed. (S)

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**RAD185 Radiography Curriculum Review and Professional Development 3**

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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)

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**RAD190 Radiologic Technology Independent Study 1-3**

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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)



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**RAD200 Clinical Practicum I** **3**

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Prerequisites: RAD115 and RAD125 (both courses must be completed with a grade of “B” or better) and reading proficiency  
Clinical Practicum I is the first course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic areas of radiologic technology at assigned clinical sites. The clinical credit hours have been equally assigned to the five program clinical courses. This course is a portion of the five steps to clinical competency and must be completed with a minimum grade of “B” (86%). (S)

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**RAD210 Clinical Practicum II** **3**

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Prerequisites: RAD115, RAD125, RAD135, RAD145, and RAD200 (all courses must be completed with a grade of “B” or better) and reading proficiency  
Clinical Practicum II is the second course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic areas of radiologic technology at assigned clinical sites. The clinical credit hours have been equally assigned to the five program clinical courses. This course is a portion of the five steps to clinical competency and must be completed with a minimum grade of “B” (86%). (Su)

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**RAD220 Clinical Practicum III** **3**

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Prerequisites: RAD115, RAD125, RAD135, RAD145, RAD200, and RAD210 (all courses must be completed with a grade of “B” or better) and reading proficiency  
Clinical Practicum III is the third course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic areas of radiologic technology at assigned clinical sites. The clinical credit hours have been equally assigned to the five program clinical courses. This course is a portion of the five steps to clinical competency and must be completed with a minimum grade of “B” (86%). (Su)

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**RAD230 Clinical Practicum IV** **3**

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Prerequisites: RAD115, RAD125, RAD135, RAD145, RAD200, RAD210, and RAD220 (all courses must be completed with a grade of “B” or better) and reading proficiency  
Clinical Practicum IV is the fourth course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic areas of radiologic technology at assigned clinical sites. The clinical credit hours have been equally assigned to the five program clinical courses. This course is a portion of the five steps to clinical competency and must be completed with a minimum grade of “B” (86%). (F)

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**RAD240 Clinical Practicum V** **3**

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Prerequisites: RAD115, RAD125, RAD135, RAD145, RAD200, RAD210, RAD220, and RAD230 (all courses must be completed with a grade of “B” or better) and reading proficiency  
Clinical Practicum V is the fifth course in a series of five clinical education courses designed for development, application, analysis, integration, synthesis, and evaluation of clinical competencies that have been taught previously in positioning courses. Supervised clinical rotations will be performed in basic areas of radiologic technology at assigned clinical sites. The clinical credit hours have been equally assigned to the five program clinical courses. This course is a portion of the five steps to clinical competency and must be completed with a minimum grade of “B” (86%). (S)

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**RDG020 Introduction to Reading** **3**

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Prerequisite: None. Mandatory placement for students who have a COMPASS reading score between 18-61. Students with no ACT score or those testing below 18 on the ACT reading placement test must take the COMPASS reading placement test. The ACT measures college-level achievement only, so it cannot place for remedial courses.

Introduction to Reading emphasizes reading techniques and an application of these techniques to a variety of texts, both fiction and non-fiction. This comprehensive reading program enhances reading rate, improves comprehension, expands vocabulary, and provides strategies for managing different types of reading materials. Introduction to Reading is a scheduled, individualized course requiring Learning Center attendance. (F,S,Su)

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**RDG030 College Reading** **3**

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Prerequisite: RDG020 with a grade of “C” or better or mandatory placement for students who have an ACCUPLACER reading score between 55-84 within the past two years, a COMPASS reading score between 62-80. Students with no ACT score or those testing below 18 on the ACT reading placement test must take the COMPASS reading placement test. The ACT measures college-level achievement only, so it cannot place for remedial courses.

College Reading emphasizes higher-level reading comprehension and retention with pre-, during-, and post-reading strategies in the study of a variety of texts, including multi-disciplinary textbooks, fiction and non-fiction. This is a comprehensive reading program that also enhances critical thinking skills and advanced vocabulary strategies. (F,S,Su)

### **RDG031 College Reading: Contextualized Studies in \_\_\_\_\_ 3**

Prerequisite: RDG020 with a grade of “C” or better or mandatory placement for students who have an ACCUPLACER reading score between 55-84 within the past two years, or a COMPASS reading score between 62-80. Students with no ACT score or those testing below 18 on the ACT reading placement test must take the COMPASS reading placement test. The ACT measures college-level achievement only, so it cannot place for remedial courses. This section of College Reading is reserved for students who are interested in a field of study in \_\_\_\_\_, and they may be co-enrolled in courses in that field.

College Reading emphasizes higher-level reading comprehension and retention with pre-, during-, and post-reading strategies in the study of a variety of texts, including multi-disciplinary textbooks, fiction and non-fiction. This is a comprehensive reading program that also enhances critical thinking skills and advanced vocabulary strategies. Fifty percent of the reading and vocabulary materials in this contextualized section will be related to the specified area of interest. (F,S,Su)

### **RDG090 College Reading and Writing 3**

Prerequisites: ACT English score of 14-17 within the past two years, ACCUPLACER English score of 57-91 and an ACCUPLACER reading score of 55-84 within the past two years, a COMPASS writing skills score of 31-69 within the past two years, or ENG098 with a grade of “B” or better AND ACT composite score below 18 within the past two years, COMPASS reading score of 62-80 within the past two years, or RDG020 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)

### **RNR210 Nursing Transitions and Trends 3**

Prerequisites: Admission to the Jefferson College Nursing Program Level II/RN and reading proficiency

Nursing Transitions and Trends explores the transitional role of the Licensed Practical Nurse (LPN) progressing to the Registered Nurse (RN) role; reviews basic skills and explores selected topics related to the development of nursing practice and education, professional organizations, ethical and legal aspects, current issues and trends, and professional conduct; and begins the transition to professional nursing in concepts related to nursing practice and nursing care in critical care settings. (F)

### **RNR220 Pediatric and High Risk Obstetrical Nursing 4**

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)

### **RNR225 Psychiatric Nursing 4**

Prerequisites: Admission to the Jefferson College Nursing Program Level II/RN and reading proficiency

Psychiatric Nursing builds on knowledge gained in basic psychology and mental health nursing at the practical nursing level to guide the student through the latest trends and treatments utilized in providing safe and effective psychiatric nursing care. Local psychiatric facilities and simulated lab experiences support the classroom setting through observation and practicum experiences. (F,S)

### **RNR230 Medical-Surgical Nursing IV 5**

Prerequisites: Admission to the Jefferson College Nursing Program Level II/RN and reading proficiency

Medical-Surgical Nursing IV is the first of two courses designed for students to add to previous Medical-Surgical courses, critical thinking, and clinical reasoning skills to elevate their knowledge and practice requirements as a registered professional nurse related to the nursing needs of adults with alterations in selected body systems, including concepts in nursing practice, pathophysiologic mechanisms of disease, perioperative care, problems related to altered sensory input, and problems of oxygenation: ventilation. In addition to classroom time, general hospitals, clinics, and community agencies are utilized for observation and practice for adult medical-surgical patients. (F)

### **RNR250 Medical-Surgical Nursing V 8**

Prerequisites: RNR230 with a grade of “B” or better and reading proficiency

Medical-Surgical Nursing V is the second of two courses designed for students to add to previous Medical-Surgical courses, critical thinking, and clinical reasoning skills to elevate their knowledge and practice requirements as a registered professional nurse related to the nursing needs of adults with alterations in selected body systems including problems of oxygenation: transport and perfusion; problems of ingestion, digestion, absorption, and elimination; problems of urinary function; problems related to regulatory function; problems related to movement and coordination; and nursing care in critical settings. In addition to simulation lab practice, time in general hospitals, clinics, and community agencies is utilized for observation and practice for adult medical-surgical patients. (S)

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**RNR260 Nursing Capstone** 4

Prerequisites: BIO113 with a grade of "C" or better; RNR210, RNR220, RNR225, RNR230, and RNR250 (all courses must be completed with a grade of "B" or better); reading proficiency; and current Missouri LPN license

Nursing Capstone exposes students to management, leadership, and delegation principles of clinical practice. At the same time, a preceptored clinical is provided for students to practice these principles. To culminate the program, students are provided an in-depth NCLEX review with required NCLEX style testing. (S,Su)

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**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)

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**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)

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**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)

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**SOC210 Alcohol, Drugs, and Society** 3

Prerequisites: SOC101 or PSY101 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)

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**SOC240 Marriage and Family** 3

Prerequisites: SOC101 or PSY101 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)

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**SOC250 Social Disorganization** 3

Prerequisites: SOC101 with a grade of "C" or better and reading proficiency

Social Disorganization explores the scientific developments (empirical, theoretical, and applied) which have occurred in the sociological research on deviant behavior. (F,S,O)

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**SPN101 Beginning Spanish** 5

Prerequisite: Reading proficiency

Beginning Spanish students develop fundamental Spanish oral and written skills. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F,S,Su)

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**SPN102 Intermediate Spanish** 5

Prerequisites: SPN101 or equivalent skills, and reading proficiency

Intermediate Spanish students learn how to express themselves and communicate more effectively in Spanish. Labs are conducted online. Students who complete this course with a "C" or higher as their first Spanish course at Jefferson College will be eligible to receive five hours retroactive credit for the course bypassed (Beginning Spanish). Students who have completed two to four years of high school Spanish should inquire with the foreign language instructor for further details. Note: Many transfer institutions require three semesters of foreign language. (F,S)

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**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)

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**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)

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**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)

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**SWK110 Social Work Lab** **1**

Prerequisite: Reading proficiency  
Pre-/corequisite: SWK105 with a grade of "C" or better  
Social Work Lab is an introductory course that involves field experience which, partnered with SWK105, Introduction to Social Work, 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 and service 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, attend five agency visits, and complete a minimum of three hours service learning at one of these agencies. It will be necessary for students to have access to transportation for scheduled agency visits and the service learning experience. (S,D)

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**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)

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**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. This course partially satisfies the humanities requirement for the Associate of Arts, Associate of Arts in Teaching, and Associate of Applied Science degrees. Honors Theatre Appreciation fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both THT100 and THT100H toward graduation. (F,S)

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**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)

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**THT120 Stagecraft** **2**

Prerequisite: None  
Stagecraft students learn, through laboratory experiences and lectures, the technical aspects of theatre, including scene design and construction, painting, rigging, lighting, sound, and property construction. Stagecraft may be repeated for a maximum of four credit hours. (F,S)

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**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)

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**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)

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**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)

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**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)

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**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 nutrition, medical math, animal behavior, and introductory surgical nursing. A laboratory session for this course provides hands-on animal experience. (F)



### **VAT114 Principles of Clinical Medicine II 4**

Prerequisites: VAT101 and VAT113 (both courses must be completed with a grade of “C” or better) and reading proficiency

Principles of Clinical Medicine II further prepares the student for employment as a veterinary technician intern by providing the basics in medical nursing, theriogenology, and neonatal care. Also introduced are areas of clinical pathology, including hematology and urinalysis, introductory radiology, and toxicology. A laboratory session is included to provide practice for techniques learned in the classroom. (S)

### **VAT199 Veterinary Technology Internship 5**

Prerequisites: VAT101, VAT106, VAT113, and VAT114 (all courses must be completed with a grade of “C” or better) and reading proficiency

Veterinary Technology Internship is a summer course that enables students to become acquainted with and more proficient in day-to-day clinical experiences under the direct supervision of cooperating veterinarians. A total of 420 clock hours is required for the technician internship. (Su)

### **VAT250 Veterinary Hospital Technology I 5**

Prerequisites: BIO113 or BIO215, BIO208 or BIO212, 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 Applied Radiology 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

Corequisites: VAT252 and VAT264

Veterinary Hospital Technology II is a lecture/laboratory course and is a continuation of Veterinary Hospital Technology I with concentration on general hospital skills, surgical technology, management practices, record keeping, and practical clinical experience. (S)

### **VAT258 Clinical Pathological Techniques 5**

Prerequisites: BIO113 or BIO215, BIO208 or BIO212, 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 or BIO215, BIO208 or BIO212, 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 1**

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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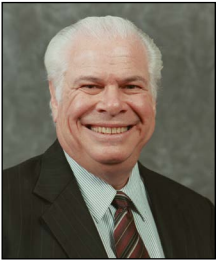
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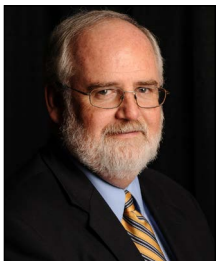


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*M.A., Political Science, Arkansas State University*

**Holly Lincoln**

Director of Enrollment Services  
*A.A.S., St. Louis Community College*  
*B.A., William Woods University*  
*M.Ed., Lindenwood University*

**John Linhorst**

Information Technology Analyst  
*A.A., Jefferson College*  
*B.S., M.I.S., University of Missouri-St. Louis*

**Betty Linneman**

Director of Learning Services  
*B.S., University of Missouri-St. Louis*  
*M.A., University of Missouri-St. Louis*  
*Coursework*  
*St. Louis Community College*

**Barbara Lodge**

Assistant Professor of Nursing  
*Diploma, Lutheran Medical Center*  
*B.S.N., Chamberlain College of Nursing*

**Janet Loida**

Academic Coordinator of Clinical Education/  
 Assistant Professor of Physical Therapist Assistant  
 Program  
*B.S., Physical Therapy, Saint Louis University*

**Amanda Macke**

Assistant Professor of Biomedical Sciences in  
 Area Technical School  
*B.S., Southeast Missouri State University*  
*M.A., Southeast Missouri State University*

**Ashley Mangrich**

Instructor of Health Information Technology  
*B.H.I.M., Saint Louis University*  
*M.H.A., Saint Louis University*

**Dianne Marquart**

Associate Professor of Mathematics  
*B.A., Old Dominion University*  
*B.S.Ed., Old Dominion University*  
*M.S., Old Dominion University*

**Lisa Martin**

Program Director/Assistant Professor of  
 Occupational Therapy Assistant Program  
*M.S.O.T., Washington University*

**Dena McCaffrey**

Dean of Career & Technical Education  
*B.S., Fontbonne University*  
*M.B.A., Saint Louis University*  
*Ed.D., Saint Louis University*

**Charles McClain**

President Emeritus  
*B.A., Southwest Missouri State University*  
*M.A., University of Missouri-Columbia*  
*Ed.D., University of Missouri-Columbia*

**Amy McDaniel**

Instructor of Nursing  
*B.S.N., Chamberlain College of Nursing*

**Patricia McDaniel**

Professor of Biology  
*B.S., Southeast Missouri State University*  
*M.S., Southeast Missouri State University*  
*Ph.D., Saint Louis University*

**David McNair**

Associate Professor of Computer Information  
 Systems  
*B.A., Wichita State University*  
*M.M., Wichita State University*  
*M.Ed., Instructional Technology-American*  
*Intercontinental University*  
*Coursework*  
*St. Louis Community College*  
*The Metropolitan Community College*

**Gregory McVey**

Athletic Director  
*B.B.A., Saint Joseph's College*  
*M.S., Miami University*

**Beverly Meyers**

Professor of Mathematics  
*Certificate, St. Louis Community College*  
*A.A.S., St. Louis Community College*  
*B.A., University of Missouri-St. Louis*  
*M.Ed., University of Missouri-St. Louis*  
*M.A.T., Webster University*  
*Coursework*  
*Fontbonne College*  
*Harris-Stowe*  
*Washington University*



**Dora Mitchell**

Professor of Biology  
*A.A., Mineral Area College*  
*B.S., Southwest Missouri State University*  
*M.S., Southwest Missouri State University*  
*Coursework*  
*University of Missouri-St. Louis*

**Earl Neal**

Assistant Professor of EMT/Paramedic  
*B.B.A., Fontbonne University*

**Dana Ann Nevois**

Director of Veterinary Technology  
*A.A., Jefferson College*  
*A.A.S., Jefferson College*  
*B.S., Missouri Baptist University*  
*M.B.A., Missouri Baptist University*  
*Coursework*  
*Central Missouri State University*

**Nicholas M. Nihira**

Associate Professor of Art  
*B.F.A., Columbus College of Art and Design*  
*M.F.A., Washington University-St. Louis*

**Chuck Nitsch**

Associate Professor of Building Trades in Area Technical School  
*A.A.S., St. Louis Community College*  
*Coursework*  
*Southeast Missouri State University*

**Sheba Nitsch**

Professor of Applied Communications/English in Area Technical School  
*B.S.Ed., Southeast Missouri State University*  
*M.A., Southeast Missouri State University*  
*Coursework*  
*Central Missouri State University*  
*University of Missouri-St. Louis*

**April Norton-Gunther**

Assistant Professor of Nursing  
*B.S.N., University of Phoenix*  
*M.S.N., University of Phoenix*

**Christopher Otto**

Assistant Professor of English  
*B.A., Truman State University*  
*M.A., Southeast Missouri State University*  
*M.A., University of Missouri-Columbia*  
*Coursework*  
*Chapman University*

**Lisa Pavia-Higel**

Assistant Professor of Oral Communication  
*B.A., Webster University*  
*M.A., Webster University*

**John Pleimann**

Professor of English  
*B.A., University of Missouri-St. Louis*  
*M.A., University of Missouri-St. Louis*  
*M.F.A., University of Missouri-St. Louis*  
*Coursework*  
*Southern Illinois University-Edwardsville*

**Lisa Pritchard**

Director of Library Services  
*B.A., Humboldt State University*  
*M.L.S., University of Missouri-Columbia*

**Tamela Reaves**

Associate Professor of College Studies  
*M.S., Southwest Baptist University*

**Dale Richardson**

Director of Buildings and Grounds

**Carleen Roberts**

Assistant Professor of Veterinary Technology  
*A.A.S., Jefferson College*  
*B.P.S., Missouri Baptist University*  
*M.S.Ed., Missouri Baptist University*  
*Coursework*  
*University of Central Missouri*

**Robert Rodden**

Associate Professor of Metal Fabrication in Area Technical School  
*Certificate, Welding, Jefferson College*  
*A.A.S., Jefferson College*

**Carol Rodgers**

Applications Developer  
*B.S., University of Missouri-St. Louis*  
*M.S., University of Missouri-St. Louis*

**Skyler Ross**

Associate Professor of Mathematics  
*B.S., The University of Maine*  
*M.A., The University of Maine*  
*Coursework*  
*Converse College*  
*Missouri Baptist University*  
*University of Missouri-St. Louis*

**Cindy Rossi**

Professor of Business Management  
*B.B.A., Middle Tennessee State University*  
*M.B.A., Fontbonne College*  
*Ph.D., Saint Louis University*  
*Coursework*  
*Central Missouri State University*  
*Lindenwood University*  
*University of Missouri-Columbia*  
*University of Missouri-St. Louis*

**Bill Sansagraw**

Instructor of Biomedical Electronics Technology  
*A.S., Mineral Area College*

**Diane Scanga**

Director of Public Safety Programs/Police Chief  
*A.A.S., St. Louis Community College*  
*B.A., Columbia College*  
*M.B.A., University of Phoenix*  
*Coursework*  
*F.B.I. National Academy-Quantico, VA*  
*University of Missouri-St. Louis*  
*University of Virginia*

**Marna Seep**

Academic Fieldwork Coordinator/Assistant Professor of Occupational Therapy Assistant Program  
*B.S.O.T., Washington University*

**Imran Shah**

Assistant Professor of Mathematics  
*B.S.Ed., Hogeschool van Utrecht, Netherlands*  
*M.A., Webster University*  
*M.S.Ed., Hogeschool van Utrecht, Netherlands*

**Patrick Shoff**

Senior Applications Developer  
*B.A., Webster University*

**Gregory Simos**

Assistant Professor of Computer Information Systems in Area Technical School  
*B.S., Saint Louis University*  
*M.A., Lindenwood University*

**Daniel Smith**

Database Administrator II  
*B.S., Franklin University*

**Mark Smreker**

Manager of Software Development  
*B.S., Missouri Western State College*  
*M.S., The University of Texas at Austin*

**Marialana Speidel**

Associate Professor of Biology  
*A.A., Jefferson College*  
*B.S., University of Missouri-St. Louis*  
*M.S., University of Missouri-St. Louis*  
*M.S.Ed., Missouri Baptist University*  
*Coursework*  
*Missouri Baptist University*

**Andrea St. John**

Professor of English  
*A.B., University of Missouri-Columbia*  
*M.A., University of Missouri-Columbia*  
*M.A.S., The Johns Hopkins University*  
*Ph.D., University of Miami*

**Elizabeth Steffen**

Access Services Librarian  
*B.A., University of Missouri-Columbia*  
*M.L.S., University of Missouri-Columbia*

**Aida Steiger**

Head Coach of Volleyball  
Assistant Professor of Health & Physical Education  
*A.A., Jefferson College*  
*B.A., Saint Louis University*  
*M.S.Ed., Missouri Baptist University*  
*Coursework*  
*United States Sports Academy*

**Tom Struckhoff**

Station Manager  
*B.J., University of Missouri-Columbia*

**Susan Todd**

Professor of English  
*B.A., Saint Louis University*  
*M.A., University of Missouri-St. Louis*  
*Coursework*  
*Indiana Wesleyan University*  
*Jefferson College*  
*University of Missouri-Columbia*  
*University of Missouri-St. Louis*

**Amanda Truong**

Physical Science Lab Instructor  
*B.S., University of Missouri-St. Louis*  
*M.S., University of Missouri-St. Louis*  
*Ph.D., University of Missouri-St. Louis/Missouri University of Science and Technology*

**Gerard Uhls**

Professor of Automotive Technology  
*A.A., St. Louis Community College*  
*B.S., Southern Illinois University-Edwardsville*  
*Master Automobile Technician, National Institute for Automotive Service Excellence - 25 plus years*  
*Light Diesel Certified, National Institute for Automotive Service Excellence*  
*Maintenance and Light Repair, National Institute for Automotive Service Excellence*

**Joel Vanderheyden**

Associate Professor of Music  
*B.A., University of Minnesota-Morris*  
*M.Mus., University of Maryland-College Park*  
*D.Mus., University of Iowa*

**Matthew Vaughn**

Instructor of English  
*Ph.D., The University of Tulsa*

**Niki Vogelsang**

Program Director/Instructor of Health Information Technology  
*B.H.I.M., Saint Louis University*  
*M.B.A., Missouri Baptist University*

**Laniece Wagner**

Associate Professor of Early Childhood Education  
*B.S.Ed., Southwest Missouri State University*  
*M.Ed., University of Missouri-St. Louis*  
*Coursework*  
*East Central College*  
*Missouri Baptist University*  
*Southeast Missouri State University*

**Ronda Wahl**

Clinical Coordinator/Assistant Professor of Radiologic Technology Program  
*Ph.D., University of Missouri-Columbia*

**Allan Wamsley**

Director of Online Learning & Educational Technology  
*B.S., Culver-Stockton College*  
*M.Ed., University of Missouri-Columbia*

**Bridget Webb**

Program Director/Assistant Professor of Physical Therapist Assistant Program  
*B.E.S., Saint Louis University*  
*M.P.T., Saint Louis University*  
*D.P.T., University of Montana*

**Susan Welch**

Assistant Professor of Sociology and Social Work  
*M.S.W., Saint Louis University*  
*L.C.S.W., State of Missouri*

**Tasha Welsh**

Director of Human Resources  
*A.A., Jefferson College*  
*B.A., University of Missouri-St. Louis*  
*M.B.A., Missouri Baptist University*

**Matthew West**

Instructor of Computer Integrated Manufacturing  
*A.A.S., Jefferson College*  
*Certificate, Jefferson College*

**John Westerman**

Director of Area Technical School  
*Ed.S., Southwest Baptist University*  
*Ed.D., Southwest Baptist University*

**Wesley Whitfield**

Assistant Professor of Chemistry  
*M.S., Florida State University*

**Kenneth Wilson**

Division Chair of Health Occupation Programs  
*B.S.P.T., Saint Louis University*  
*M.H.S., Washington University*

**Kristen Yelton**

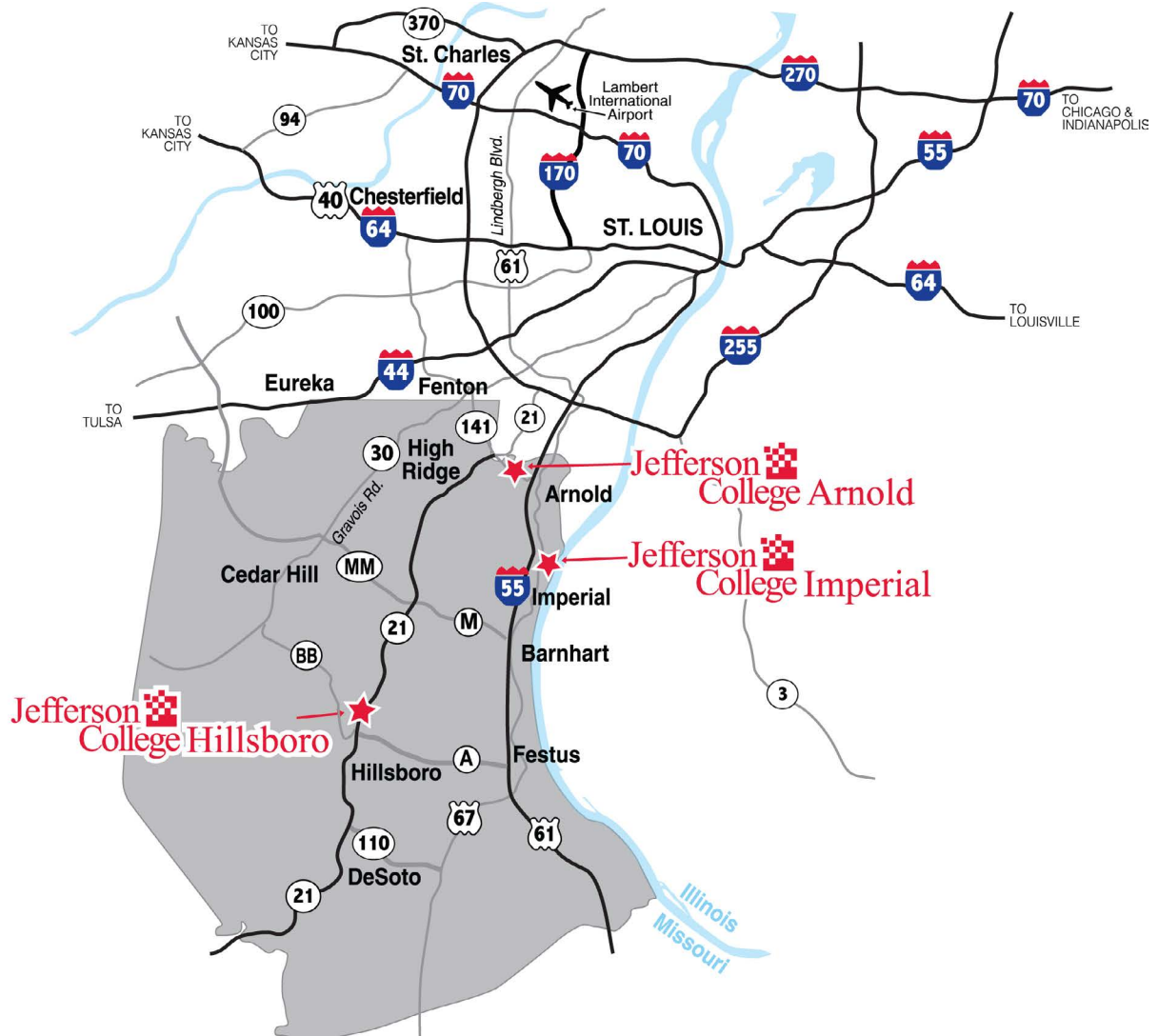
Director of Residential and Student Life  
*B.A., Drury University*

**Sheryl Zysk**

Nursing Clinical Coordinator  
*B.S.N., Webster University*  
*M.S.N., Webster University*  
*Ed.S., Webster University*



# 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.

## **IMPERIAL** (4400 Jeffco Boulevard)

### *Directions from I-55:*

Take the Richardson Road/Vogel Road exit and travel east to the intersection of Jeffco Blvd. Turn right (south) and Jefferson College Imperial will be on your left within 1.2 miles.

# Facilities – Hillsboro Campus

The **Library-Administration Building** offers classrooms, offices, and computer labs. In the original two-story portion of the building are the Library, Learning Center, Testing Center,



Disability Support Services, the Center for Teaching and Learning, Institutional Research and Planning, and the Jefferson County History Center. The north wing has offices for the President, Institutional Advancement,

Business and Community Development, Public Relations and Marketing, Human Resources, Learning Resources, Continuing Education, and the Business Office.

The sprawling **Career & Technical Education Building** contains 75,246 square feet of classrooms, offices, and laboratories. Equipment representing the latest advancements in technology is available to students.



The **Field House** complex provides facilities for physical education and intercollegiate sports, including an Olympic-size indoor pool. The building is also used for cultural and social programs throughout the year.



Music, theatre, and art find their home in the **Fine Arts Building**. The building offers classrooms, practice space for the music department, art studios, dedicated computer labs, and a gallery for displays by residents and visiting artists. The Fine Arts Theatre hosts concerts, plays, meetings, and festivals for both Jefferson College and for the community.



The **Technology Center**, a 43,000 square foot, three-level structure featuring a center atrium design, houses state-of-the-art facilities, the Academic Success Center, and equipment for several high-tech programs.



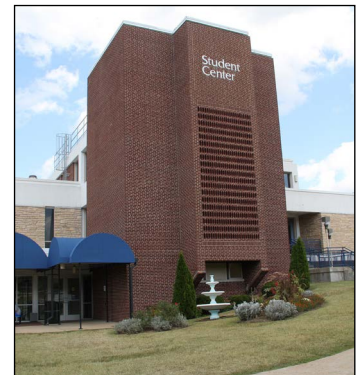
The majority of liberal arts classes are held in the **Arts and Sciences I Building**. Comfortable, well-lighted classrooms and fully-equipped science and language laboratories are located there as well as a student lounge. Lecture halls accommodate larger groups, and the intimate Little Theatre is often used for studio theatre productions, musical programs, films, and lectures.



**Arts and Sciences II** includes the Instructional Support Center, a microcomputer laboratory, a greenhouse, JCTV studios, general purpose classrooms, faculty offices, and a student lounge.

When students attend classes, their second home is the **Student Center**.

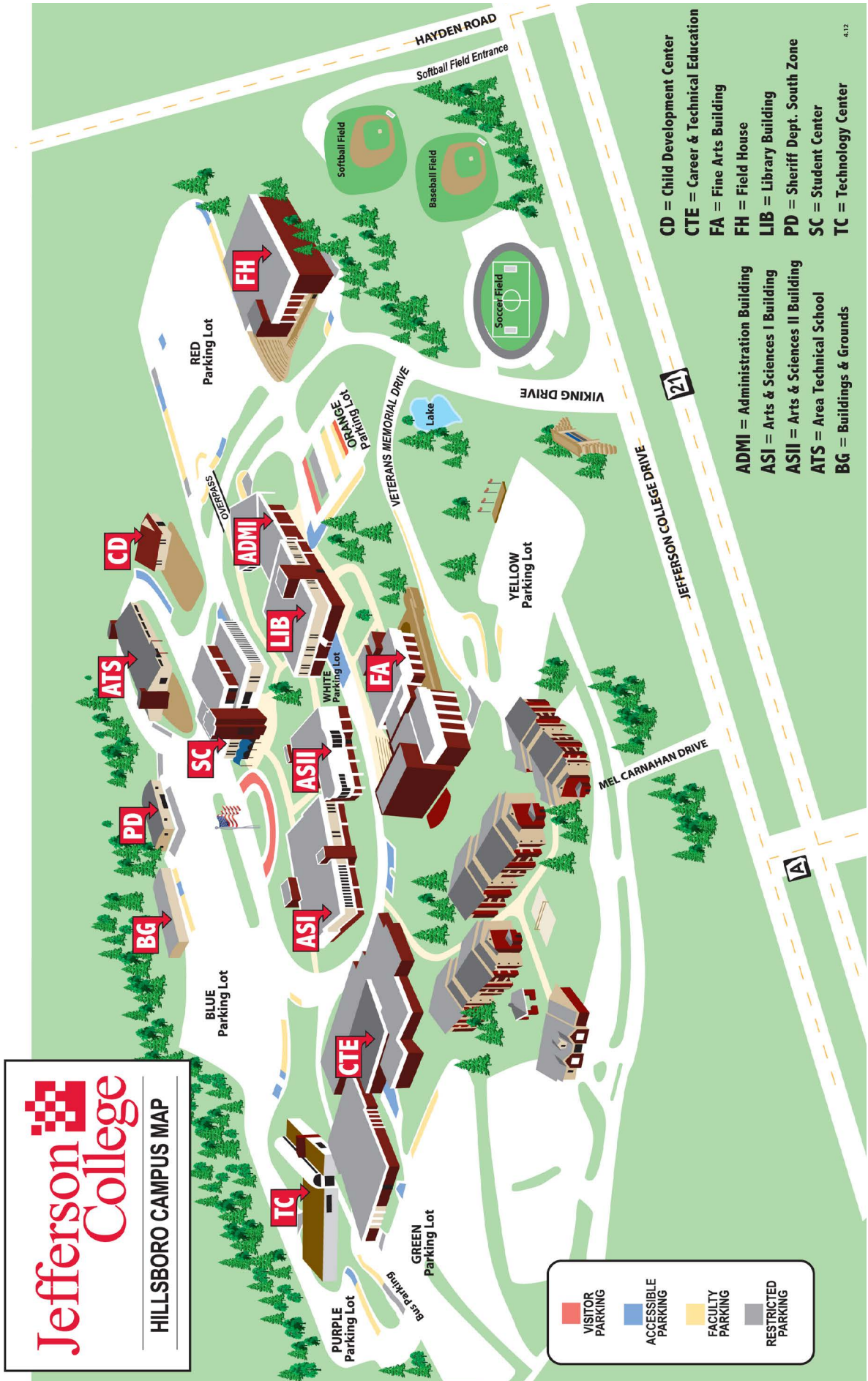
From registration to Commencement, Student Services provides educational information and guidance on everything from financial aid to career choices. The main floor is the “one stop shop” for student needs. The Cafeteria provides great food and refreshments, a giant screen TV, wireless Internet, and plenty of room for socializing. The Cafeteria is located on Level I with the Viking Room and the College Bookstore. The top floor of the building is occupied by Student Development and Project SUCCESS. Student Senate also has an office on the top floor.



Many of the high school students enrolled in the **Area Technical School** at the College attend classes in the Area Technical School Building. The Area Technical School Building, completed in the summer of 1999, consists of 32,709 square feet on two levels and includes classrooms, laboratories, and offices for several technical programs available to area high school students enrolled through 11 public high schools in Jefferson College’s service area.



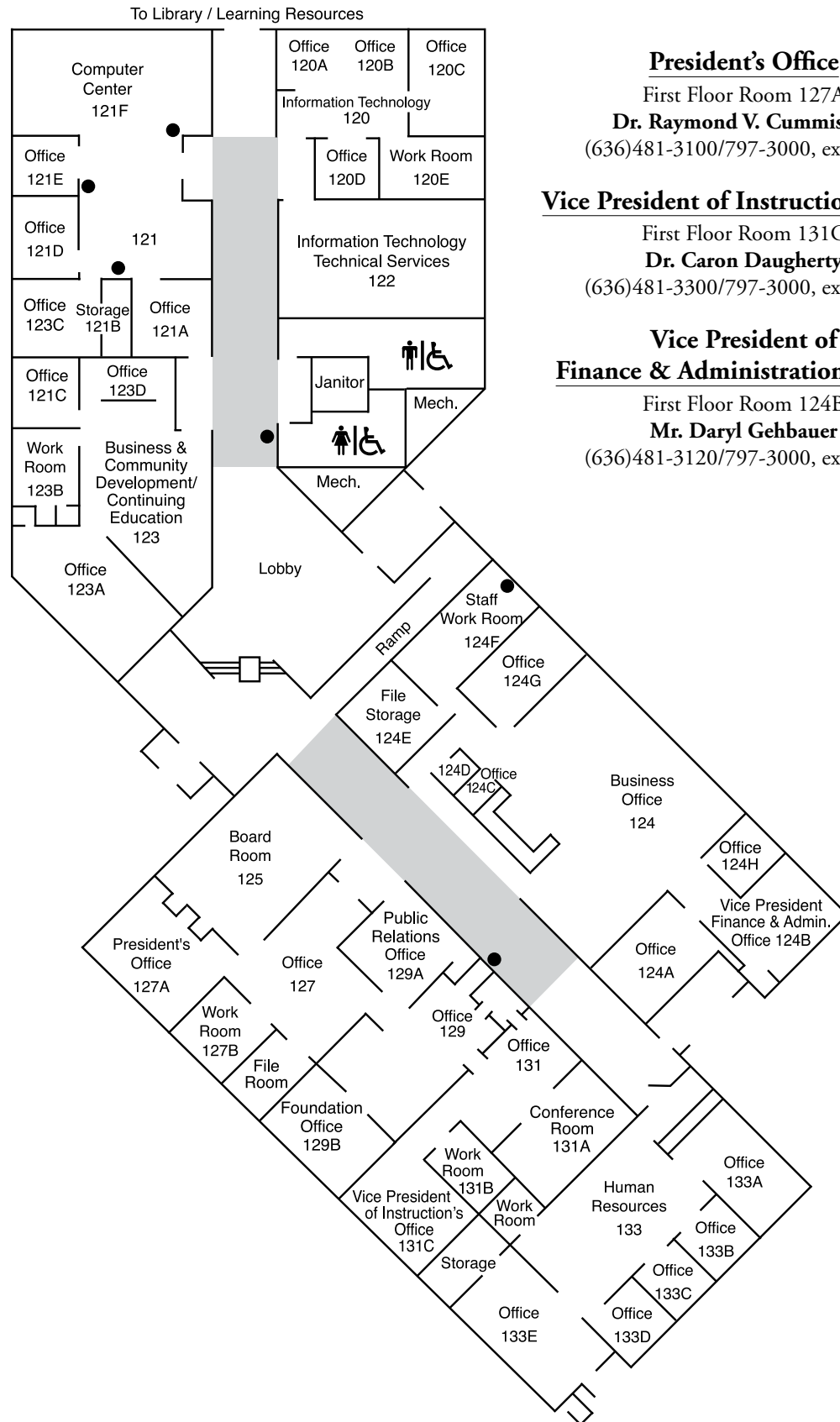
# Hillsboro Campus Map



# Administration Building (ADM)

Storm Safe Area Shaded

● = Fire Extinguisher



## President's Office

First Floor Room 127A

**Dr. Raymond V. Cummiskey**

(636)481-3100/797-3000, ext. 3100

## Vice President of Instruction's Office

First Floor Room 131C

**Dr. Caron Daugherty**

(636)481-3300/797-3000, ext. 3300

## Vice President of Finance & Administration's Office

First Floor Room 124B

**Mr. Daryl Gehbauer**

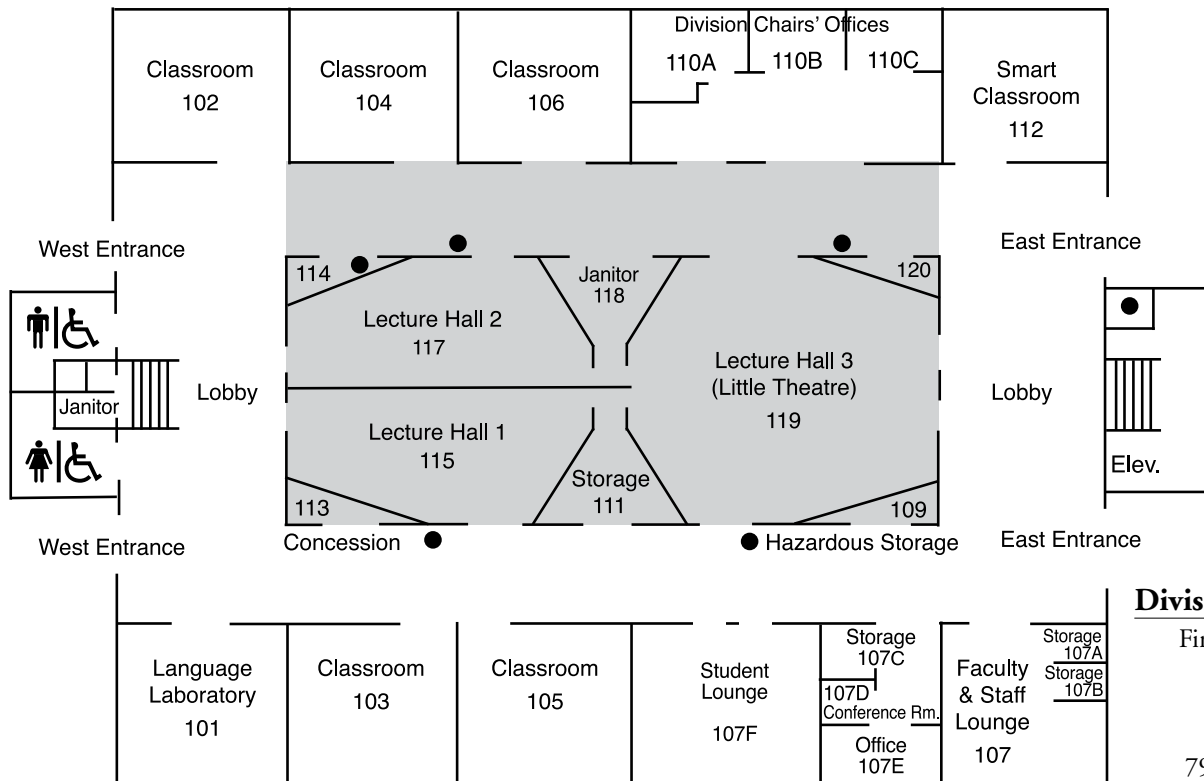
(636)481-3120/797-3000, ext. 3120

# Arts & Sciences I (ASI)

Storm Safe Area Shaded

● = Fire Extinguisher

## First Floor



### Division Chairs' Offices

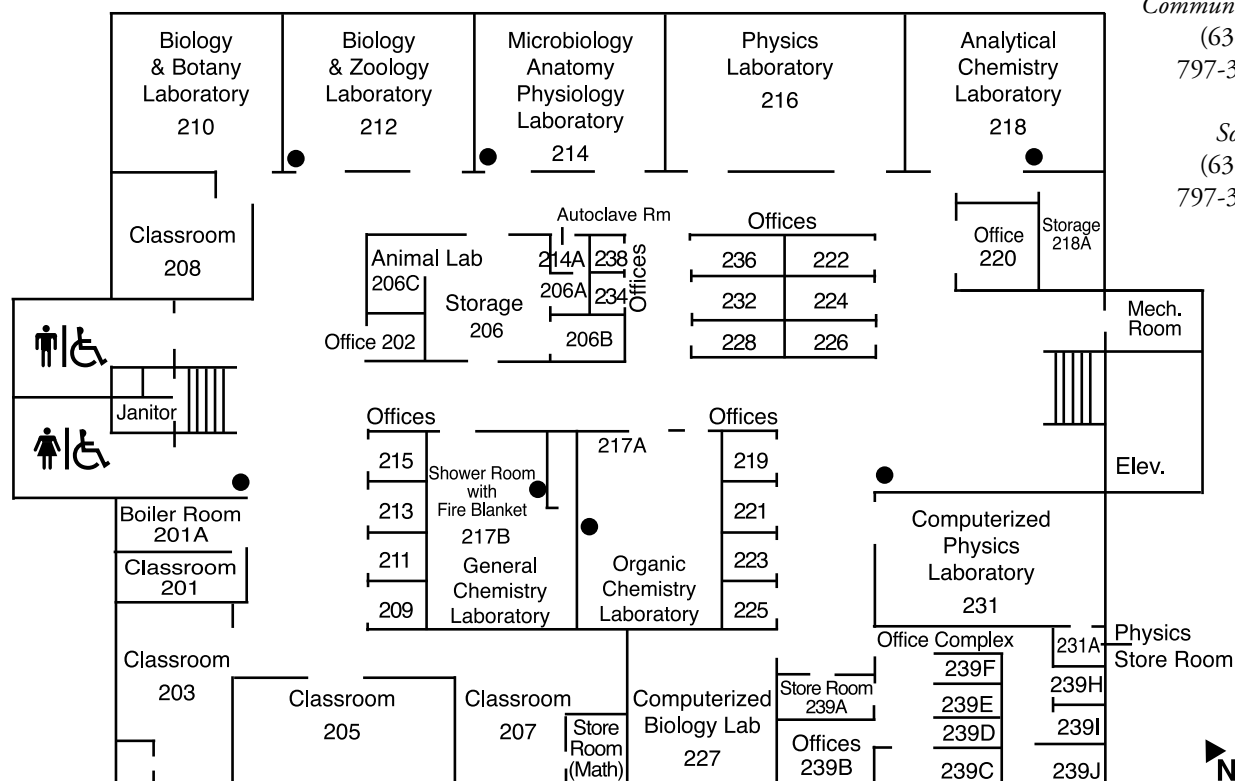
First Floor Room 110

*Math & Science*

(636)481-3337/

797-3000, ext. 3337

## Second Floor



**Dr. Michael Booker**

*Communication & Fine Arts*

(636)481-3312/

797-3000, ext. 3312

*Social Science*

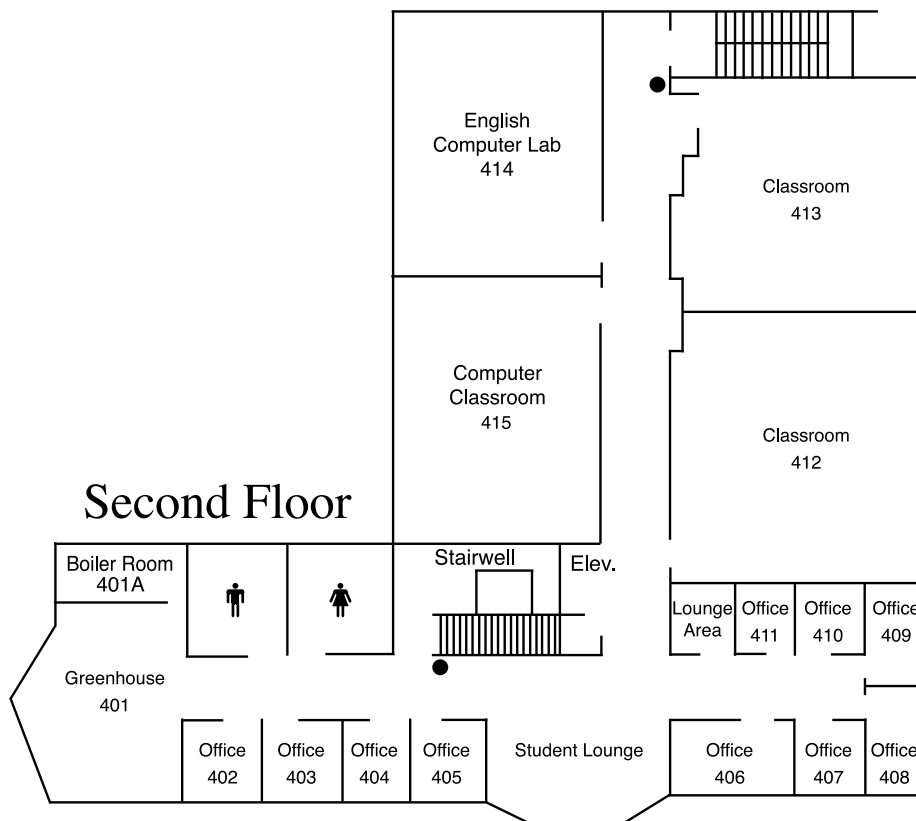
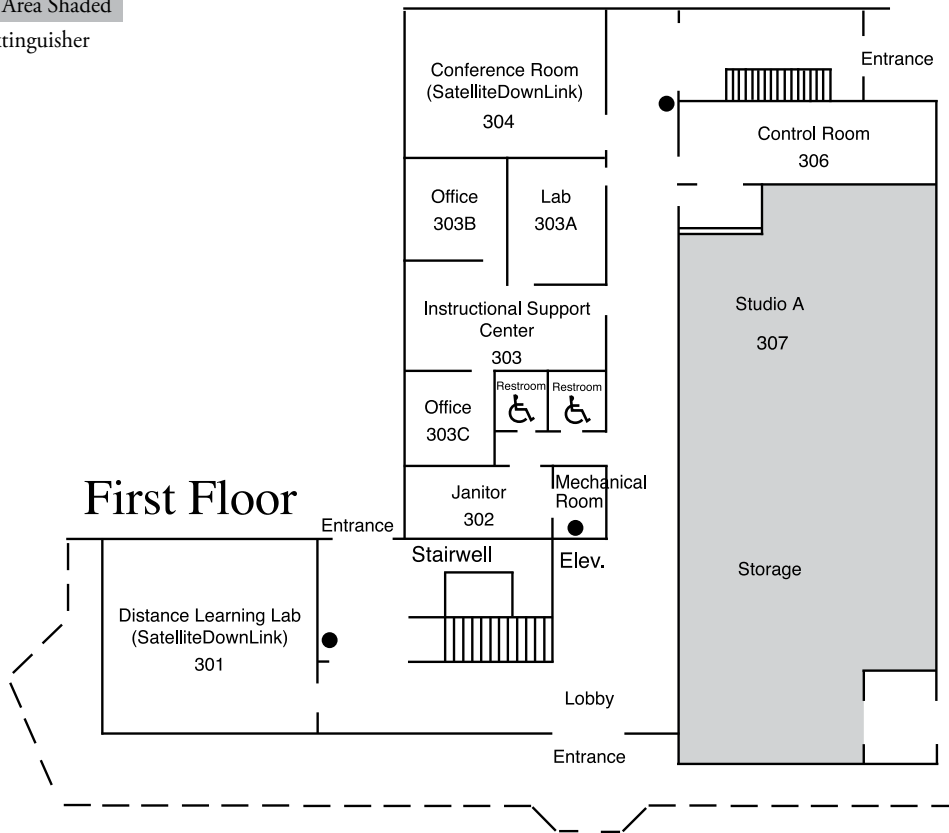
(636)481-3348/

797-3000, ext. 3348

# Arts & Sciences II (ASII)

Storm Safe Area Shaded

● = Fire Extinguisher



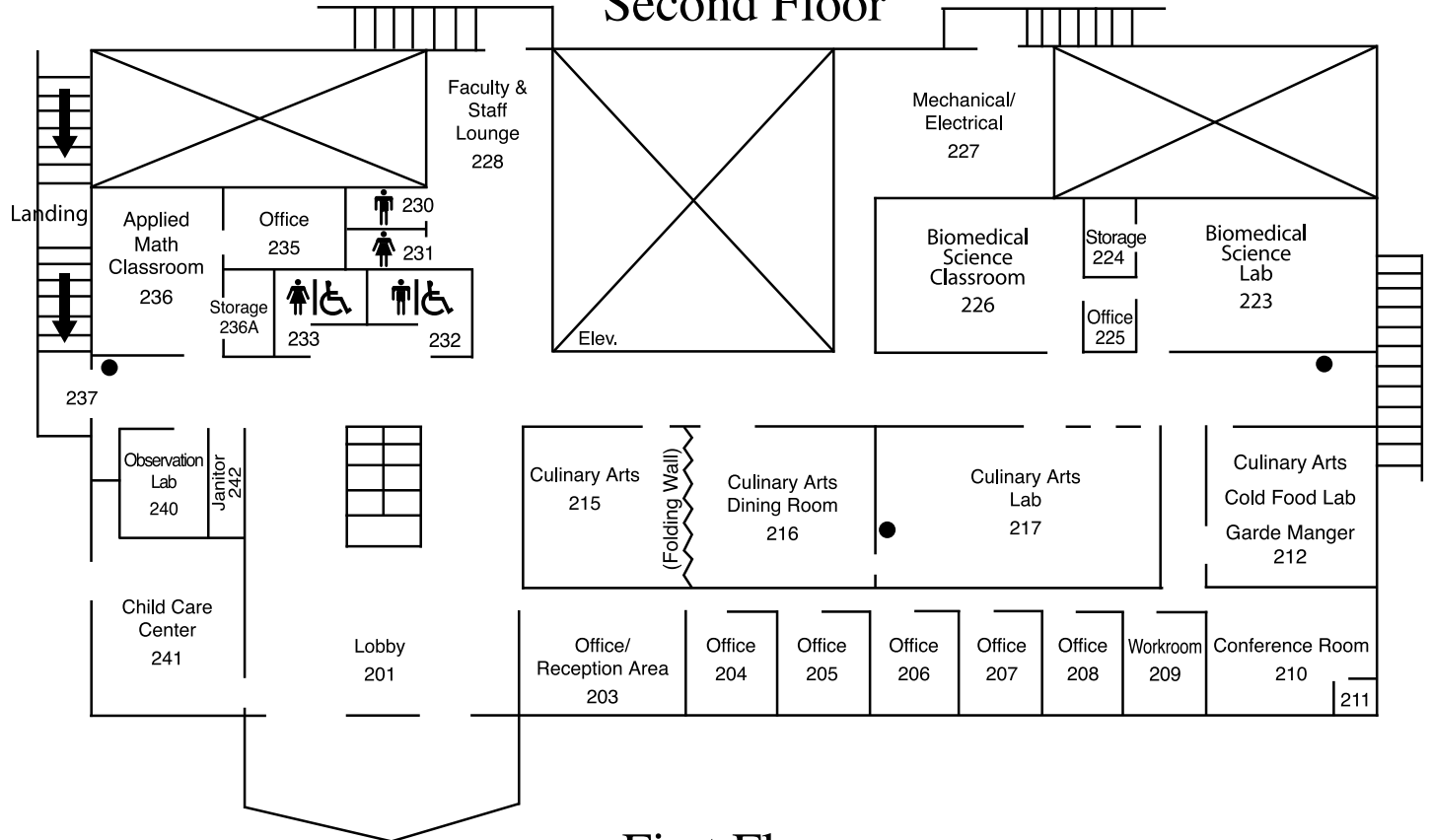


# Area Technical School (ATS)

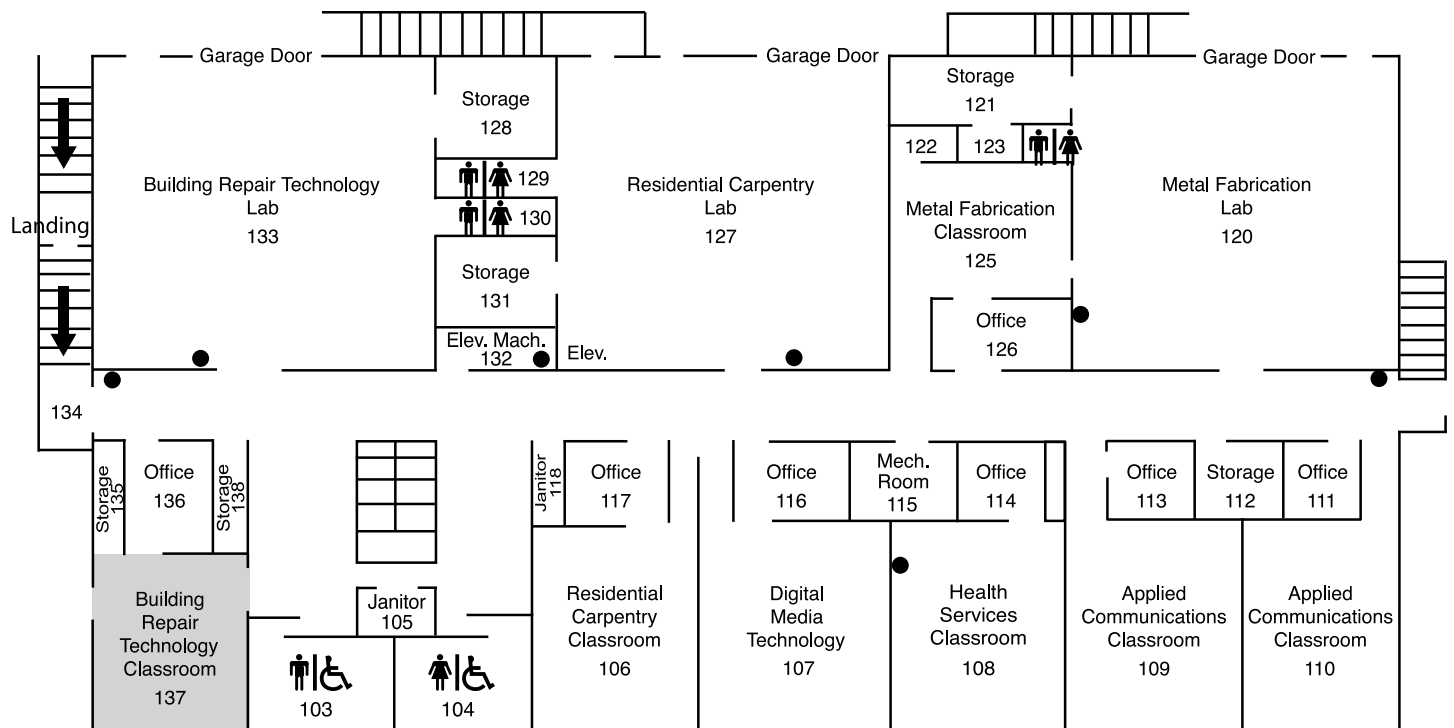
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● = Fire Extinguisher

## Second Floor



## First Floor



N ►

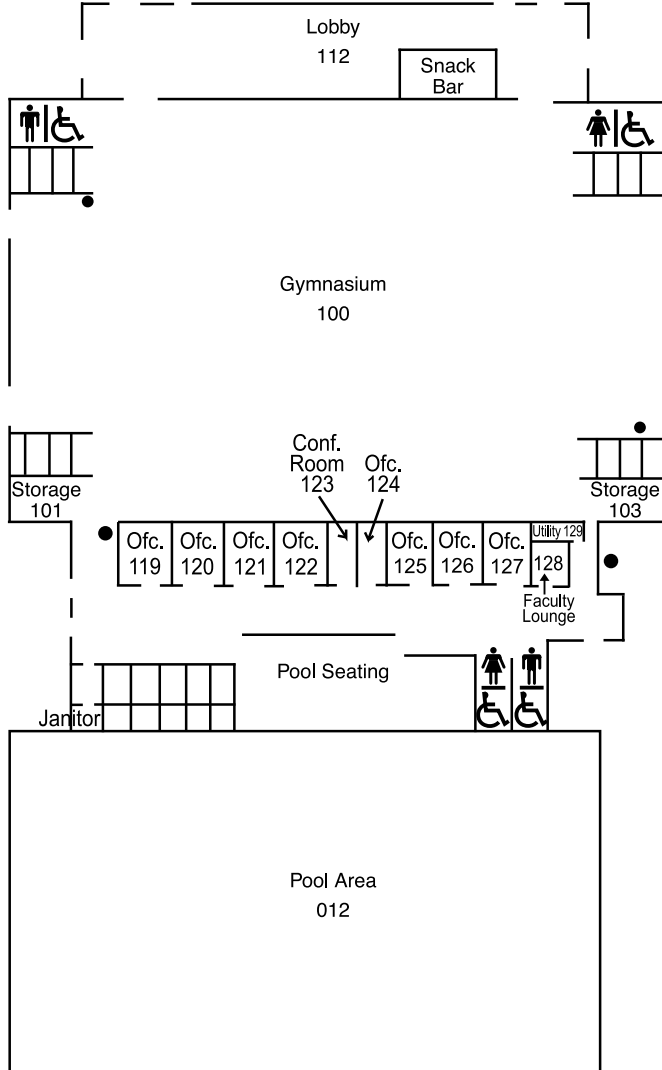


# Field House (FH)

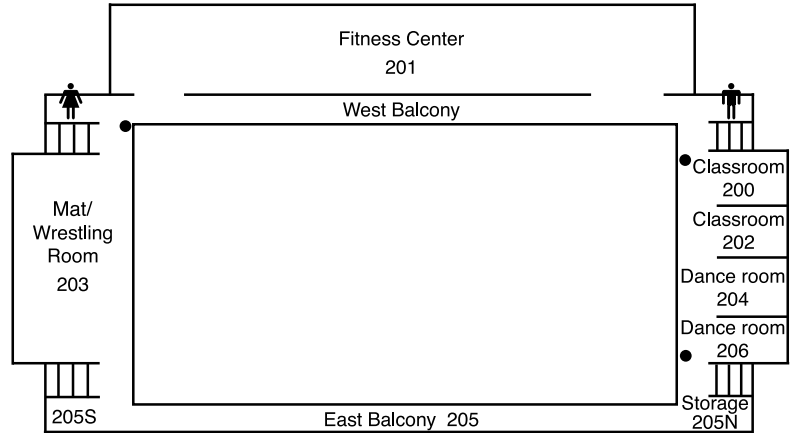
Storm Safe Area Shaded

● = Fire Extinguisher

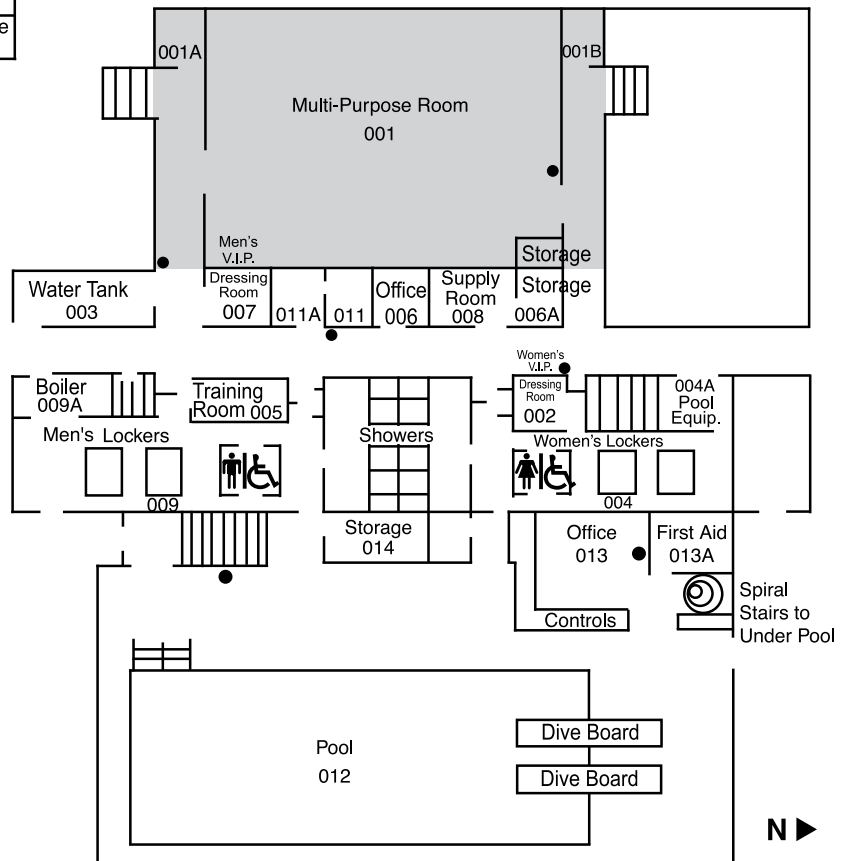
## Main Floor



## Balcony Level



## Lower Level

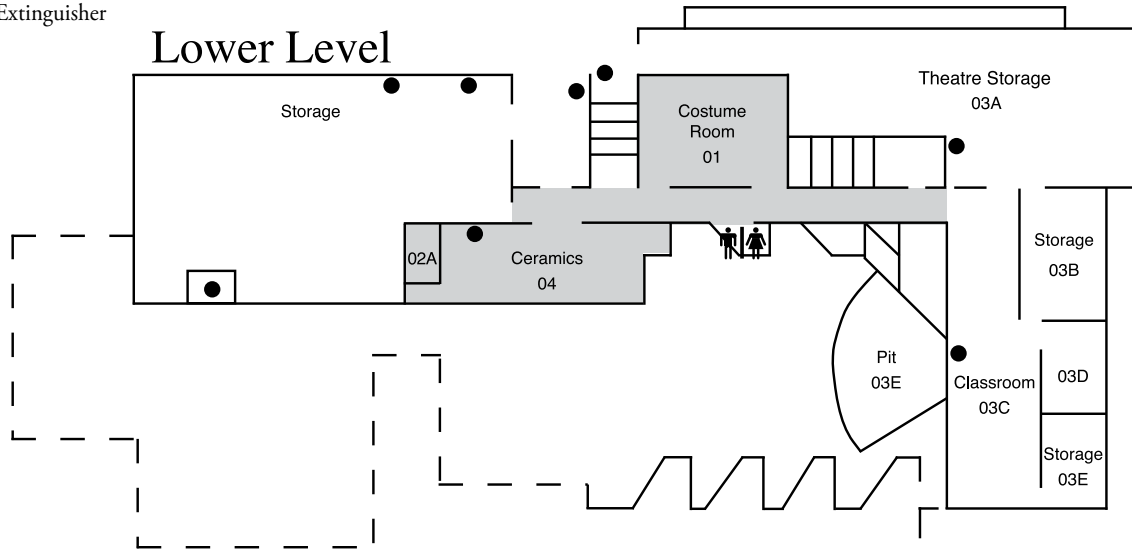


# Fine Arts (FA)

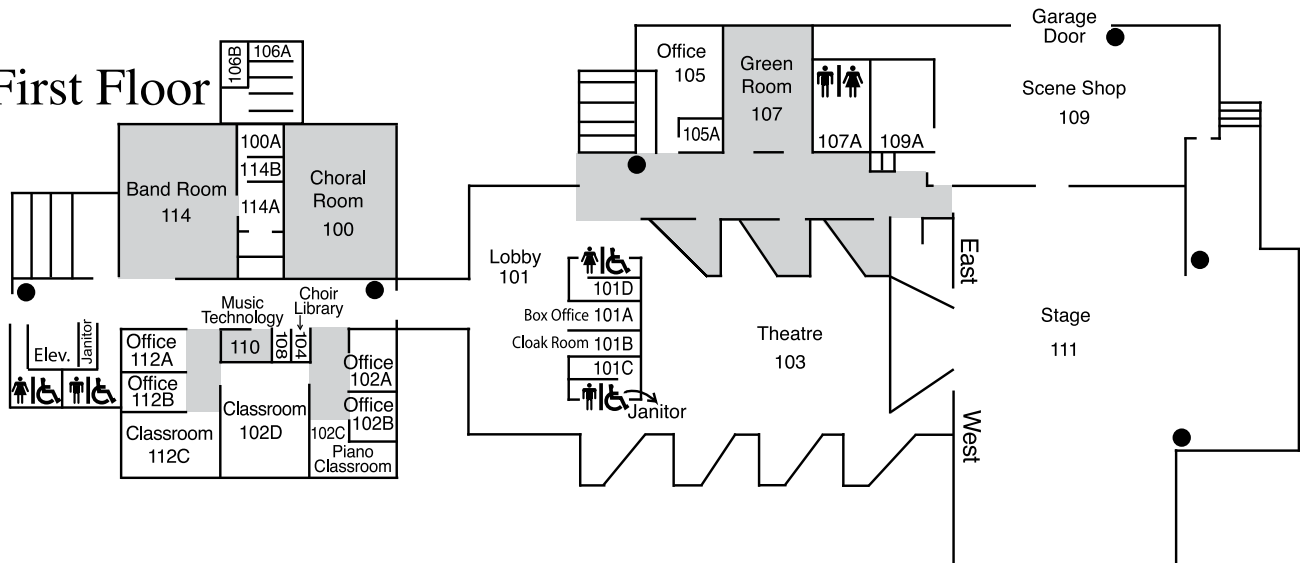
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● = Fire Extinguisher

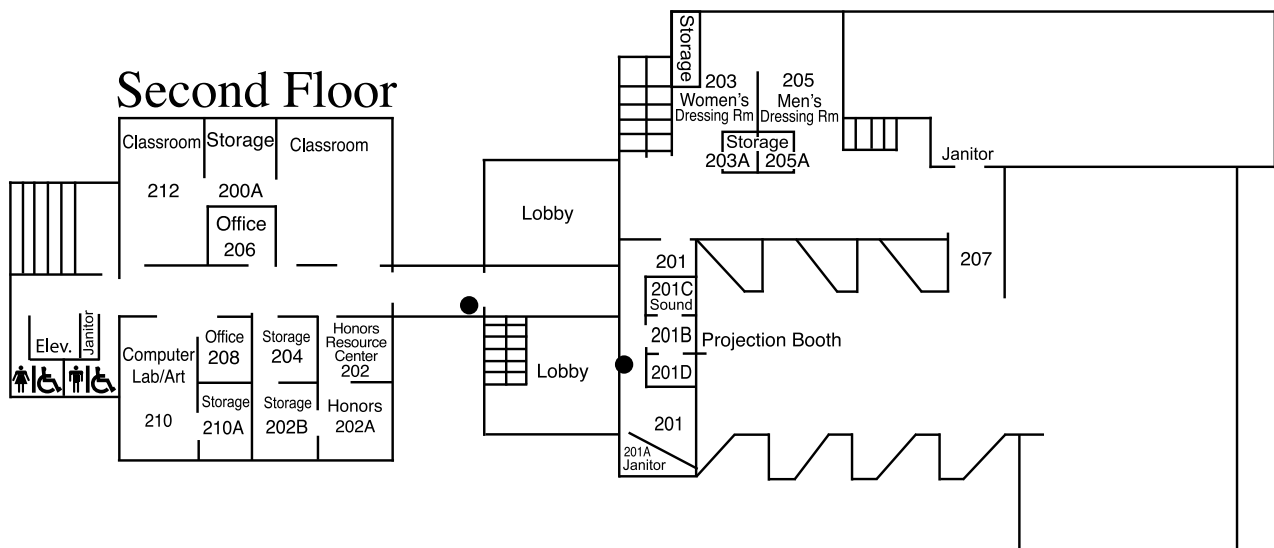
## Lower Level



## First Floor



## Second Floor

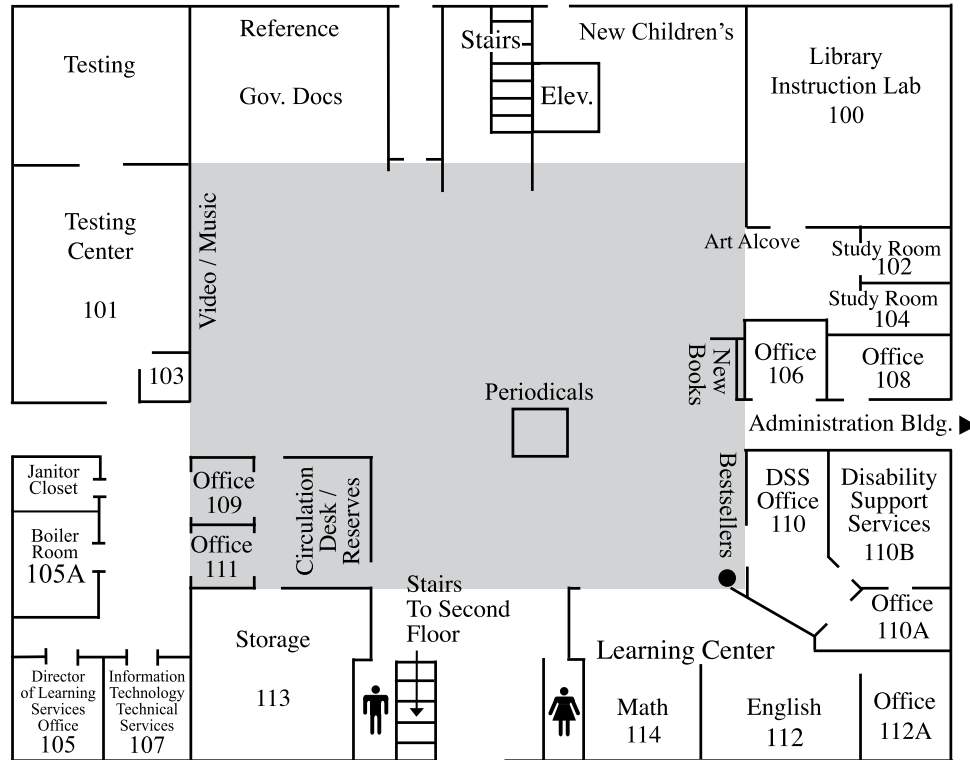


# Library (LIB)

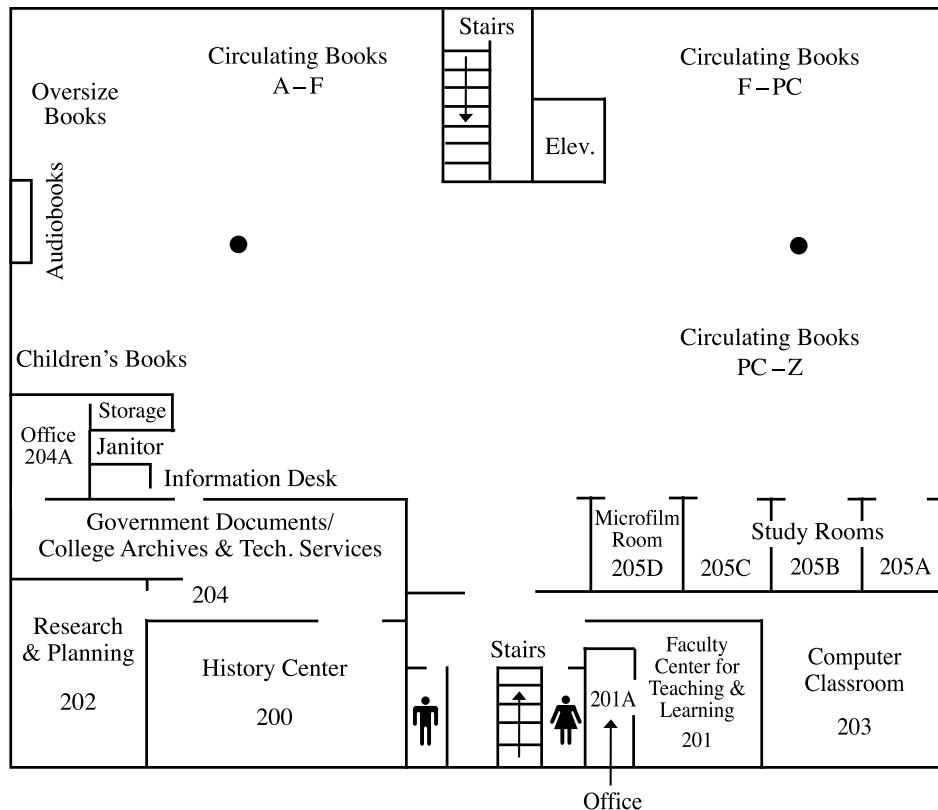
Storm Safe Area Shaded

● = Fire Extinguisher

## First Floor



## Second Floor





# Student Center (SC)

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● = Fire Extinguisher

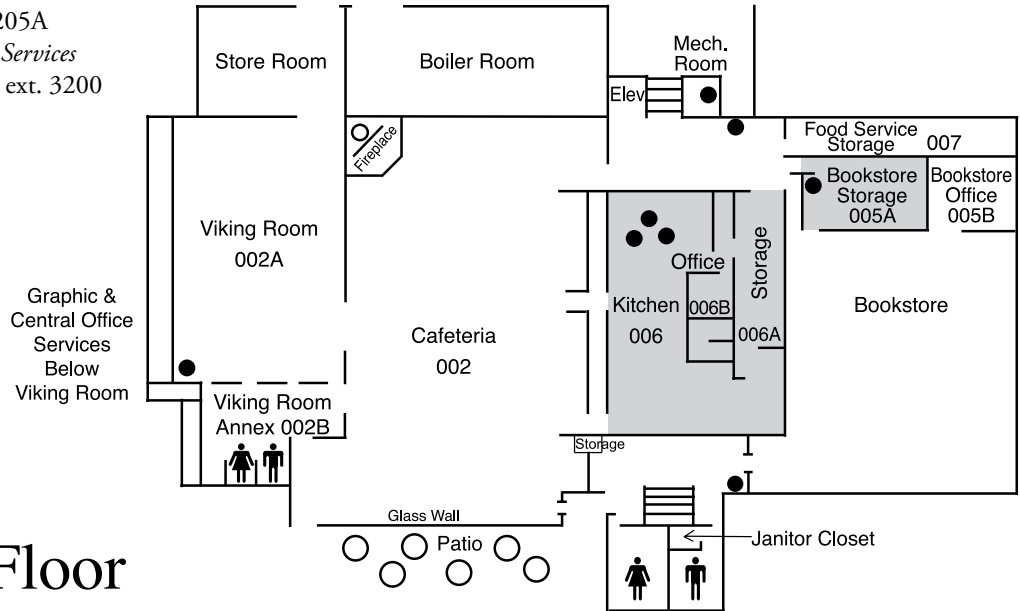
## Vice President's Office

Second Floor Room 205A

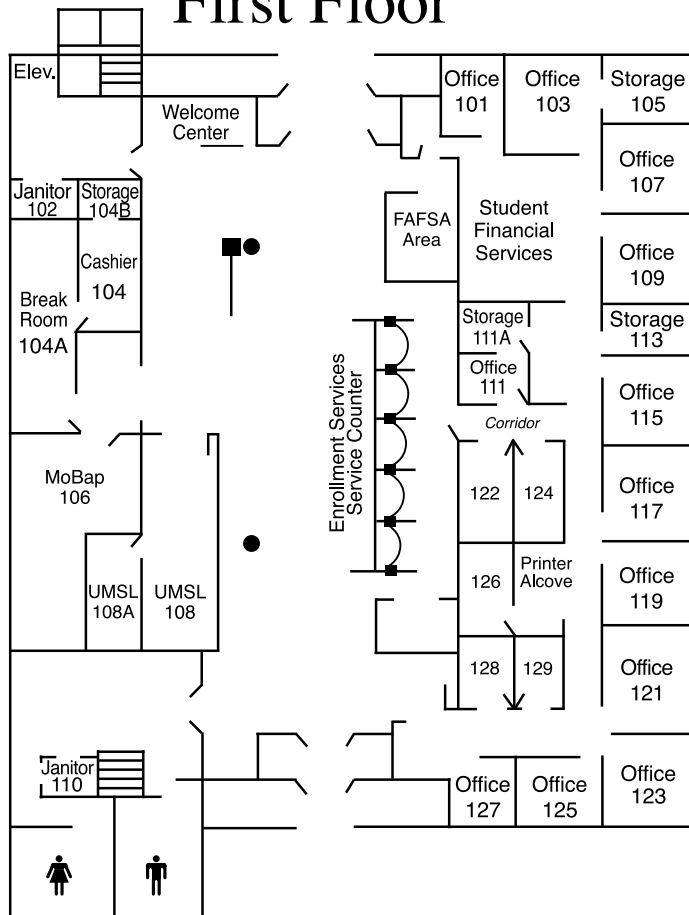
*Vice President of Student Services*

(636)481-3200/797-3000, ext. 3200

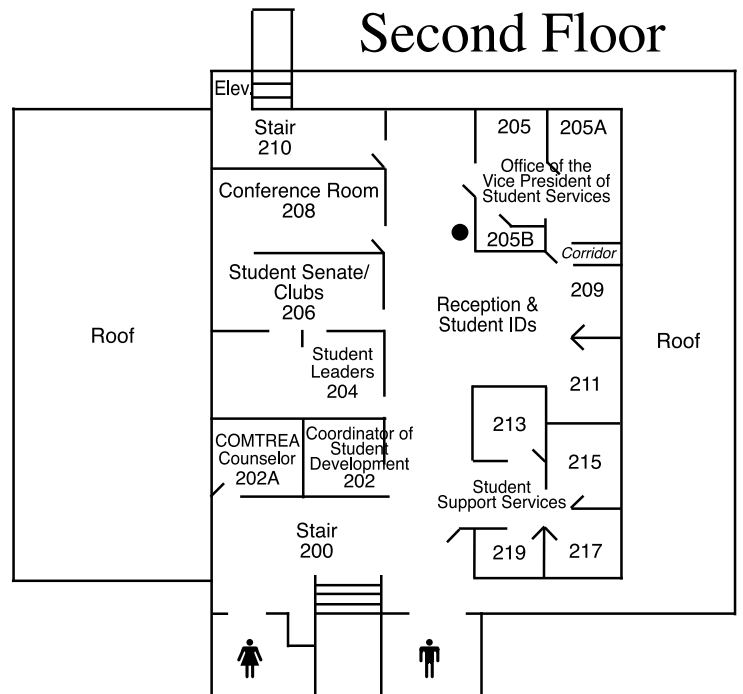
## Lower Level



## First Floor



## Second Floor

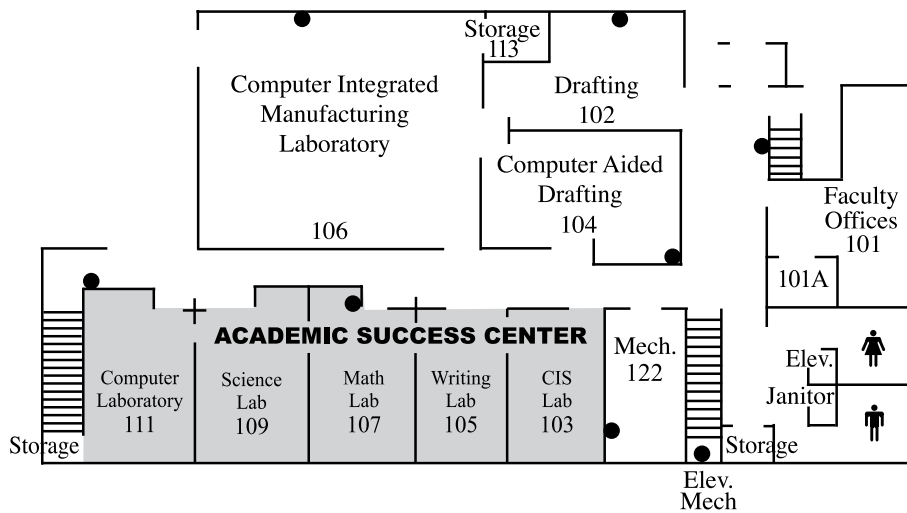


# Technology Center (TC)

Storm Safe Area Shaded

● = Fire Extinguisher

## First Floor



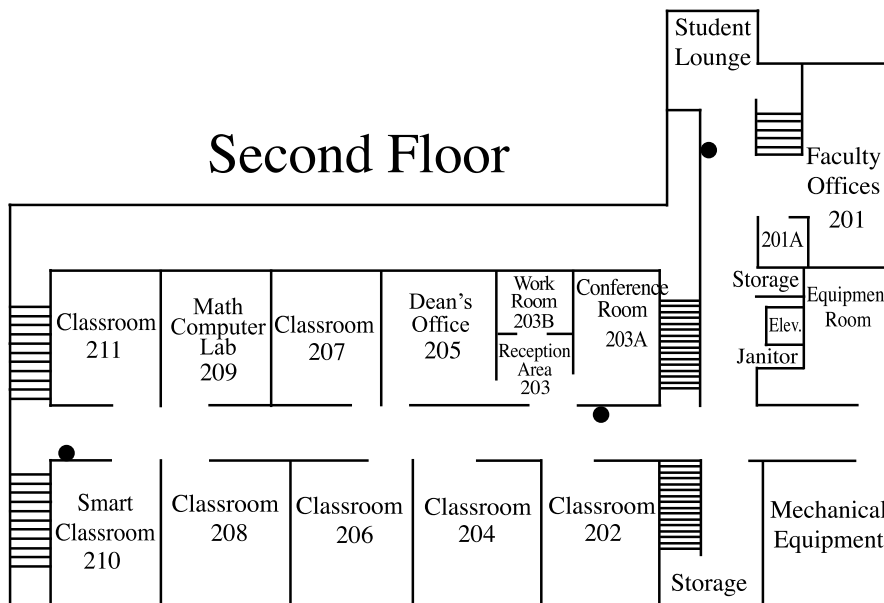
## Dean's Office

Second Floor Room 205

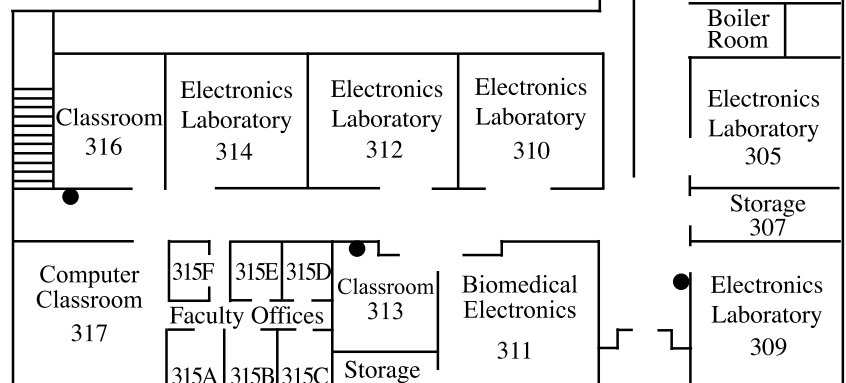
**Ms. Shirley Davenport**

*Dean of Arts & Science Education*  
(636)481-3333/797-3000, ext. 3333

## Second Floor



## Third Floor

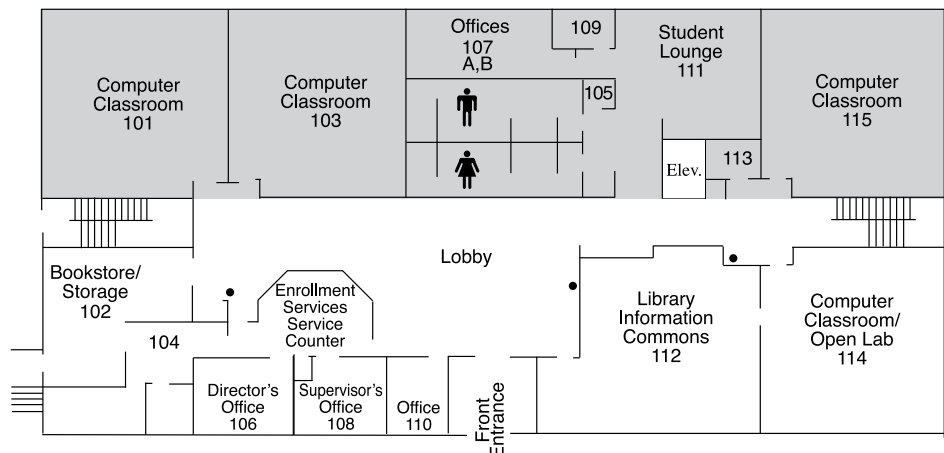


# Jefferson College Arnold (JCA)

Storm Safe Area Shaded

● = Fire Extinguisher

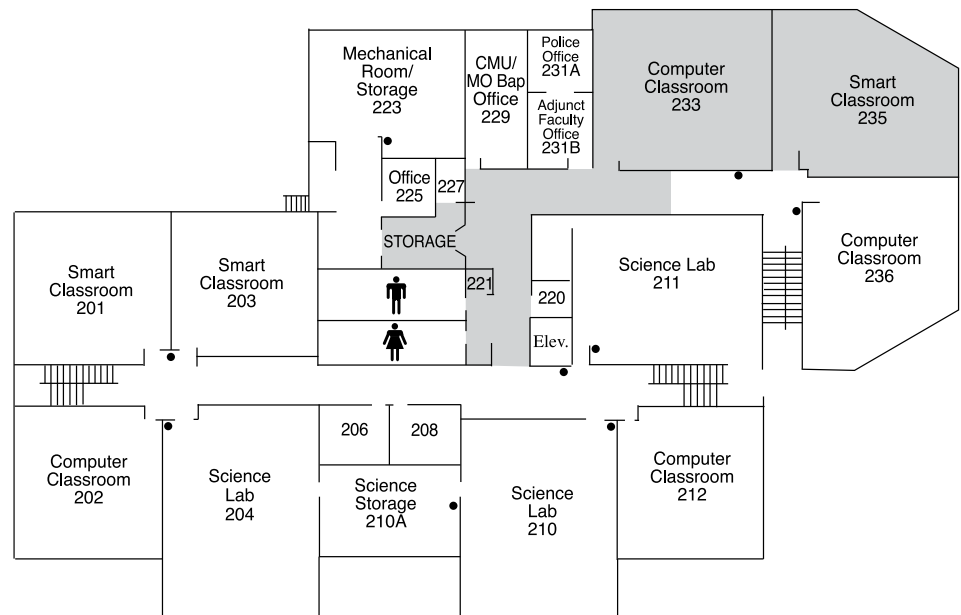
## First Floor



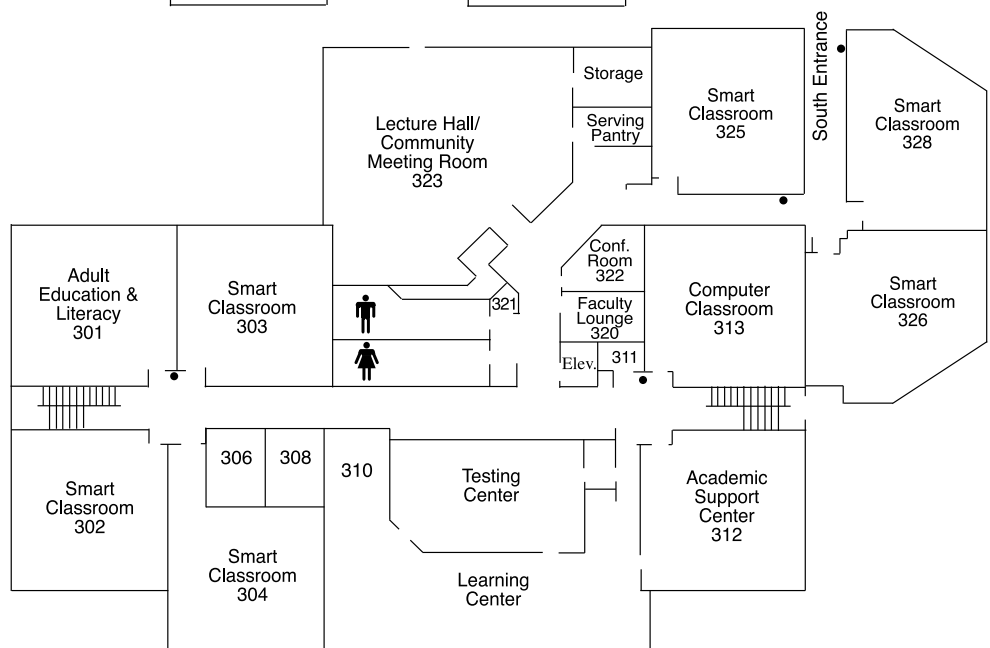
Jefferson College Arnold  
is located at the intersection of  
Highway 141 and Astra Way.

For more information, call  
(636)481-3597/  
797-3000, ext. 3597.

## Second Floor



## Third Floor

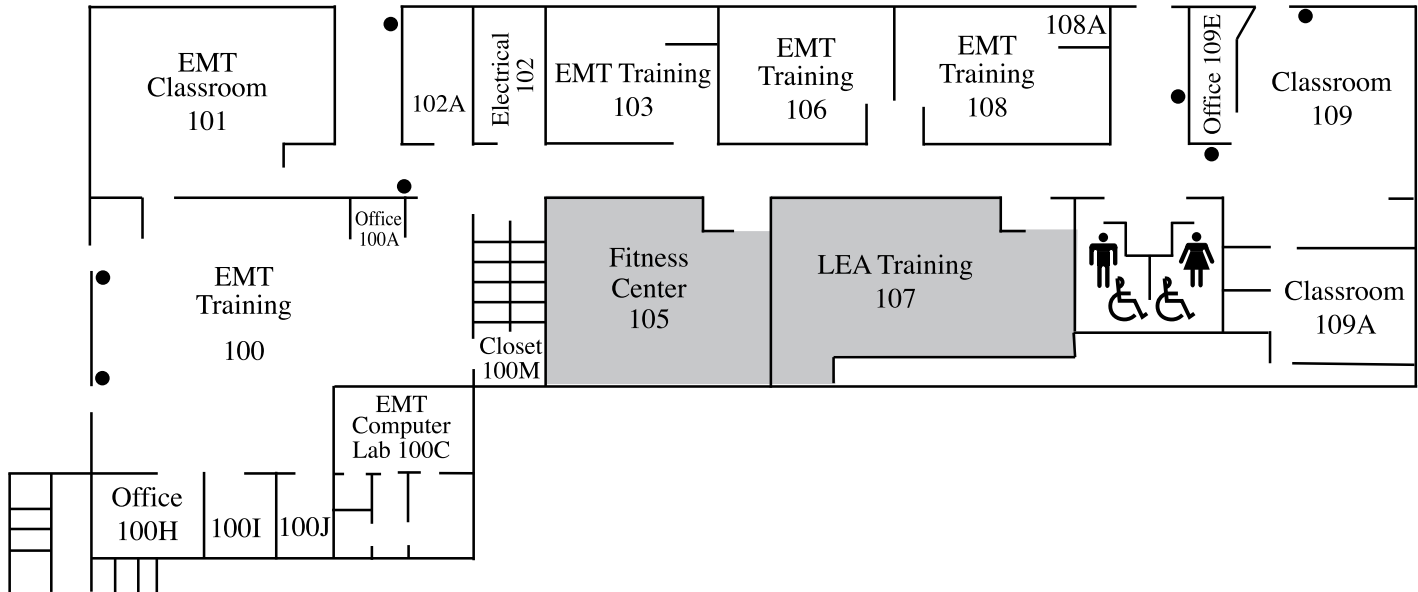


# Jefferson College Imperial (JCI)

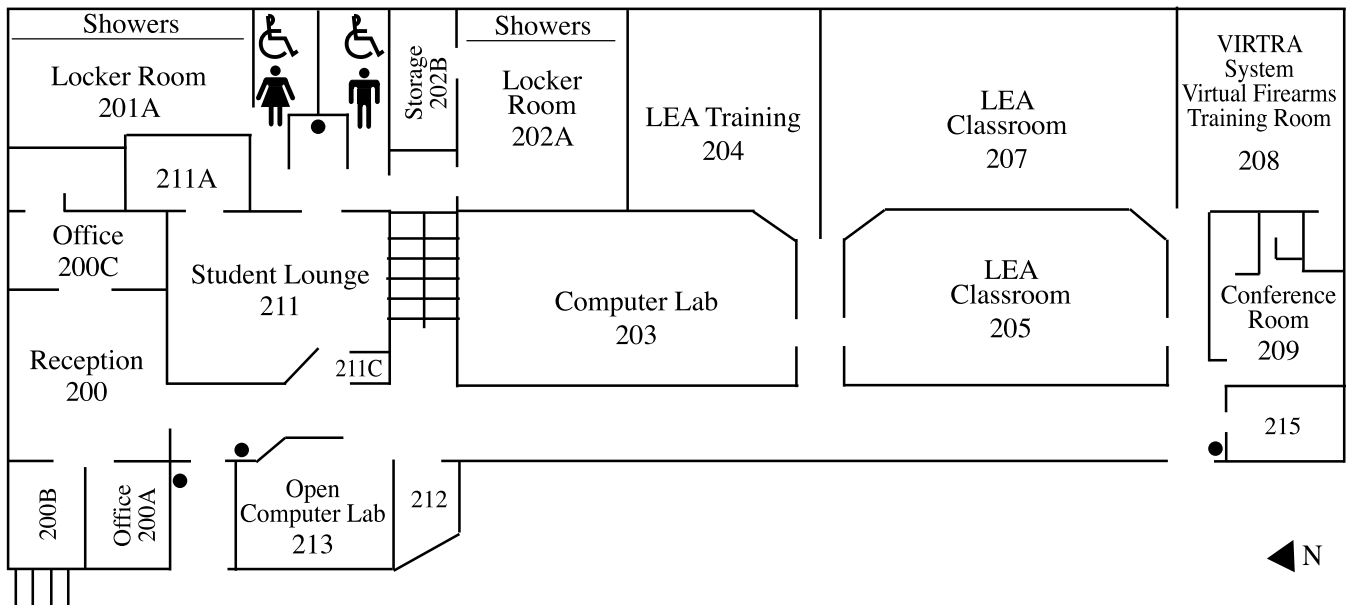
Storm Safe Area Shaded

● = Fire Extinguisher

## Lower Level



## Upper Level



**Jefferson College Imperial is located at  
4400 Jeffco Blvd. near Imperial, Missouri,  
approximately 5 miles south of St. Louis County.**

*For more information, call  
(636)481-3481/797-3000, ext. 3481.*