Jefferson College

2021-22 CATALOG

Greetings from the President

*W*elcome to YOUR community college!

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

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

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

This catalog provides a wealth of information about completing your college goals. Start here, map out your plan, and discover your career pathway. All of Jefferson College's academic programs and majors are organized into one of four schools:
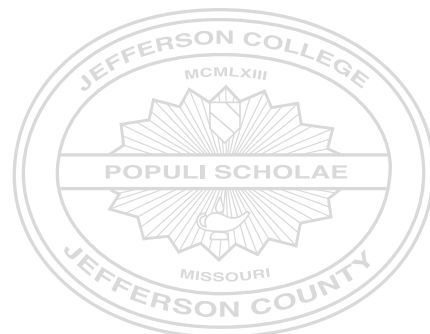
- Business, Social Science and Public Services
- Humanities
- Math, Physics and Technology
- Science and Health

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

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

Dena McCaffrey

President of Jefferson College

Welcome to Jefferson College!

Who Uses the 2021-22 Catalog?

- New freshmen who began during the Fall 2021 semester, Spring 2022 semester, or the Summer 2022 term.

- Re-entering students who have earned no credit during the Fall 2020 semester through the Summer 2021 term.

- Any prior student who elects to use the 2021-2022 General Catalog to replace the Catalog when he/she began at Jefferson College.

- Students who began at Jefferson College more than seven years ago and have been continuously enrolled will have an appropriate catalog substitution established by the Registrar.

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UPDATED 5.12.22

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 for Law Enforcement Agencies - Public Safety Training Academy Accreditation
- 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 - Peace Officers and Standards Training Commission
- Missouri School-College Relations Association
- National Alliance of Concurrent Enrollment Partnerships
- National Junior College Athletic Association
- The Higher Learning Commission

HIGHER
LEARNING
COMMISSION

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

Non-Discrimination Notice

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, gender identity or expression, 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 they have been discriminated against in employment, student programs, or student activities.

Jefferson College's Title IX Sexual Harassment Policy and Grievance Process can be found in the Jefferson College Student Handbook, as well as the Board of Trustees Policy Manual and the Board of Trustees Procedures Manual available in the office of the Vice President of Student Services and the Jefferson College Library or at www.jeffco.edu/titleix. The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Disability Support Services Coordinator, Office – Technology Center 101, (636)481-3169/797-3000, ext. 3169.

The College Coordinator of Title IX is Dr. Kimberly Harvey-Manus, (636)481-3200/797-3000 ext. 3200, Student Center room 205 or email kharvey@jeffco.edu.

Any person may report sex discrimination (whether they were the person who is the alleged victim of the conduct or not), including all forms of sexual harassment (sexual harassment, sexual assault, dating violence, domestic violence, and stalking) in person, by mail, by telephone, or by electronic mail using the contact information listed above for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's written or verbal report. Such a report may be made at any time, including during non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

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 Dr. Kim Harvey-Manus — Student Center 205, kharvey@jeffco.edu, (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.

Diversity Statement:

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world.

Jefferson College

FALL 2021

August 12-15	Technology Maintenance (Canvas and online services may not be available)
August 23	Classes Begin
September 6	Labor Day recess begins, 7:00 a.m.
September 7	Labor Day recess ends, 7:00 a.m.
September 7	14-week Classes Begin
September 11	14-week Saturday Classes Begin
October 13	First short session ends
October 14	Second short session begins (ends on same schedule as 16-week classes)
October 19	16-week Midterm Grades Due
October 20	Faculty Work Day (no day or night classes)
October 26	14-week Midterm Grades Due
November 11	Veterans' Day (campus closed)
November 24	Thanksgiving recess begins, 7:00 a.m.
November 26-28	Technology Maintenance (Canvas and online services may not be available)
November 29	Thanksgiving recess ends, 7:00 a.m.
December 6	Last meeting for Monday only classes (one time a week day/night classes)
December 7	Last meeting for Tuesday only classes (one time a week day/night classes)
December 8	Last meeting for Wednesday only classes (one time a week day/night classes)
December 9	Last Day of Classes (TR)
December 9	Last meeting for Thursday only classes (one time a week day/night classes)
December 10	Last Day of Classes (MWF)
December 10	Last meeting for Friday only classes (one time a week day/night classes)
December 18	Last meeting for Saturday classes (one time a week classes)
December 13-18	Final Exams (see Final Examination Schedule for further clarification)
December 21	**Grades Due, 12:00 p.m.**

WINTER INTERSESSION 2021

December 20	Classes Begin
December 23	Christmas recess (observed) begins, 12:00 p.m.
December 26	Christmas recess (observed) ends, 7:00 a.m.
January 1	New Year's recess (observed) begins, 7:00 a.m.
January 2	New Year's recess (observed) ends, 7:00 a.m.
January 12	Last Day of Winter Intersession Classes
January 14	**Intersession Grades Due, 12:00 p.m.**

SPRING 2022

January 17	Martin Luther King Day (campus closed)
January 18	Classes Begin
January 25	Faculty In-Service Day (no day or night classes)
January 31	14-week Classes Begin
February 5	14-week Saturday Classes Begin
February 21	President's Day (campus closed)
March 14	First short session ends
March 15	Second short session begins (ends on same schedule as 16-week classes)
March 21	Spring Break begins, 7:00 a.m.
March 24-27	Technology Maintenance (Canvas and online services may not be available)
March 28	Spring Break ends, 7:00 a.m.
March 29	16-week Midterm Grades Due
April 12	14-Week Midterm Grades Due
April 15	Spring Holiday begins, 7:00 a.m.
April 18	Spring Holiday ends, 7:00 a.m.
May 5	Last meeting for Thursday only classes (one time a week day/night classes)
May 10	Last meeting for Tuesday only classes (one time a week day/night classes)
May 10	Last Day of Classes (TR)
May 11	Last meeting for Wednesday only classes (one time a week day/night classes)
May 12	No classes scheduled; teaching faculty not required to be on campus.
May 13	Last meeting for Friday only classes (one time a week day/night classes)
May 13	Last Day of Classes (MWF)
May 14	Last meeting for Saturday classes (one time a week classes)
May 16	Last meeting for Monday only classes (one time a week day/night classes)
May 16-20	Final Exams (see Final Examination Schedule for further clarification)
May 21	Commencement
May 25	**Grades Due, 12:00 p.m.**

SUMMER INTERSESSION 2022

May 23	Classes Begin
May 30	Memorial Day recess begins, 7:00 a.m.
May 31	Memorial Day recess ends, 7:00 a.m.
June 9	Last Day of Spring Intersession Classes
June 14	**Intersession Grades Due, 12:00 p.m.**

SUMMER 2022

June 13	Classes Begin
July 4	Independence Day (campus closed)
July 2-5	Technology Maintenance (Canvas and online services may not be available)
July 7	First 4-week session ends
July 11	Second 4-week session begins
July 21	6-week sessions end
July 26	**6-week Grades Due, 12:00 p.m.**
August 4	8-week and second 4-week sessions end

MISSION

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

VISION

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

VALUES

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

SUCCESS
Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;

ACCESSIBILITY
Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;

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

LEARNING
Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and

SERVICE
Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.

About the College

History

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

The College offers five associate degrees and several career education certificates. The Associate of Arts (A.A.) degree is designed for transfer to another college or university as part of a bachelor's degree. The Associate of Arts in Teaching (A.A.T.) degree is designed for education majors who plan to transfer to another college or university as part of a bachelor's degree. The Associate of Fine Arts (A.F.A) is designed 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.

Continuing Education/Professional Development

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

Workforce and Employment Services

The Workforce and Employment Services at Jefferson College brings life-long learning to the workplace. Through customized training, we provide technical skills and professional development courses are offered to help employees meet the strategic goals of their companies. Our individualized approach provides comprehensive training and workshops for your management and employees. For further information, call (636)481-3244/797-3000, ext. 3244.

Student Life on Campus

Jefferson College Hillsboro

Arts and Sciences I (ASI) includes vending machines and a student lounge with wireless Internet access. Students can also meet with the University of Missouri-St. Louis transfer specialists about completing their four-year degrees.

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

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

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

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

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

The **Student Center (SC)** lower level includes Student Development, and a cafeteria with wireless Internet access. An ATM is available next to the Cafeteria. The Bookstore is also located on the lower level of the Student Center. Students may purchase college attire, books, and supplies for courses. In addition, there is a beautiful outdoor brick patio where students can study and interact. Students can also meet with the Missouri Baptist University transfer specialists about completing their four-year degrees.

The main floor of the Student Center is the "one stop shop" for student needs. Students can meet with Admissions, process financial aid, meet with advising specialists, register for classes, pay bills, get a student ID and parking sticker.

The top floor of the Student Center houses the Vice President of Student Services, Project SUCCESS, Comtrea on Campus counseling services, the Behavioral Concerns and Student Conduct office, and the Student Development office where students can get involved in volunteer and service organizations.

The **Technology Center (TC)** offers the Academic Success Center which includes the Math Lab, Writing Lab, IT Lab, Science Lab, Foundations Lab and Tutoring Services on the first floor. The Disability Support Services office is also on the first floor. The Technology Center also offers student lounges.

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

Jefferson College – Arnold

Jefferson College Arnold (JCA) – located at 1687 Missouri State Rd., Arnold, MO 63010, near the intersection of Highway 141 and Astra Way, is a full-service facility that offers a "one stop shop" for student services including admissions, registration, financial aid, and advising; wireless Internet access; an open computer lab; Testing Center; Academic Success Center, bookstore; and student lounge area with vending machines.

Jefferson College – Imperial

Jefferson College Imperial (JCI) opened in 2010. The 20,000 square foot building is located at 4400 Jeffco Blvd., Arnold, MO 63010 and is home to the Law Enforcement Academy and EMT-Paramedic programs. An open computer lab is also available.

Campus Housing

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

Community Services

Adult Education and Literacy

The College has been designated an official testing center for the High School Equivalency (HiSET) tests. Jefferson College offers free classes to prepare students for the HiSET test (Missouri's high school equivalency credential). Classes are offered at various locations and times. See the College website, or for further information, call (636)481-3437/797-3000, ext. 3437.

Cultural Activities

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

High School Festivals and Shows

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

Intercollegiate Athletic Programs

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

Jefferson College Alumni and Friends Association

The purpose of the Alumni and Friends Association is to assist in promoting the welfare of Jefferson College in its attainment of educational objectives through the activities of its alumni and 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

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, PACE 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 or call (636)481-3104/797-3000, ext. 3104.

Jefferson College Television

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 broadcasting quality educational programming and local media coverage to the community for 35 years. All JCTV video content is also posted on the Jefferson College YouTube and Vimeo social media accounts.

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 webpage 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 Next Gen Reading test and the Jefferson College Math Readiness placement tests, or submit official ACT scores 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. An official final high school transcript from an accredited high school demonstrating a minimum of a 3.0 cumulative average GPA may be able to serve as reading, English and math placement.

Admission Procedures

All first-time applicants should submit a completed application for admission and an official high school transcript or Certification of High School Equivalency (GED or HiSET). For information regarding classes to earn a high school equivalent certificate please contact Jefferson College's Adult Education and Literacy (AEL) program (636)481-3437/797-3000, ext. 3437.

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 April
- Level I Nursing – Evening/Weekend Program . . . . First Monday in October
- Level II Nursing – Day Program. . . . . First Monday in April
- Level II Nursing – Evening/Weekend Program. . . . . .First Monday in September
- Law Enforcement Academy (day class program). . . . . .June 15
- Law Enforcement Academy (night class program - Spring 2021) . . . . November 1
- Law Enforcement Academy (POST only - Fall 2020). .August 17
- Occupational Therapy Assistant . . . . .August 31
- Physical Therapist Assistant . . . . .August 5
- Radiologic Technology . . . . April 24
- 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 high school GPA 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 ACT or Accuplacer Next Gen placement test 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. Jefferson College participates in the statewide CORE42 program and will honor all state approve CORE42 courses from all participating colleges and universities. Unique transfer credits may be counted as electives. The Jefferson College grade point average is based only on grades earned at Jefferson College. 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 Among MO Colleges and Universities, 2013 April)

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.

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 Next Gen Reading placement test or the ACT placement test. Additionally, returning students will be subject to meeting college reading placement scores.

Early College - 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 Early College Admission/Registration Form found on the Jefferson College website.
- 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 education programs. The students are transported by bus daily to the College campus for the career 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 Early College Application for Admission found on the Early College page of the Jefferson College website.
- The high school counselor would have to approve enrollment in college coursework. Once a student applies for dual enrollment courses, the Jefferson College High School Recruiter will request permissions from the high school counselor. Or a student can 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 through placement testing or high school G.P.A.; 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
- 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.
- 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

2021-2022 Tuition and Fees

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 . . . . $114 per credit hour
Out-of-District/In-State . . . . $171 per credit hour
Out-of-District/Out-of-State . . . . . $228 per credit hour
Technology Fee . . . . $25 per credit hour
Online Fee . . . . $46 per 3 credit hours*
Hybrid Fee $19*
Activity Fee . . . . $5 per credit hour *
Minimum Fee, could be higher on some courses.

Technology Fees: $25 per credit hour. Supports the ongoing operation of technology, such as hardware, software licensing, maintenance, and infrastructure.

Activity Fees: $5 per credit hour. Supports the cost of materials and resources for instruction and organized activities that provide academic support to students, such as the Academic Success Center, peer tutoring, professional tutoring & academic databases.

Lab Fees: Fees are course specific and offset direct costs, such as supplies, certification exams, instructional software, and student organizational membership fees. Lab fees also apply to hybrid and online courses to subsidize the additional technical support required of online courses.

NURSING TUITION

Nursing Level I In-District (excluding general education)
Fall semester $3740
Spring semester $3740
Summer term $2240

Nursing Level I In-State (excluding general education)
Fall semester $5281
Spring semester . . . .
$5281
Summer term $3163

Nursing Level I Out-of-State (excluding general education)
Fall semester $6850
Spring semester $6850
Summer term $4103

Evening/Weekend Nursing Level I In-District
(excluding general education)
Spring semester (2) $1869
Summer term (2) $1771
Fall semester (2) $1869

Evening/Weekend Nursing Level I In-State
(excluding general education)
Spring semester (2) $2640
Summer term (2) $2502
Fall semester (2) $2640

Evening/Weekend Nursing Level I Out-of-State
(excluding general education)
Spring semester (2) $3423
Summer term (2) $3245
Fall semester (2) $3423

SPECIAL FEES

Application Processing Fee for Programs with Selective Admission (for those programs not listed below) $30
Graduation $45
Second Diploma $25
Official Transcript $7.50
Student ID Replacement $7
Parking Fee (per academic year) $10
Student Housing Application Fee (security deposit, background check) $330
Student Housing Double Room (four bedroom, shared occupancy bed space, per person/per term) $1,540
Student Housing Single Room (four bedroom, single occupancy bed space, per person/per term) $2,030
Student Housing Private Room (two bedroom, single occupancy bed space, per person/per term) $2,550

Books and Supplies

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

Laboratory Fees

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

Midwest Student Exchange Program

The Midwestern Higher Education Compact helps improve access to education through the Midwest Student Exchange Program (MSEP). Since 1994, it has provided more affordable opportunities for students to attend out-of-state institutions. The MSEP serves as the Midwest's largest multi-state tuition reciprocity program. Over 100 colleges and universities in Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and Wisconsin have opened their doors to each others' citizens at more affordable rates. Through the MSEP, public institutions agree to charge students no more than 150% of the in- state resident tuition rate for specific programs; private institutions offer a 10% reduction on their tuition rates. A student must enroll as a non-resident student at a participating MSEP campus to receive the discount. More information can be found at http://msep.mhec.org.

Motor Vehicle Registration and Traffic Regulations

All faculty, staff, and students who drive a motorized vehicle must register the vehicle, regardless of its ownership, with Enrollment Services located in the Student Center at Jefferson College Hillsboro. Parking permits cost $10, must be renewed annually, and may be obtained from Enrollment Services 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

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

When a student registers for classes, he/she has three options for payment:
1. Pay in full;
2. Have pending financial aid*;
3. Enroll in the regular payment plan or the pending aid deferred payment plan.

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

Fall 2020 Payment Plan Option Registration Deadlines:
- Wednesday, September 16 (50% down/2 payments)
- Wednesday, October 14 (50% down/1 payment)

Fall 2020 Drop for Non-Payment Dates (Students will be dropped from their courses if one of the above payment options is not secured):
- Thursday, September 17
- Thursday, October 1
- Thursday, October 22

Spring 2021 tuition and activity fees will be assessed on October 20th. Please check your spring 2021 schedule/bill after October 20th for accurate charges.

Spring 2021 Payment Plan Option Registration Deadlines:
- Wednesday, November 11 (0% down/4 payments)
- Wednesday, December 9 (25% down/3 payments)
- Wednesday, January 20 (50% down/2 payments)
- Wednesday, February 10 (50% down/1 payment)

Spring 2021 Drop for Non-Payment Dates (Students will be dropped from their courses if one of the above payment options is not secured):
- Thursday, November 12
- Thursday, December 10
- Thursday, January 21
- Thursday, February 11
- Thursday, February 25
- Thursday March 11
- Thursday March 25

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

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

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

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

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'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'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 Class Schedule on the Jefferson College website.

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

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

- 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. <u>Tuition Refund Appeals must be received prior to the end of the following semester.</u>

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

Residency

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

A student who wishes to petition for a lower tuition rate due to a change in residency is advised to contact 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 https://studentaid. 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.**

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 adult students.

Financial Aid Programs

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.

Only courses applicable to the degree or program a student is seeking will be calculated in the financial aid package. For example, if a student is enrolled in nine credit hours of degree/program applicable coursework and three credit hours of non- applicable coursework, financial aid package calculations will be based on nine credit hours rather than twelve credit hours.

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 $6,495 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 certificate or 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 325 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 February 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 https://dhewd.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.

Federal Work-Study

Federal 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 and Workforce Development website at https://dhewd.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)481-3207/797-3000, ext. 3207.

Tuition Charges for Active Duty Military Personnel, Spouses, and Dependent Children
The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

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

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

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

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

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

A copy of the military member's active duty orders will be required to verify eligibility for in-state tuition rates. For additional information, contact Enrollment Services at (636)481-3285/797-3000, ext. 3207.

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

Federal Financial Aid - Verification of Attendance

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

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)	Pell Grant
Federal Direct Subsidized and Unsubsidized Loans	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

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

Jefferson College awards a wide variety of scholarships to students each year. Be considered for over 100 scholarships with a single, simple application.

How to apply:
1. If not yet admitted, submit an Application for Admission to Jefferson College.
2. Visit the Jefferson College website and Scholarships webpage to submit the online Jefferson College Application for Scholarship.
3. Identify yourself as either a High School Senior or Continuing/Returning Learner. High School Seniors must include a recommendation letter from the high school with their application and are highly encouraged to take the ACT test and with scores sent to Jefferson College.
4. Complete the FAFSA and submit all other required financial aid verification documentation.
5. Submit the scholarship application by April 1 for graduating high school students and June 1 for continuing, returning, and adult students.

Scholarships Available

Board of Trustees Institutional Scholarships

Adult Re-Entry Scholarship
Art Scholarships*
Athletic Scholarships*
Associates of Applied Science 50% Scholarships*
Charles Studyvin Scholar/Leader Award
Cheerleading Performance Scholarship
Drama Scholarships*
ATS 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*
President's Scholarships
Ray Henry Scholarship
Science Scholarships*
Senior Citizen Scholarship
Special Opportunity Academic Award
Student Senate Leadership Scholarship
Dr. Wayne H. Watts Endowed Scholarship

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

Foundation/Community Scholarship Program

Ameren MO
B. Clark Berry, Ruth & Marion Berry Endowment
Boyet Single Family Endowment
Big River VFW #5331 Ladies Auxiliary
Bryan Gilbert Memorial Scholarship
Community Health Center of Jefferson County Endowment
Dennis J. Kehm Sr. Scholarship
DeSoto Rotary Club
Donald Fitzgerald Scholarship
Donald C. Herrell Baseball Scholarship
Earl R. Blackwell Endowed Scholarship
Eleanor Burlage Endowment Scholarship
Elizabeth Hoyt Clark Memorial Honors Scholarship*
Francis "Duke" Cortor, Jr. Memorial Scholarship
George and Thelma Fenwick Scholarship
Glenda Poullain Scholarship
Graham Castle Memorial Scholarship
Hazmat Responders & Workers Scholarships
Hillsboro Rotary Club
Homeless Youth Initiative
Howard C. Litton Scholarship
Hugh C. Roberts Jr. Endowment Scholarship
Jack Cronin Memorial Baseball Scholarship
Jack & Janet McLard Scholarship
James "Jay" Sybert Memorial Scholarship
James Yelton Sr. Memorial Scholarship
Jane Houser Scholarship
Jefferson College General Scholarship
Jefferson County Democratic Club Scholarship
Jefferson County Rotary Club
Jefferson County Veterans Memorial Committee Scholarship*
Jimmy McCoy 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
Norman "Pete" Harshaw Memorial Scholarship
Peggy Alexander Endowment Scholarship
R.E. Harris Memorial Nursing Scholarship
Richard Bell (Starlight Chorus) Music Scholarship
Skyler McDonald Memorial Scholarship
Spirit of St. Louis Barbershop Chorus Scholarship
Twin City Area Optimist Club Scholarship
West Family Book 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 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.

Academic Policies

Academic Fresh Start

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

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

1. A student is eligible for Academic Fresh Start following a minimum three years absence from Jefferson College.

2. Upon re-enrolling at Jefferson College, the student must complete all course work and earn at least fifteen (15) credit hours in college level courses at the 100 level or above with a minimum grade point average of 2.50 before making application for Academic Fresh Start. The minimum 15 hours must be courses earning college credit and a letter grade (A-F).

3. Upon completion of 15 credit hours at the 100 level or above with a minimum grade point average of 2.50, the student will need to schedule an appointment with 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

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

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

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

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

Administrative Withdrawal

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

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

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

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

Assessment and Placement

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

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

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

There is a $10.00 re-test fee to be paid at the Cashier's Office. Students who present an ACT score may re-test on the ACT per ACT guidelines or may take the Accuplacer Next Gen Placement Test.

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

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

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

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.

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

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

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

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 Next Gen Math test.

Step 2: Appeal of Math Placement – If the student does not meet the math prerequisite score after Accuplacer Next Gen Math or ACT re-testing, he or she may appeal placement. To appeal the math placement, the student must have an ACT score of 21 with a high school GPA of 3.5. The student may begin this appeal process by contacting the Associate Dean for Math at (636)481-3337/797-3000, 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 at (636)481- 3169/797-3000, ext. 3169.

Auditing Courses

Students may audit a course, which means they will enroll in a course and receive no credit for the course. Fees are the same for audit courses and credit courses. Regular attendance is expected; assignments are set at the discretion of the teaching faculty.

Students may petition to enroll for a course as an "audit" only before one-half of the semester has elapsed.

Class Attendance Policy

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

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

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

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

Credit for Prior Learning

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

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

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

Standards for Awarding CPL

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

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

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

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

Policy & Procedures

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

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

The College's residency requirement specifies that a minimum of 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 Jefferson College degree or certificate, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.

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

A student appealing a CPL decision should contact the 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 $89 fee, and Jefferson College charges a $25 fee to proctor the exam (the fee for the College Composition Modular is $35).

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.

Test - CLEP Subject Exams	Semester Hours	Jefferson College Course
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
Pre-calculus	5	MTH141 Pre-calculus
Calculus	5	MTH180 Calculus I
Introductory Psychology	3	PSY101 General Psychology
Human Development	3	PSY205 Life Span Human Development
Introductory Sociology	3	SOC101 General Sociology
Principles of Marketing	3	MGT150 Marketing
Spanish (Score 50-62)	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)

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.

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

❖ International Baccalaureate (IB) Credit

International Baccalaureate credit will be awarded for students who complete standard level or higher level IB subjects with a score of "4" or above. IB credit is counted toward graduation requirements on the same basis as credits earned in the classroom. For more information, contact the 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)

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)

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

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

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

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

Available tests are:
    CHM101 Introduction to Chemistry
    ETC103 DC Circuits
    ETC104 AC Circuits
    MSC232 Music Literature: After 1750
    MTH105 Industrial Math
    MTT108 Industrial Blueprint Reading

❖ Computer Literacy Proficiency Examination

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

Credential	Semester Hours	Jefferson College Course Equivalency
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 Associate Dean. 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 transcripted 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)

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

❖ Joint Services Transcript

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

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

Apprenticeship Training

The Jefferson College Apprenticeship Credit Option Program is designed for individuals who have completed apprenticeship training or are presently enrolled in an established apprenticeship program. The program allows an individual to transfer credit for his or her apprenticeship training to Jefferson College. Approved apprenticeship training is awarded 45 credit hours.

Eighteen hours of general education and additional three hours of computer literacy are required to complete the Associate of Applied Science degree. A student may distribute these21 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 Associate Dean and one or more faculty evaluators, as appropriate.

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

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

Standards for Awarding CPL

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

Policy & Procedures for Awarding CPL

1. At least one credit hour must be successfully completed and transcripted on the student's records before any Credit for Prior Learning (CPL) can be awarded. The process may be initiated in advance, but the CPL credit will not be awarded until this credit hour requirement is met.
2. For all prior learning credit awarded, the course number, course title, number of semester hours, and grade of "CPL" will be posted on the student's transcript and labeled CPL.
3. The College's residency requirement specifies that a minimum of 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.
4. When CPL is applied to the degree or certificate requirements, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.
5. All portfolios, documentation, and files regarding a student's CPL will be maintained in the Dean's office of the applicable program.
6. A student appealing a CPL decision should contact the Office of Enrolment Services at (636) 481- 3207/797-3000, ext. 3207.
7. Prior learning experiences shall be evaluated only if requested by the student.

Enrollment Requirements for Courses

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

Final Examination Policy

At the beginning of the fall and spring semesters, the Chief Academic Officer publishes a special schedule for the completion of final examinations. The schedule is available at the deans' offices, Associate Deans' 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

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 associate dean (or designated institutional supervisor). The message must include the student's full name, the CRN of the course (five-digit course registration number), the nature of the disagreement, and the student's calculation of his or her final grade based on the course syllabus.

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 Associate Dean (or designated institutional supervisor) will be copied on that message. The instructor has five business days after receiving the formal grade appeal to respond to it.

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 associate dean (or designated institutional supervisor). This must be initiated no later than 10 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.

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

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

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

8. If the response provided by the dean (or designated institutional supervisor) is deemed by the student to be insufficient, or if the student has not received a reply within five business days, the student may appeal the decision of the dean to the Vice President of 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 (or designated institutional supervisor), with the additional inclusion of the response of the dean (or designated institutional supervisor). 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

The semester grade point average is calculated by:

1. Multiplying the credit hours of a course by the honor points earned for the course grade;

2. Adding the honor points earned for each course;

3. Dividing the total honor points by the number of credit hours attempted.
   (Courses with grades of "S, U, P, W, WC, WX, H" and "I" are excluded from these calculations.)

Grade Reports

Final grades are available online through 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

The College uses the following scale of evaluation:

Grade	Designation	Honor Points
A	Superior work	4 points
B	Above average work	3 points
C	Average work	2 points
D	Below average work	1 point
F	Failing work	0 points

Grades not computed in grade point average:

S	Satisfactory work (A-C grades)	Credits accumulate
U	Unsatisfactory work (D,F,W grades)	
P	Passing work	Credits accumulate

Enrollment Status

H	Audit
I	Incomplete
W	Student-initiated withdrawal
WC	Student-initiated withdrawal due to crisis (Spring 2020 only)
WX	Administrative withdrawal

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

The P/F grading system is limited to specified programs: Applied39 Music seminars. Transfer students may enter Jefferson College with the "P" grade on their transcript. These credits will be honored at Jefferson College.

Graduation

This Catalog establishes the graduation requirements for the new student.

The returning student may use the Catalog in effect at the time of initial enrollment at Jefferson College provided:
1. The Catalog was issued no more than seven years prior to the date the degree is to be conferred;
2. The student enrolled in classes and earned academic credit during the time the chosen Catalog was in effect;
3. Only one Catalog is used to determine the curriculum.

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

Incomplete Grades

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

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

Official Student Records

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

Repeating Courses

If a student received a grade less than an "A" in any course, he/she may repeat the course. The original grade will appear on the transcript; however, the completed grade for the repeated course will cancel the calculations for the first grade in establishing the cumulative grade point average. Please note that certain courses (e.g. Physical Education activity courses) are repeatable. For repeatable courses, the grades earned for each semester will be calculated in the student's cumulative grade point average. Financial aid recipients should check with the Office of Student Financial Services before repeating a course.

Retroactive Credit for Foreign Language and Math

Retroactive Credit in Foreign Language may be earned if a student has had two or more years of high school French, German, or Spanish. A student who completes Intermediate French, German, or Spanish with a grade of "C" or better as his/her first foreign language course will be eligible to receive 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.

Retroactive Credit for Math is available for those students who complete MTH161 Calculus for Business and Social Sciences, MTH168 Probability and Statistics, MTH180 Calculus I, or BUS168 Business Statistics with a "C" or better and wish to also receive three credit hours of retroactive College Algebra. Student who qualify for retroactive math credit should speak with his/her instructor upon successful completion of the higher level course. 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

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

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 $7.50, plus any additional PDF and delivery fees. To request an official transcript, please visit the Jefferson College website or order your official transcript through the Student tab in MyJeffco. Graduates will receive one complimentary transcript with their diploma.

Waitlist Procedure

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

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

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

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

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 Associate Dean'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 prorata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length). For specific refund dates for all courses, visit the Jefferson College website.

Withdrawing, Dropping, and Adding Courses

A student is officially a member of each class in which he or she has enrolled. To withdraw or drop a course, a student must complete the withdrawal process. Any student who does not attend classes and who has not officially dropped or withdrawn from a class will receive a failing grade at the end of the semester, or the student may be administratively withdrawn (see Administrative Withdrawal on page 28).

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 Associate Dean'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 Associate Dean'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 or Enrollment Services advisor; however, during the third quarter of the semester, i.e., the ninth through the twelfth week, the student must have the instructor's signed approval or Enrollment Services advisor 's approval to withdraw. If the student is passing during this period, the instructor or Enrollment Services advisor will authorize the issuance of a "W." Students are not permitted to withdraw from a course during the last quarter of the semester. Classes cannot be added after the first week of the fall or spring semester or after the first three days of the summer term.

Request for Medical Withdrawal

If a student becomes seriously ill and is unable to continue participating in classes, the student should withdraw to avoid receiving failing grades. **If an illness or injury occurs after the published withdrawal deadline has passed, a student may submit a Request for Medical Withdrawal.** A medical withdrawal will not generate a refund of tuition charges and/or lab fees paid, nor will it remove a balance for assessed tuition charges and/or lab fees. A "W" grade will be posted on a student's transcript for each withdrawn course, and the course(s) will count into attempted credit hours for financial aid purposes. For specific withdrawal dates for all courses, visit the Jefferson College website. Financial aid recipients should contact the 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.

The Behavioral Concerns and Student Conduct office, and Title IX Investigator is located on the top floor of the Student Center building and can be reached at (636) 797- 3000 ext. 3262 or (636) 481-3262.

Jefferson College Title IX Sexual Harassment Policy & Grievance Process

Jefferson College recognizes all forms of sexual harassment as a serious concern and a violation of the rights and dignity of the individual. Sexual harassment is defined as conduct on the basis of sex that falls under one or more of the following categories:

1. An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct. This form of sexual harassment is often referred to as "quid pro quo" (meaning this for that) harassment.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity.

Sexual assault, Dating Violence, Domestic Violence, or Stalking as defined in the Clery Act amended by the Violence Against Women Act (VAWA). Definitions of these acts may be found in the policy. 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) or at www.jeffco.edu/titleix.

Sexual discrimination, including all forms of sexual harassment, will not be tolerated on College property or at any College sponsored program or activity. The College has a grievance process to address formal complaints of sexual harassment. In addition to the policy and grievance process, the College has a wide variety of supportive measures available to any person impacted by sexual harassment. Supportive measures, including options to promote safety and well-being, are available to any person impacted by sexual harassment, regardless of where or when the conduct occurred and whether or not a school or legal process is taking place.

Any person may report sex discrimination (whether they were the person who is the alleged victim of the conduct or not), including all forms of sexual harassment (sexual harassment, sexual assault, dating violence, domestic violence, and stalking) in person, by mail, by telephone, or by electronic mail using the contact information listed above for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's written or verbal report. Such a report may be made at any time, including during nonbusiness hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

CONTACT INFORMATION:
Dr. Kimberly Harvey-Manus, *Jefferson College Title IX Coordinator*
Mailing address: 1000 Viking Drive, Hillsboro, MO 63050   **Physical** *Office location: Student Center, Room 205 (2nd floor)*
Phone: (636)481-3200/797-3000, ext. 3200   **Email:** kharvey@jeffco.edu

Student Right to Know Information

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

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

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

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

Recognition for Outstanding Scholarship Award

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

Services to Students

Campus Safety

Jefferson College Campus Police Department

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

The Jefferson College Campus Police Department office is located on the Viking Woods Apartment Property, 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
Beau Besancenez, *Police Sergeant* (636)481-3503/797-3000, ext. 3503 bbesance@jeffco.edu

Care Team

The Care Team at Jefferson College is a cross-functional team whose purpose is to assist in identifying, assessing, and evaluating student wellbeing and concerning student behaviors in a trauma-informed way. The Care Team designs intervention and outreach to promote individual safety, community safety, and student success to support an inclusive environment. The Care Team may also identify patterns of behavior that might suggest the need for ongoing or additional intervention. Connecting students with individualized resources, support, and accountability is at the core of Care Team interventions.

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 Police Department by calling (636)481-3500/797-3000, ext. 3500, or in an emergency, by dialing 911.

Non-emergency situations should also be reported using the Maxient incident report form found on Vikings Care tab in MyJeffco for students or the Employee tab for faculty/staff.

Child Development Center

The Jefferson College Child Development Center is licensed by the State of Missouri and accredited by the Missouri Accreditation of Programs for Children and Youth to serve children ages two through 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.

Cost of Attendance

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

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

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

Concurrent Admissions Program

Jefferson College participates in a Transfer Mentor Program with Southeast Missouri State University. This partnership allows a student planning to transfer to Southeast Missouri State University their university degree progress while attending Jefferson College. For more information, please contact the Office of Enrollment Services at (636)481-3209/797-3209, ext. 3209.

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 service members 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

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

The Employment Services Office provides students and graduates with information and tools to prepare for a successful job search. Services provided include advice on resume and cover letter development, interview techniques, job search strategy, and connections to job openings in the community. The office provides individual assistance, workshops, and hosts an annual job fair that provides opportunities for students to interact with potential employers. Job placement data for Career Education Program graduates is also monitored. For more information on Employment Services, call (636)481-3223/797-3000, ext. 3223.

Enrollment Services

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

Full-time, degree-seeking students are assigned appropriate academic advisors to assist in long-term academic decision making as well as current course selection. Many academic advisors are faculty members who specialize in advising students majoring in the fields they teach. Students are encouraged to schedule an appointment to meet with their assigned advisor or an Enrollment Services Advising 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. Students may schedule an appointment with an advisor through the MyJeffco student tab.

Jefferson College Online

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

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

Online Writing Lab (JC OWL) – The OWL assists in all phases of the writing process. The OWL Writing Submission service provides English faculty feedback for writing of all kinds and from all disciplines. The OWL Chat service provides real-time, easy-access writing reference services.
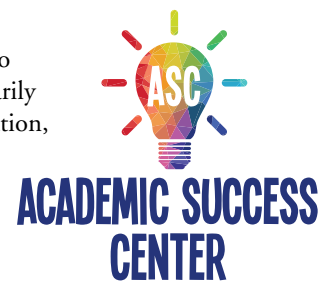
Online Math Lab – The Online Math Lab is staffed by math faculty to assist students with math questions and problems. The Online Math Lab chat service provides real-time, easy access for students to request help with math concepts and application.

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

Academic Support

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

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

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

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

Testing Services

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

Library Services

Jefferson College Library in 2018 after a complete renovation. The Library houses individual and group study rooms, open computer use and study spaces, a large collection of research and recreational titles, and areas for both collaborative and quiet study. Librarians and library staff are available assist with technology, information, and research questions. to

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. Office of the Behavioral Concerns and Student Conduct Coordinator, and Title IX Investigator is located on the top floor of the Student Center building and can be reached at (636) 797- 3000 ext. 3262 or (636) 481-3262.

Ask-A-Librarian – 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.

Jefferson College Library offers research assistance, print and digital resources, and assignment specific instruction to help students with college-level research and the development of information literacy skills. LibGuides, the online research guides, are available for individual assignments, courses, and subjects. Over 70 databases with eBooks, scholarly journals, magazines, and newspapers are available both on and off-campus. Popular resources include EBSCO's Academic Search Complete, Learning Express Library, and Films on Demand. Our online catalog, Archway, allows students to search for and request materials from our library and MOBIUS, our consortium catalog, allows you to request books from dozens of academic and public libraries across the state and region. Ask-A-Librarian offers email, chat, text, and phone research assistance, as well as one-on-one reference appointments with librarians.

Hillsboro
The library building on the Hillsboro campus reopened in March of 2018 after a complete renovation of the 1966 structure. New features include bookable group and individual study rooms, 75 student PCs, SMARTboards, abundant natural and LED lighting, over 300 outlets, four times the WIFI capacity, and much more.

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

Librarians provide research instruction to classes at the JCA campus and are available via phone, email, chat, or appointment to assist students with their research needs. Students may contact the Library via email at refdesk@jeffco.edu, phone 636-481-3166, or via our Ask-A-Librarian chat or text at 636-486-0898.

Students at the **Arnold** and **Imperial** campus locations also have access to library materials via the daily campus 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. Information about Jefferson College Library's services, materials, hours and renovation may be found on our webpage.

Math Labs

The Math Labs are located in the Academic Success Center, Technology Center, room 105, and in the Academic Support Center at Jefferson College Arnold Room 312. Students who need help with courses ranging from Beginning Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Labs.

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

Online and Hybrid Courses

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

Online courses may require access to a combination of technologies 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

Residential and Student Life offers students opportunities to become involved both on campus and in the community. Campus involvement is an important part of the collegiate experience because it allows students to gain valuable knowledge, make lifelong friends, and have fun! Check out the list of events on the campus life webpage for dates, times, and details. For more information about activities, call (636)481-3295/797-3000, ext. 3295.

Student Athlete Success

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

Student Development

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

Student Support Services - Project SUCCESS

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

- **Individualized Advising** – assigned one academic coach for your time at Jefferson College, personalized goal setting, academic skill development

- **Transfer Assistanc**e – determine transfer of credits between institutions and visit various college campuses

- **Financial Literacy** – assistance to secure financial aid and develop tools to promote financial stability

- **Cultural Enrichment** – trips to historical sites, plays, and museums to broaden cultural awareness. To be eligible to participate, a student must fall into at least one classification below.
  - Low income (based on federal guidelines)
  - First generation college student
  - Student with a documented disability

Services are free to eligible students. Interested students may visit the Project SUCCESS office in the Student Center, room 217, on the Hillsboro campus or call (636)481-3281/797-3000, 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

Benefits are available to veterans and other persons eligible under Chapters 30, 31, 33, 35, and 1606 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. 3207.

Vocational Rehabilitation Benefits

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

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

Writing Labs

Located in the Academic Success Center (Technology Center, first floor) the Writing Lab offers students aid in creating, organizing, developing, and revising writing of all kinds. Instructors interested in current research are on duty to suggest positive ways writing can be more communicative. Computers with Internet access are available.

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

Four Schools of Jefferson College

School of Humanities

The following programs are housed within the School of Humanities:

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

School of Business, Social Sciences and Public Services

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

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

School of Math, Physics & Technology

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

- Applied Technology
- Astronomy
- Automotive Technology
- Computer Information Systems, Computer Support
- Computer Information Systems, Cyber Security
- Computer Integrated Manufacturing
- Geology
- Heating, Refrigeration and Air Conditioning
- Math
- Physics
- Welding

School of Science & Health

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

- Anatomy & Physiology
- Biology
- Chemistry
- Health Information Technology (HIT)
- Nursing
- Occupational Therapy Assistant (OTA)
- Physical Therapist Assistant (PTA)
- Radiologic Technology
- Veterinary Technology
- Zoology

General Degree Requirements

Jefferson College Offers Five Associate Degrees

Associate of Arts (A.A.)

Transferable to four-year institution as part of a bachelor's degree

Associate of Fine Arts (A.F.A)

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

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

Transferable to four-year institution Teacher Education Program as part of an education bachelor's degree

Associate of Science (A.S.)

Two options for emphasis: Engineering, or Engineering Technology both transferable to specific four-year institutions as part of an engineering bachelor's degree

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

Designed for entry into a particular occupation

And Several Career Education Certificates

The general graduation requirements for all degrees and certificates are detailed below. These are followed by a summary of the required components of the General Education Program. A summary of the statewide and institutional requirements for degrees and certificates follows. Specific requirements for each associate degree (A.A., A.F.A, A.A.T., and A.S.) are detailed on pages 69-90. Requirements for specific Career Education certificates and Associate of Applied Science degrees (A.A.S.) including departmental/program requirements are detailed on pages 91-122.

Degree & Certificate Requirements

The requirements for an associate degree from Jefferson College are:

1. Minimum of 62 hours of college credit with a minimum of 15 credit hours completed at Jefferson College.
   a. Completion of the General Education program requirements specified for each degree (i.e., 42 credit hours for A.A. and A.A.T., 45 credit hours for A.S., 27 credit hours for he A.F.A, and a minimum of 18 credit hours for A.A.S.).
   b. Completion of specified curriculum for each degree/department/program/major.
2. Successful completion of institutional requirements:
   a. Successful demonstration of computer literacy proficiency with a grade of "C" or better.
   b. b. First Year Experience requirement.
3. A minimum cumulative grade point average of:
   a. 2.00 ("C") is required for the A.A., A.F.A, A.S. and most A.A.S. degrees
   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 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. Candidates for graduation are encouraged to participate in Commencement ceremonies scheduled for May 20th and 22, 2022. Please check the Commencement webpage for details.

The following should be noted:

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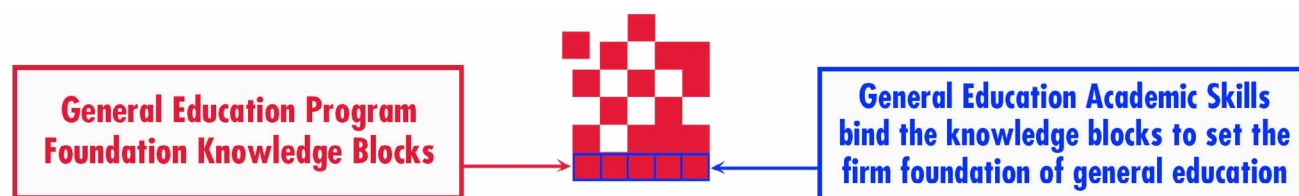
General Education Program Requirements

Building a Strong Foundation for Learning, Growth, and Success

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

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

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

General Education Program Foundation Knowledge Blocks → ← **General Education Academic Skills bind the knowledge blocks to set the firm foundation of general education**

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

Jefferson College General Education Program Foundation Knowledge Blocks				
Required General Education program curriculum for each associate degree consists of courses in the following areas (see specific degree requirements for a list of General Education courses in each of these areas).				
Social & Behavioral Sciences Foundation Block	Written & Oral Communications Foundation Block	Natural Sciences Foundation Block	Mathematical Sciences Foundation Block	Humanities and Fine Arts Foundation Block

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

Missouri Transfer (MOTR) CORE 42 General Education Requirements

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

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

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

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

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

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

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

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

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

SOCIAL & BEHAVIORAL SCIENCES

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

A.A.   9 hours   (Three courses required from at least two disciplines with 3 hours from Civics course)

A.A.T.   9 hours   (Three courses required to include 3 hours from Civics course and 6 hours from psychology)

A.F.A.   6 hours   (Two courses required to include 3 hours from Civics course and 3 hours from Social & Behavioral Sciences

A.S.
Engineering   6-9 hours   (Two to three courses required with 3 hours from Civics course; 3 hours from economics course; and one course from either Social and Behavioral Sciences OR Humanities and Fine Arts)

A.S.
Engineering
Technology   9-12 hours   (Three to four courses required with 6 hours from Civics courses; 3 hours from economics course; and one course from either Social and Behavioral Sciences OR Humanities and Fine Arts)

A.A.S.   6 hours   (Two courses required with at least 3 hours from Civics course)

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

Jefferson College	MOTR CORE 42
ANTHROPOLOGY	**ANTHROPOLOGY**
SOC115 Cultural Anthropology	MOTR ANTH 201 Cultural Anthropology
COMMUNICATIONS	**COMMUNICATIONS**
COM130 Introduction to Mass Communications	MTR SBSC 100 Introduction to Mass Communications
CRIMINAL JUSTICE	**CRIMINAL JUSTICE**
CRJ110 Introduction to Criminal Justice	MOTR CRJS 101 Introduction to Criminal Justice
ECONOMICS	**ECONOMICS**
ECO100 Introduction to Economics	MOTR ECON 100 Introduction to Economics
ECO101 Macroeconomics	MOTR ECON 101 Introduction to Macroeconomics
ECO102 Microeconomics	MOTR ECON 102 Introduction to Microeconomics
GENERAL	**GENERAL**
COM130 Introduction to Mass Media	MOTR SBSC 100 Introduction to Mass Communications
GEOGRAPHY	**GEOGRAPHY**
GEO103 World Regional Geography	MOTR GEOG 101 World Regional Geography
HISTORY	**HISTORY**
HST103(H) U.S. History I to Reconstruction [Civics course]	MOTR HIST 101 American History I
HST104(H) U.S. History II from Reconstruction [Civics course]	MOTR HIST 102 American History II
POLITICAL SCIENCE	**POLITICAL SCIENCE**
PSC102(H) U.S. and Missouri Governments and Constitutions [Civics course]	MOTR POSC 101 American Government
PSC155 International Relations	MOTR POSC 201 International Relations
PSYCHOLOGY	**PSYCHOLOGY**
PSY101(H) General Psychology	MOTR PSYC 100 General Psychology
PSY205 Life Span Human Development	MOTR PSYC 200 Life Span Human Development
SOCIOLOGY	**SOCIOLOGY**
SOC101(H) General Sociology	MOTR SOCI 101 General Sociology
SOC250 Social Problems	MOTR SOCI 201 Social Problems

COMMUNICATION

Writing and speaking clearly and concisely using edited American English.

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

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

WRITTEN COMMUNICATIONS

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

ORAL COMMUNICATIONS

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

NATURAL AND MATHEMATICAL SCIENCES

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

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

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

BIOLOGICAL SCIENCES
courses with laboratory

Jefferson College	MOTR CORE 42
BIOLOGY	**BIOLOGY**
BIO102 Concepts in Biology	MOTR BIOL 100 Essentials in Biology
BIO109 Ecology and Environmental Conservation	MOTR BIOL 100EC Essentials in Biology
BIO101(H) General Biology*	MOTR BIOL 100L Essentials in Biology with Lab
BIO205 General Botany*	MOTR BIOL 150L Biology with Lab
BIO206 General Zoology*	MOTR BIOL 150LZ Biology with Lab
LIFE SCIENCES	**LIFE SCIENCES**
BIO116 Anatomy and Physiology for Pre-Hospital Healthcare	MOTR LIFS 100AP Essentials in Human Biology
BIO120 Human Anatomy and Physiology*	MOTR LIFS 150LAP Human Biology with Lab
BIO211 Anatomy and Physiology I*	MOTR LIFS 150LAP Human Biology with Lab
PTA100 Anatomy and Physiology I for Physical Therapist Assistants* – for select A.A.S. degree only	*NO MOTR CORE 42 course equivalent*
BIO207 Vertebrate Anatomy* – for select A.A.S. degree only	*NO MOTR CORE 42 course equivalent*
BIO208 Vertebrate Physiology* – for select A.A.S. degree only	*NO MOTR CORE 42 course equivalent*
BIO212 Anatomy and Physiology II* – for select A.A.S. degrees only	*NO MOTR CORE 42 course equivalent*

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

NATURAL AND MATHEMATICAL SCIENCES

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

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

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

MATHEMATICAL SCIENCES

Jefferson College	MOTR CORE 42
BIOLOGY	**BIOLOGY**
MGT103 Business Math – for select A.A.S. degrees only	*NO MOTR CORE 42 course equivalent*
MTH105 Industrial Math – for select A.A.S. degrees only	*NO MOTR CORE 42 course equivalent*
MTH110 Introductory Algebra – for select A.A.S. degrees only	*NO MOTR CORE 42 course equivalent*
MTH121 Technical Math I – for select A.A.S. degrees only	*NO MOTR CORE 42 course equivalent*
MTH128 Intermediate Algebra – for select A.A.S. degrees only	*NO MOTR CORE 42 course equivalent*
MTH130 Structure of the Real Number System - for A.A.T. Elementary/Early Childhood degree and select A.A.S. degree only	*NO MOTR CORE 42 course equivalent*
MTH132 Introductory Statistics	MOTR MATH 110 Statistical Reasoning
MTH131 Survey of College Mathematics	MOTR MATH 120 Mathematical Reasoning & Modeling
MTH134(H) College Algebra	MOTR MATH 130 Pre-Calculus Algebra
MTH141 Precalculus	MOTR MATH 150 Pre-Calculus
MTH161 Calculus for Business and the Social**	*NO MOTR CORE 42 course equivalent**
MTH168 Probability and Statistics**	*NO MOTR CORE 42 course equivalent**
BUS168 Business Statistics**	*NO MOTR CORE 42 course equivalent**
MTH172 Linear Algebra	*NO MOTR CORE 42 course equivalent**
MTH180 Calculus I**	*NO MOTR CORE 42 course equivalent**

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

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

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

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

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

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

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

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

HUMANITIES AND FINE ARTS

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

A.A. 9 hours (Three courses from at least two disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts)

A.A.T. 9 hours (Three courses from at least two disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts)

A.F.A. 9 hours (Three specific courses - ART103, ART105, ART115; other ART performance classes apply to degree requirements/options)

A.S. Engineering 0-3 hours (One course from either Humanities and Fine Arts OR Social and Behavioral Sciences; performance classes do not apply to either Humanities and Fine Arts and/or total general education)

A.S. Engineering Technology 3-6 hours (One to two courses required with 3 hours from Logic; and one course from either Humanities and Fine Arts OR Social and Behavioral Sciences; performance classes do not apply to either Humanities and Fine Arts and/or total general education)

A.A.S. 0-3 hours (3 hours from either Humanities OR Communications; performance classes do not apply to either Humanities and Fine Arts and/or total general education)

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

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

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

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

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

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

Communication

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

Civic Engagement

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

Creativity and Innovation

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

Critical Thinking

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

Ethical and Social Responsibility

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

Information Literacy

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

Technology Literacy

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

Understanding and Engaging Diverse Perspectives

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

Statewide and Institutional Requirements

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

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

Academic Preparedness - Reading, Writing, and Mathematics Proficiency:
Evidencing readiness for college-level reading, writing, and mathematics.

All degrees (A.A., A.A.T., A.F.A., 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)

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

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

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

Total Credit Hours for the Associate Degree:

I. **Associate of Arts Degree – Statewide general studies liberal arts degree – minimum 62 credit hours:**
    a. General education requirements – 42 credit hours as mandated by the Missouri Higher Education Core Transfer Act
    b. Institutional Requirements – 20 credit hours to include computer literacy and first year experience, if applicable

II. **Associate of Arts in Teaching Degree – Statewide teacher education transfer degree – minimum 62 credit hours:**
    a. General education requirements – minimum 42 credit hours
    b. Required core education courses, including computer literacy – 13 credit hours
    c. Required approved electives, including first year experience, if applicable – 7 credit hours

III. **Associate of Fine Arts in Art Degree – Fine arts transfer degre – minimum 67 credit hours:**
    a. General education requirements – minimum 27 credit hours
    b. Required core art courses, including computer literacy – 18 credit hours
    c. Required approved electives, including first year experience, if applicable – 22 credit hours

IV. **Associate of Fine Arts in Music Degree – minimum 66 credit hours:**
    a. General education requirements – minimum 27 credit hours
    b. Required core music courses, including computer literacy – 32 credit hours
    c. Required approved electives – 6 credit hours
    d. First year experience, if applicable 1 – 3 credit hours

V. **Associate of Science – Engineering Emphasis – minimum 64 credit hours**
    a. General education requirements to include computer literacy – 27 credit hours
    b. Required courses – 27 hours
    c. Required approved technical electives – 9 hours
    d. First year experience, if applicable – 1-3 credit hours

VI. **Associate of Science – Engineering Technology Emphasis – minimum 65 credit hours**
    a. General education requirements to include computer literacy – 42 credit hours
    b. Required technical courses – 22 hours
    c. First year experience, if applicable – 1-3 credit hours

VII. **Associate of Applied Science – hours will vary depending on degree**
    a. General education requirements – minimum 18 credit hours
    b. Required electives – will vary by degree
    c. First year experience, if applicable – 1-3 credit hours
    d. Computer literacy – 3 credit hours

 VIII. **Certificate Requirements – hours and technical requirements will vary**

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

Associate of Arts Degree

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

General education includes courses commonly required for a wide variety of programs of study and is the curricular foundation of a liberal arts (Arts and Science) education. Details regarding the Jefferson College General Education program knowledge areas from the traditional disciplines of the arts and sciences as well as the academic skills competencies embedded across the curriculum are found on pages 57-69. In order to ensure transferability, the General Education program requirements for A.A. degrees consist of a minimum 42 general education CORE 42 credit hours designed to be equivalent to corresponding blocks of general education credit at other public and signatory institutions as detailed in the statewide Articulation and Transfer Agreement among Missouri Colleges and Universities and Missouri Department of Higher Education (MDHE) MOTR CORE 42 webpage https://journeytocollege.mo.gov/finish/transfer-credit/core-42/.

Elective courses should be carefully chosen to ensure applicability to the baccalaureate graduation requirements for the program of study which the student intends to pursue at a four-year college or university. Students assume full responsibility for meeting specified degree and/or major requirements, including those related to course prerequisites. Consequently, the student pursuing an A.A. degree has the responsibility to become familiar with the specific major and graduation requirements of the four-year institution to which transfer is intended. Students are encouraged to work with their faculty/academic advisor in selecting courses. The Associate of Arts degree elective course options are designed to prepare the student for further study in the following areas:

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

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

This means that students who complete the 42 credit hours of courses within the General Education MOTR CORE 42 program, as certified by the Registrar, before transferring will not have additional general education or other lower-division institutional requirements imposed by the receiving public institution unless they are also requirements of native students. This is also the case for students transferring to Jefferson College who are certified as having completed the sending public institution's 42 credit hour General Education program. Jefferson College students should contact the Office of Enrollment Services at (636)481-3209 or (636)797-3000, ext. 3209, to certify that the 42 credit hour General Education MOTR CORE 42 program has been met. Students who transfer from Jefferson College before certification by the Registrar (the designated Transfer Articulation Officer) as having completed their General Education program requirements will have their transcript reviewed by the receiving institution on a course-by-course basis. Likewise, students transferring to Jefferson College who are not certified as having completed a corresponding 42 credit hour block of general education will have their transcript reviewed on a course-by-course basis.

Associate of Arts General Education Program Requirements:
Jefferson College General Education Program Curriculum aligned to MOTR CORE 42

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

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

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

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

CORE 42 MOTRANSFER GUARANTEED

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

Associate of Arts Institutional Requirements:

Computer Literacy Proficiency 3 credit hours

Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following courses apply as elective credit hours:
> CIS125 Computer Concepts and Applications
> EDU205 Educational Technology

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

One of the following required:
> COL100 Freshman Seminar
> COL101 Introduction to College: Strategies for Success
> COL136 Mastering the College Experience
> EDU105 Exploring the Field of Education (for A.A., A.A.T. and A.F.A. degrees)

Associate of Arts Elective Requirements:

Elective Courses 20 credit hours

Electives should be carefully chosen to ensure applicability to the baccalaureate graduation requirements for the program of study which the student intends to pursue at a four-year college or university.

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

ART
BIO
BUS101,120,168,240,241,245,246,261,265
CHM
CIS125,129,153,155
COL
COM
CRJ110,112,114,120,130,135,140,220,222,224,230,242
ECO
EDU
EGR
ENG
FRN
GEO
GRM
GUD
HPE *(No more than four hours of physical education activity courses may be counted toward a degree)*
HST
HUM
MSA/C *(No more than four hours of performance credit in music courses may be counted toward a degree)*
MTH110,128+ ECE102,103,108,212
PHL
PHY
PSC
PSY
SOC
SPN
SWK
THT

Global Studies Program

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

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

Honors Program

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

Students interested in the Honors Program must meet two of the three admissions criteria:
- a 3.30 grade point average (GPA) on a 4.0 scale
- ACT composite score of 24
- the recommendation of an instructor or counselor

To qualify for Honors Program distinction, students must earn an associate's degree. They must have a 2.5 GPA in honors courses and at least a 3.30 cumulative GPA at the time of graduation. Students will be awarded an Honors Program Certificate if they have completed a total of 6-11 credit hours in Jefferson College honors courses and have the required grade point average. Students with 12 or more hours of Jefferson College honors courses and who have the required grade point average will be awarded an Honors Diploma. All Honors Program graduates' names will be placed on a plaque in the Honors Resource Room, and all will be given purple cords of distinction to wear at Commencement ceremonies. Please contact Susan Todd, Honors Program Director, at (636)481-3347/797-3000, ext. 3347, for more information.

Pre-Social Work Program

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

For more information, please contact the Pre-Social Work Program Coordinator, Suzie Welch, at (636)481-3435/ 797-3000, ext. 3435, or swelch1@jeffco.edu.

Last Name _____ First _____

ASSOCIATE OF ARTS TRANSFER DEGREE (62 credit hours) - effective 2021-2022
Minimum 2.00 Cumulative Grade Point Average for both CORE 42 and Degree. 15 hour residency requirement.

			Course Areas	Course Numbers	Done	Now	Need
A.A. GENERAL EDUCATION CORE 42 OPTIONS AND REQUIREMENTS (42 credit hours)	Commun-ications	6 hours	Written Communications	ENG 101(H)			
				ENG 102(H)			
		3 hours	Oral Communications	COM 100(H) or 110			
	Humanities and Fine Arts	9 hours from at least 2 areas (Performance limited to 3 hours)	Art	ART 101, 103, 105			
			Civilization	HST 201, 202			
			Foreign Language	FRN 101, 102; GRM 101, 102; SPN 101, 102			
			Literature/Film	ENG 105, 106, 122, 215(H), 216(H), 225, 226, 228, 229, 250(H)			
			Music	MSC 101, 131, 133, 135, 137, 231, 232			
			Philosophy/Religion	PHL 101, 102(H), 201, 202(H), 204			
			Theatre	THT 100(H)			
			Performance	ART 115, 123, 141, 143, 150, 160; ENG 104; MSC 144, 145, 146, 152, 241, 251, 259; THT 110, 120			
	Mathematical Sciences	3 hours**	Mathematical Sciences	MTH 131, 132, 134(H), 141 **or successful completion of MTH161,168,180 or BUS168*			
	Natural Sciences	7 hours from 2 areas with 1 lab*	Biological Sciences	BIO 101(H)*^, 102^, 109, 116^, 120*^, 205*, 206*, 211*^			
			Physical Sciences	CHM 101*^, 102^, 111(H)*; PHY 101*^, 102^, 105*, 106*, 111*, 223*			
	Social and Behavioral Sciences	9 hours from at least 2 areas; including 1 Civics course	Civics (1 required)	HST 103(H), 104(H); PSC 102(H)			
			PSC 001 MO Higher Ed Civics Exam must also be completed				
			Communications	COM 130			
			Criminal Justice	CRJ 110			
			Economics	ECO 100, 101, 102			
			Geography	GEO 103			
			History	HST 103(H), 104(H)			
			Political Science	PSC 102(H), 155, 202			
			Psychology	PSY 101(H), 205			
			Sociology /Anthropology	SOC 101(H), 115, 250			
	General Education Option	5 hours	Student choice from any above general education courses except performance classes				
	TOTAL A.A. degree GENERAL EDUCATION CORE 42 credit hours at least 42 hours from MOTR aligned courses required with minimum 2.00 Cumulative Grade Point Average						

					Done	Now	Need
A.A. DEGREE ELECTIVE OPTIONS AND REQUIREMENTS (20 hours)	Institutional Requirements	**Computer Literacy**	Proficiency met by exam or coursework	CIS 125; EDU 205 (counts as elective degree requirement)			
		First Year Experience (FYE 1-3 hrs)	Freshman Seminar, Intro to College, or Mastering College Exp.	COL 100, 101, 136; EDU 105 (counts as elective degree requirement)			
	Elective Options	20 hours including Computer Literacy and FYE courses	Courses # >= 100: ART; BIO; BUS101,120,150,168,240,241,245,246,261,265; CHM; CIS125,129,153,155; COL100,101,136; COM; CRJ110,112,114,120,130,135,140,201,220,222,224,230,242; 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 Maximum 4 hrs music performance and maximum 4 hrs Physical Education activity courses.				
	TOTAL A.A. degree ELECTIVE credit hours at least 20 hours required with minimum 2.00 Cumulative Grade Point Average						

Institution Student Plans to Transfer to and Major Area of Study:	
Student Signature/Date	
Advisor Signature/Date	

^ Courses with similar content, may not apply both towards graduation. See course descriptions or your advisor for appropriate course selection.   Revised March 2021

Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.

Last Name _____ First _____

ASSOCIATE OF ARTS TRANSFER DEGREE (62 credit hours) - effective 2021-2022
ONLINE OPTION
Minimum 2.00 Cumulative Grade Point Average for both CORE 42 and Degree. 15 hour residency requirement.

			Course Areas	Course Numbers	Done	Now	Need
A.A. GENERAL EDUCATION CORE 42 ONLINE OPTIONS AND REQUIREMENTS (42 credit hours)	Communications	6 hours	Written Communications	ENG 101			
				ENG 102			
		3 hours	Oral Communications	COM 100			
	Humanities and Fine Arts	9 hours from at least 2 areas	Art	ART 101, 103, 105			
			Civilization	HST 201, 202			
			Literature	ENG 105, 106, 215, 228, 229			
			Music	MSC 101, 131, 133			
			Philosophy/Religion	PHL 101, 102, 201, 204			
			Theatre	THT 100			
	Mathematical Sciences	3 hours	Mathematical Sciences	MTH 131, 134			
	Natural Sciences	7 hours from 2 areas with 1 lab*	Biological Sciences	BIO 102^, 109			
			Physical Sciences	CHM 102; PHY 101*^, 102^, 106*			
	Social and Behavioral Sciences	9 hours from at least 2 areas; including 1 Civics course	Civics (1 required)	HST 103, 104; PSC 102			
			PSC 001 MO Higher Ed Civics Exam must also be completed				
			Criminal Justice	CRJ 110			
			Economics	ECO 100, 101, 102			
			Geography	GEO 103			
			History	HST 103, 104			
			Political Science	PSC 102, 155			
			Psychology	PSY 101, 205			
			Sociology	SOC 101, 250			
	General Education Option	5 hours	Student choice from any above general education courses				
	TOTAL A.A. degree GENERAL EDUCATION CORE 42 credit hours at least 42 hours from MOTR aligned courses required with minimum 2.00 Cumulative Grade Point Average						
A.A. DEGREE ONLINE ELECTIVE OPTIONS AND REQUIREMENTS (20 hours)	Institutional Requirements	**Computer Literacy**	Proficiency met by exam or coursework	CIS 125; EDU 205 (counts as elective degree requirement)			
		First Year Experience (FYE 1-3 hrs)	Freshman Seminar, Intro to College, or Mastering College Exp.	COL 100, 101, 136; EDU 105 (counts as elective degree requirement)			
	Elective Options	20 hours including Computer Literacy and FYE courses	Courses # >= 100: ART101,103,105,107; BIO102,109,116,245; BUS101,120,261; CHM102;CIS125,129,153; COL100,101,136; CRJ110,112,114,120,130,140,222,224; ECE102,103,108,212; ECO100,101,102; EDU105,143,205,210,225,235; ENG104,105,106,215,228,229; GEO103; GUD101; HPE130,140; HST103,104,201,202,203; MSC101,131,133; MTH128,131,134; PHL101,102,201,203,204; PHY101,102,106; PSC100,102,103,155; PSY101,120,201,202,205,215,225; SOC101,125,210,240,250; SWK105; THT100				
	TOTAL A.A. degree ELECTIVE credit hours at least 20 hours required with minimum 2.00 Cumulative Grade Point Average						

Institution Student Plans to Transfer to and Major Area of Study:
Student Signature/Date
Advisor Signature/Date

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

Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements. Revised March 2021

Associate of Arts in Teaching Degree

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

Jefferson College's A.A.T. is comprised of 42 credit hours of general education, a 13-credit hour Teacher Education Core, which includes the First Year Experience institutional requirement, a minimum of seven additional credit hours in 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 higher MoGEA scores, or additional course requirements. Most education majors will transfer with more than the 62 credit hours in order to meet certification requirements.

Students who want to Missouri state certification to teach at the early childhood, elementary, middle, or secondary levels or in special education should follow this course of study. Since selection of courses depends on certification area, 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, for more information.

Associate of Arts in Teaching Institutional Requirements:

Computer Literacy Proficiency: 3 credit hours as part of Teacher Education Core
Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following course applies as part of the required Teacher Education core courses:
EDU205 Educational Technology

First Year Experience: 1 credit hour as part of the Teacher Education Core:
EDU105 Exploring the Field of Education

Associate of Arts in Teaching Core Course Requirements:

Required Teacher Education Core Courses: 13 credit hours
All education courses must be completed with a grade of "C" or better with 2.75 overall G.P.A. and 2.75 G.P.A. in all education courses.
EDU105 Exploring the Field of Education
EDU205 Educational Technology
EDU210 Foundations of Education in a Diverse Society
EDU225 Educational Psychology
EDU230 Teaching Profession with Field Experience

Associate of Arts in Teaching Elective Requirements:

Elective Courses 7 credit hours
Electives should be carefully chosen based on area of certification. See your education advisor/faculty for recommended courses. EDU235 Education of Exceptional Learners is recommended for all Education Majors.

Associate of Arts in Teaching General Education Program Requirements:

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

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

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

CORE 42 MOTRANSFER GUARANTEED

General Education Option

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

Last Name _____ First _____

ASSOCIATE OF ARTS IN TEACHING TRANSFER DEGREE (62 credit hours) - effective 2021-2022

Minimum 2.75 Cumulative Grade Point Average for both EDU courses and A.A.T. Degree. 15 hour residency requirement.

			Course Areas/Titles	Course Numbers	Done	Now	Need
A.A.T. GENERAL EDUCATION OPTIONS AND REQUIREMENTS (42 credit hours)	Commun-ications	6 hours	Written Communications	ENG 101(H)			
				ENG 102(H)			
		3 hours	Oral Communications	COM 100(H), 110			
	Humanities and Fine Arts	9 hours from at least 2 areas (Performance limited to 3 hours)	Art	ART 101, 103, 105			
			Civilization	HST 201, 202			
			Culture	EDU 240 (NOT a MOTR course)			
			Foreign Language	FRN 101, 102; GRM 101, 102; SPN 101, 102			
			Literature/Film	EDU 245 (for Elem/Early Child only, NOT a MOTR course) ENG 105, 106, 122, 215(H), 216(H), 225, 226, 228, 229, 250(H)			
			Music	MSC 101, 131, 133, 135, 137, 231, 232			
			Philosophy/Religion	PHL 101, 102(H), 201, 202(H), 204			
			Theatre	THT 100(H)			
			Performance	ART 115, 123, 141, 143, 150, 160; ENG 104; MSC 144, 145, 146, 152, 241, 251, 259; THT 110, 120			
	Mathematical Sciences	3 hours**	College Mathematics	MTH 130 (for Elem/Early Child only, NOT a MOTR course) MTH 131, 132, 134(H), 141 based on area of certification/4-year program **or successful completion of MTH161,168,180 or BUS168			
	Natural Sciences	7 hours from 2 areas with 1-2 labs*	*Consult 4-year program requirements regarding # of required labs.				
			Biological Sciences	BIO 101(H)*^, 102^, 109, 116, 120*^, 205*, 206*, 211*^			
			Physical Sciences	CHM 101*^, 102^, 111(H)*; PHY 101*^, 102^, 105*, 106*, 111*, 223*			
	Social and Behavioral Sciences	9 hours; including Civics course	Civics (1 required)	HST 103(H), 104(H); PSC 102(H)			
			PSC 001 MO Higher Ed Civics Exam must also be completed				
			Psychology	PSY 101(H)			
				PSY 205			
	General Education Option	5 hours	Student choice from any above general education courses (except performance classes) or choose from COM 130, CRJ 110, ECO 100, 101, 102; GEO 103; PSC 155, 202; SOC 101(H), 115, 250 (Consult 4-year program requirements.)				
A.A.T. DEGREE ELECTIVE OPTIONS AND REQUIREMENTS (20 hours)	Institutional Requirements		Computer Literacy Proficiency met with required Teacher Education course EDU 205		Required EDU course listed below		
			First Year Experience Proficiency met with required Teacher Education course EDU 105		Required EDU course listed below		
	REQUIRED EDUCATION COURSES	13 hours (All courses must be completed with a grade of "C" or better.)	Exploring the Field of Ed.	EDU 105			
			Educational Technology	EDU 205			
			Foundations of Education in a Diverse Society	EDU 210			
			Educational Psychology	EDU 225			
			Teaching Profession with Field Experience	EDU 230			
	Elective Options	7 hours	Course #s >= 100; See education faculty advisor for appropriate selection. Recommended: EDU 235 Education of Exceptional Learners Maximum 4 hours music performance and maximum 4 hours Physical Education activity courses				
			TOTAL A.A.T. degree credit hours (at least 62 hours required)				

A.A.T. GENERAL EDUCATION credit hours may or may not be from MOTR aligned courses. MOTR CORE 42 completion not required for A.A.T. degree.

Institution Student Plans to Transfer to and Major Area of Study:	
Student Signature/Date	
Advisor Signature/Date	

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

Consult your Education advisor and 4-year transfer institution for assistance in selecting courses for your specific degree, major, certification, and transfer institution requirements. Revised March 2021

Associate of Fine Arts – Art Degree

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

Associate of Fine Arts-Art Institutional Requirements

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

Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following courses combined apply as part of the required Fine Arts major courses:
ART150 Digital Photography I ART152 Digital Art Studio

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

One of the following required:
COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success COL136 Mastering the College Experience

Associate of Fine Arts-Art Major Course Requirements

Required Fine Arts Major Courses 18 credit hours

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

Associate of Fine Arts-Art Elective Requirements

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

ART107 Modern Art
ART117 Watercolor I
ART123 Ceramics Pottery I
ART127 Digital Short Film
ART141 Painting I
ART142 Painting II
ART143 Landscape Painting
ART151 Printmaking I
ART160 Graphic Design I
ART170 Graphic Design II
ART180 History of Photography
ART217 Watercolor II

ART223 Drawing III
ART225 Watercolor III
ART243 Painting III
ART250 Digital Photography II
ART252 Printmaking II
ART260 Graphic Design III
ART262 Ceramics Pottery II
ART263 Ceramics Pottery III
ART265 Digital Photography III
ART270 Graphic Design IV
ART281 Studio Art

Associate of Fine Arts-Art General Education Program Requirements:

The Associate of Fine Arts (A.F.A.) transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-65 for a list of courses within each of these knowledge areas as well as the notes below regarding specific courses recommended/required for the A.F.A. degree. General education credits should be carefully selected with the help of an advisor/faculty to meet degree requirements and prerequisites.

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

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

Last Name _____ First _____

ASSOCIATE OF FINE ARTS TRANSFER DEGREE (67 credit hours) - effective 2021-2022
Minimum 2.00 Cumulative Grade Point Average for Degree. 15 hour residency requirement.

			Course Areas/Titles	Course Numbers	Done	Now	Need
A.F.A. GENERAL EDUCATION OPTIONS AND REQUIREMENTS (27 credit hours) *A.F.A. GENERAL EDUCATION credit hours may be from MOTR aligned courses. MOTR CORE 42 completion not required for A.F.A. degree.*	Communications	3 hours	English Comp. I	ENG 101(H)			
		3 hours	English Comp. II **or** Fundamentals of Communication	ENG102(H) or COM100(H)			
	Humanities and Fine Arts	9 hours (Performance limited to 3 hours)	Art	ART 103			
				ART 105			
			Performance	ART 115			
	Mathematical Sciences	3 hours**	Mathematical Sciences	MTH 131, 132, 134(H), 141 **or successful completion of MTH161,168,180 or BUS168*			
	Natural Sciences	3 hours	Biological Sciences	BIO 101(H)*^, 102^, 109, 116, 120*, 205*, 206*, 211*			
			Physical Sciences	CHM 101*^, 102^, 111(H)*; PHY101*^,102^, 105*, 106*, 111*, 223*			
	Social and Behavioral Sciences	6 hours; including Civics course	Civics (1 required)	HST 103(H), 104(H); PSC 102(H)			
			PSC 001 MO Higher Ed Civics Exam must also be completed				
			Communications	COM 130			
			Economics	ECO 100, 101, 102			
			Geography	GEO 103			
			History	HST 103(H), 104(H			
			Political Science	PSC 102(H), 155, 202			
			Psychology	PSY 101(H), 205			
			Sociology/Anthropology	SOC 101(H), 115, 250			
A.F.A. DEGREE ELECTIVE OPTIONS AND REQUIREMENTS (40 hours)	Institutional Requirements		**Computer Literacy met with required Art courses ART150 and ART152**		**Required Art courses noted below**		
		First Year Experience (FYE 1-3 hours)	Freshman Seminar, Intro to College, or Mastering College Exp.	COL 100, 101, 136; EDU105 (counts as elective degree requirements)			
	REQUIRED ART MAJOR COURSES	18 hours	Drawing II (3)	ART146			
			Design I (3)	ART120			
			Design II (3)	ART121			
			Digital Photography I (3)	ART150			
			Digital Art Studio (3)	ART152			
			Studio Practices (3)	ART290			
	ART ELECTIVE OPTIONS	22 hours (including FYE course)	ART107, ART117, ART123, ART 127, ART141, ART142, ART143, ART151, ART160, ART170, ART180, ART217, ART223, ART225, ART243, ART 250, ART 252, ART260, ART262, ART263, ART265, ART270, ART281				
			TOTAL A.F.A. degree credit hours (at least 67 hours required)				

Institution Student Plans to Transfer to and Major Area of Study:
Student Signature/Date
Advisor Signature/Date

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

Revised March 2021

Associate of Fine Arts – Music Degree

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

Associate of Fine Arts - Music Institutional Requirements

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

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

MSC104 Music Theory II
MSC204 Music Theory III

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

One of the following required:
COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL136 Mastering the College Experience
EDU105 Exploring the Field of Education

Associate of Fine Arts Music Major Course Requirements

Required Fine Arts Major Courses 32 credit hours

Music Theory – 16 credit hours
MSC103 Music Theory I
MSC104 Music Theory II
MSC203 Music Theory III
MSC204 Music Theory IV

Applied Lessons – 8 credit hours
(course number depends on type of lesson)
MSA17x
MSA18x
MSA27x
MSA28x

Large Ensemble – 4 credit hours
MSC152
MSC259

Class Piano – 4 credit hours
MSC161
MSC162

Associate of Fine Arts – Music Elective Requirements

Music Elective Courses 6 credit hours (FYE course also counts towards elective courses)

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

Associate of Fine Arts-Music General Education Program Requirements:

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

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

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

Last Name _____   First _____

ASSOCIATE OF FINE ARTS TRANSFER DEGREE (68-70 credit hours)
Minimum 2.00 Cumulative Grade Point Average for Degree. 15 hour residency requirement.

2021-2022

			Course Areas/Titles	Course Numbers	Done	Now	Need
A.F.A. GENERAL EDUCATION OPTIONS AND REQUIREMENTS (27 credit hours) A.F.A. GENERAL EDUCATION credit hours may be from MOTR aligned courses. MOTR CORE 42 completion not required for A.F.A. degree.	Communications	3 hours	English Comp. I	ENG 101(H)			
		3 hours	English Comp. II **or** Fundamentals of Communication	ENG 102(H) or COM 100(H)			
	Humanities and Fine Arts	3 hours	Foreign Language	FRN 101, 102; GRM 101, 102; SPN 101, 102			
			Art	ART 101, 103, 105			
		6 hours	Music Lit before 1750	MSC 231			
			Music Lit after 1750	MSC 232			
	Mathematical Sciences	3 hours**	*Mathematical Sciences*	MTH 131, 132, 134(H), 141 **or successful completion of MTH161,168,180 or BUS168*			
	Natural Sciences	3 hours	*Biological Sciences*	BIO 101(H)*^, 102^, 109, 116, 120*, 205*, 206*, 211*			
			Physical Sciences	CHM 101*^, 102^, 111(H)*; PHY101*^,102^, 105*, 106*, 111*, 223*			
	Social and Behavioral Sciences	6 hours; including Civics course	*Civics (1 required)*	HST 103(H), 104(H); PSC 102(H)			
			PSC001 MO Higher Ed Civics Exam must also be completed				
			Communications	COM 130			
			Criminal Justice	CRJ 110			
			Economics	ECO 100, 101, 102			
			Geography	GEO 103			
			History	HST 103(H), 104(H); PSC 102(H)			
			Political Science	PSC 102(H), 155, 202			
			Psychology	PSY 101(H), 205			
			Sociology/Anthropology	SOC 101(H), 115, 250			
A.F.A. DEGREE ELECTIVE OPTIONS AND REQUIREMENTS (39 hours)	Institutional Requirements	**Computer Literacy met with required Music courses MSC 104 and 204**					
		First Year Experience (FYE 1-3 hours)	Freshman Seminar, Intro to College, or Mastering College Exp.	COL 100, 101, 136; EDU 105 (recommended for music education majors) (counts as elective degree requirements)			
	REQUIRED MUSIC MAJOR COURSES	28 hours	Music Theory I - IV (16)	MSC 103, 104, 203, 204			
			Applied Lessons I - IV (8)	MSA 17x, 18x, 27x, 28x (MSC 163 - corequisite for applied voice lessons)			
			Recital and Concert Attendance (0)	MSA 001 (four semesters required)			
			Large Ensemble (4)	MSC 152 or 259			
	MUSIC ELECTIVE OPTIONS	12 hours	MSC 161, 162, 261**** highly recommended for non-piano majors Additional electives to be selected from: MSC 126, 131, 133, 135, 137, 144, 145, 146, 152, 163, 168, 169, 235, 241, 248, 251, 259; MSA 17X, 18X, 27X, 28X				
			TOTAL A.F.A. degree credit hours (at least 68 hours required)				
Institution Student Plans to Transfer to and Major Area of Study:							
Student Signature/Date							
Advisor Signature/Date							

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

***requirement may also be met through sucessful completion of a proficiency exam.

Revised May 2021

Associate of Science Degree

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

- **Associate of Science with Engineering Emphasis**
- **Associate of Science with Engineering Technology Emphasis**

Associate of Science with Engineering Emphasis

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

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

Associate of Science Engineering Emphasis
General Education Program Requirements:

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

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

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

Associate of Science Institutional Requirements:

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

(5 hours completed as part of Mathematical Sciences requirements fulfills this requirement)
Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better. The following course applies as part of the required Engineering general education courses:
PHY223* General Physics I

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

One of the following required:
COL100 Freshman Seminar
COL101 Introduction to College: Strategies for Success
COL136 Mastering the College Experience

Associate of Science Engineering Emphasis Engineering Course Requirements

Required Engineering Courses 27 credit hours

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

Associate of Science Engineering Emphasis Technical Elective Requirements

Associate of Science Technical Electives 9 credit hours

Electives should be carefully chosen to ensure applicability to the specific engineering department graduation requirements which the student intends to pursue at Missouri S&T. See your physics department advisor for recommended courses. The Associate of Science (A.S.) with engineering emphasis degree requires nine credit hours from the following Technical Elective options:
CHM112 General Chemistry II
CHM200 Organic Chemistry I
EGR250 Engineering Mechanics-Dynamics
EGR261 Circuit Analysis I
MTH172 Linear Algebra
MTT148 Introduction to Metallurgy
PHY105 Physical Geoplogy
Advanced Communications (3 credit hours)
COM110 Public Speaking (MOTR COMM110 Fundamentals of Public Speaking) or
ENG102(H) English Composition II (MOTR ENGL 200 Composition II)

JEFFERSON COLLEGE
ASSOCIATE OF SCIENCE TRANSFER DEGREE - effective 2021-2022
Engineering emphasis (64 credit hours)
Minimum 2.00 Cumulative Grade Point Average for A.S. Degree. 15 hour residency requirement.

			Course Areas/Titles	Course Numbers	Done	Now	Need
A.S. Engineering emphasis GENERAL EDUCATION OPTIONS AND REQUIREMENTS (27 credit hours)	MOTR CORE 42 completion not required for A.S. degree						
	Communications	3 hours	*Written Communications*	ENG 101(H)			
	Humanities and Fine Arts AND/OR Social and Behavioral Sciences	3 hours	*Civics*	HST 103(H), 104(H); PSC 102(H)			
			PSC001 MO Higher Ed Civics Exam must also be completed				
		3 hours	*Economics*	ECO 101, 102			
		3 hours	*Art*	ART 101, 103, 105			
			Civilization	HST 201, 202			
			Foreign Language	FRN 101, 102; GRM 101, 102; SPN 101, 102			
			Literature	ENG 105, 106, 215(H), 216(H), 225, 226, 228, 229			
			Geography	GEO 103			
			Music	MSC 101, 131, 133, 231, 232			
			Philosophy/Religion	PHL 101, 102(H), 201, 202(H)			
			Political Science	PSC 155			
			Psychology	PSY 101(H)			
			Sociology	SOC 101(H)			
			Theatre	THT 100(H)			
	Mathematical Sciences	5 hours	*Mathematical Sciences*	MTH 180 (not a MOTR course but meets general education requirement for math)			
	Natural Sciences	10 hours with 2 labs*	*Physical Sciences*	CHM 111(H)*			
				PHY 223*			

			Course Areas/Titles	Course Numbers	Done	Now	Need
A.S. Engineering emphasis DEGREE ELECTIVE OPTIONS AND REQUIREMENTS (37 hours)	Institutional Requirements		**Computer Literacy met with required Engineering emphasis General Education course PHY223**		**Required course listed above**		
		First Year Experience (FYE 1-3 hrs)	Freshman Seminar; Intro. to College; Mastering College Exp.	COL100, 101, 136 (counts as elective degree requirement)			
	REQUIRED ENGINEERING COURSES	27 hours	Calculus II (5)	MTH 185			
			Calculus III (5)	MTH 201			
			Differential Equations (3)	MTH 205			
			General Physics II (5)	PHY 224*			
			Introduction to Computer Programming (3)	CIS 155			
			Computer Aided Engineering Design (3)	EGR 101			
			Engineering Mechanics-Statics (3)	EGR 228			
	Associate of Science Technical Elective Options	9** hours	General Chemistry II (5)	CHM 112			
			Organic Chemistry I (5)	CHM 200			
			Engineering Mechanics-Dynamics (3)	EGR 250			
			Circuit Analysis I (3)	EGR 261			
			Linear Algebra (3)	MTH 172			
			Introduction to Metallurgy (3)	MTT 148			
			Physical Geology (4)	PHY 105			
			Advanced Communications (3)	COM 110 **or** ENG 102(H)			
			TOTAL A.S. Engineering emphasis degree credit hours (at least 64 hours required)				

Institution Student Plans to Transfer to and Major Area of Study:
Student Signature/Date:
Advisor Signature/Date:

Total may vary depending on major areas of study requirements related to specific Engineering discipline: Aerospace, Agricultural, Ceramic, Chemical, Civil, Electrical, Engineering Management, Food Biochemical and Environmental, Geological, Geology and Geophysics, Industrial, Mechanical, Metallurgical, Mining, Nuclear, and Petroleum Engineering. **Consult your Engineering Advisor and 4-year transfer institution for assistance in selecting courses for your specific degree, major, and transfer institution requirements.

Revised March 2021

Associate of Science with Engineering Technology Emphasis

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

This A.S. with engineering technology emphasis degree is comprised of 42 credit hours of general education, 22 hours of required engineering technology courses, and the First Year Experience and Computer Literacy Proficiency Institutional Requirements. This degree involves changes in the traditional general education requirements resulting in differences across the traditional disciplines of the arts and sciences from the minimum 42 credit hours in General Education for the Associate of Arts (A.A.) transferable degree with CORE 42 completion. Students pursuing an A.S. with engineering technology emphasis degree complete just a portion of the CORE 42 as part of their specific degree requirements. The A.S. does not automatically qualify a student for any other transfer programs and students who change degrees may have to take additional general education courses.

Associate of Science Institutional Requirements

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

> (5 hours completed as part of Mathematical Sciences requirements fulfills this requirement)
>> Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of "C" or better.
>> The following course applies as part of the required Engineering general education courses:
>> PHY223* General Physics I

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

> One of the following required:
>> COL100 Freshman Seminar
>> COL101 Introduction to College: Strategies for Success
>> COL136 Mastering the College Experience

Associate of Science Engineering Technology Emphasis Engineering Technology Course Requirements

Required Engineering Technology Courses 22 credit hours

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

Associate of Science Engineering Technology Emphasis General Education Program Requirements:

The Associate of Science (A.S.) Engineering Technology Emphasis transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 59-65 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for this A.S. with engineering technology emphasis degree. General education credits should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

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

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

CORE 42 MOTRANSFER GUARANTEED

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

Last Name _____   First _____

JEFFERSON COLLEGE
ASSOCIATE OF SCIENCE TRANSFER DEGREE - effective 2021-2022
Engineering Technology emphasis (65 credit hours)
Minimum 2.00 Cumulative Grade Point Average for A.S. Degree. 15 hour residency requirement.

			Course Areas/Titles	Course Numbers	Done	Now	Need
A.S. Engineering Technology GENERAL EDUCATION OPTIONS AND REQUIREMENTS (42 credit hours) *MOTR CORE 42 completion not required for A.S. degree*	**Commun-ications**	6 hours	*Written Communications*	ENG 101(H)			
				ENG 102(H)			
		3 hours	*Oral Communications* (Public Speaking)	COM 110			
	Humanities and Fine Arts AND/OR Social and Behavioral Sciences	3 hours	*Philosophy* (Logic)	PHL 101			
		6 hours	*Civics*	HST 103(H)			
				PSC 102(H)			
			PSC001 MO Higher Ed Civics Exam must also be completed				
		3 hours	*Economics*	ECO 101, 102			
		3 hours	*Art*	ART 101, 103, 105			
			Civilization	HST 201, 202			
			Foreign Language	FRN 101, 102; GRM 101, 102; SPN 101, 102			
			Literature	ENG 105, 106, 215(H), 216(H), 225, 226, 228, 229			
			Geography	GEO 103			
			Music	MSC 101, 131, 133, 231, 232			
			Philosophy/Religion	PHL 102(H), 201, 202(H)			
			Political Science	PSC 155			
			Sociology	SOC 101(H)			
			Theatre	THT 100(H)			
	Mathematical Sciences	5 hours	*Mathematical Sciences*	MTH 180 (not a MOTR course but meets general education requirement for math)			
	Natural Sciences	10 hours with 2 labs*	*Physical Sciences*	CHM 111(H)*			
				PHY 223*			
	General Education Option	3 hours	*Biological/Life Sciences*	BIO102			
				BIO109			
			Social and Behavioral Sciences (General Psychology)	PSY101(H)			
A.S. Engineering Technology DEGREE ELECTIVE OPTIONS AND REQUIREMENTS (23 hours)	**Institutional Requirements**	**Computer Literacy met with required Engineering Technology General Education course PHY223**			**Required course listed above**		
		First Year Experience (FYE 1-3 hrs)	Freshman Seminar; Intro. to College; Mastering College Exp.	COL100, 101, 136 (counts as elective degree requirement)			
	REQUIRED ENGINEERING TECHNOLOGY COURSES	22 hours	Calculus II (5)	MTH 185			
			General Physics II (5)	PHY 224*			
			Introduction to Computer Programming (3)	CIS 155			
			Computer Aided Engineering Design (3)	EGR 101			
			Engineering Mechanics-Statics (3)	EGR 228			
			Engineering Mechanics-Dynamics (3)	EGR 250			
TOTAL A.S. engineering technology degree credit hours (at least 65 hours required)							
Institution Student Plans to Transfer to and Major Area of Study:							
Student Signature/Date							
Advisor Signature/Date							

Consult your Engineering Advisor and 4-year transfer institution for assistance in selecting courses for your specific degree, major, and transfer institution requirements.

Revised March 2021

Career Education Certificates & Associate of Applied Science Degrees

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

Since most of the programs are highly sequential in nature, and all courses are not offered each semester, it is important that students follow the suggested curriculum as closely as possible. Some Career Education programs require state licensing for professional practice. The completion of Jefferson College's programs entitles the student to complete these examinations.

Career Education Certificates

Certificate programs focus only on the knowledge and skills for one of the following specific careers and thus do not include General Education requirements for associate degrees. They do include the First Year Experience institutional requirement. See Career Education Requirements for specific certificates and A.A.S. degrees' on pages 91-122. Students pursuing a Career Education certificate must complete all courses so specified in the appropriate curriculum and maintain a 2.0 cumulative grade point average for those required courses.

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

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

Associate of Applied Science Degrees

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

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

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

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

Program Career and Salary Information

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

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

Associate of Applied Science
General Education Program Requirements:

The Associate of Applied Science (A.A.S.) degree requires completion of a degree specific portion of the General Education program curriculum distributed among the Knowledge Areas as listed below. See page 99-119 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for the A.A.S. degree.

See Career Education Requirements for specific certificates and A.A.S. degrees' on pages 99-119 for specific general education courses required for each A.A.S. degree. Total number of general education credit hours required will vary depending on departmental requirements. General education credits should be carefully selected with the help of an advisor/faculty to meet degree requirements and prerequisites.

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

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

Associate of Applied Science Institutional Requirements

Computer Literacy Proficiency 3 credit hours

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

CIS125 Computer Concepts and Applications EDU205 Educational Technology

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

One of the following required:

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

Associate of Applied Science Program Requirements:

See Career Education Requirements for specific certificates and A.A.S. degrees' on pages 91-122 for specific courses required for each A.A.S. degree. Total number of credit hours required will vary depending on departmental requirements.

Accounting Technology

(Associate of Applied Science degree or certificate)

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

Click here for course and degree/certificate information.

Applied Technology

(Associate of Applied Science degree or certificate)

Jefferson College's Applied Technology degree/certificate allows students to tailor a degree to match their current employment requirements or prepare for future employment. The Applied Technology degree will allow flexibility in course selection to match the student's technological interest. Students must take six hours of required technical coursework (CIS125, Computer Concepts and Applications, and BUS120, Principles of Management) and a minimum of 20 credit hours (core electives) in one of the programs listed (list "A"). Students must take an additional 18 credit hours (technical electives) from any of the programs listed (list "B"). Students must also complete the First Year Experience requirement. To earn an Associate of Applied Science degree in Applied Technology, a student must also complete a minimum of 18 general education credit hours.

A student may earn an Applied Technology certificate by completing six credit hours of required technical electives (CIS125, Computer Concepts and Applications, and BUS120, Principles of Management), 20 credit hours of core electives from one of the programs listed (list "A"), 18 credit hours of technical electives from any of the programs listed (list "B"), and the First Year Experience requirement.

Program list "A"
Automotive Technology (AUT)
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)

Click here for course and degree/certificate information.

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
TOTAL	**63 hours**

Click here for course and degree/certificate information.

Automotive Technology

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

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

Click here for course and degree/certificate information.

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 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.

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.

Law Enforcement

(Associate of Applied Science degree or certificate)

The curriculum Law Enforcement is designed for those who plan to seek employment with public and private agencies concerned with maintaining public safety. Participants in the Jefferson College Law Enforcement Academy earn this degree.

Click here for course and degree/certificate information.

❖ **Jefferson College Law Enforcement Academy**

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

The JCLEA POST class is only available for those applicants who already have a degree or have the general education prerequisites. The POST only class includes the required POST curriculum for a Class A POST License and requisites for a Certificate in Law Enforcement. Included are specialized certifications in firearms, OC pepper spray, expandable baton, first responder, datamaster breath alcohol analyzer type III operator, standard field sobriety testing, and RADAR/LIDAR operations. The JCLEA POST class is eight months long, beginning each October and graduates in July of the following year. Classes meet Monday-Thursday, 6-10 p.m. and two eight-hour Saturdays a month. Upon successful completion of the program, recruits earn a Certificate in Law Enforcement and the opportunity to test for a Class A POST License.

Culinary Arts

(Associate of Applied Science degree or certificate)

This degree will provide the necessary background to succeed in the Culinary Arts vocation. One and two-year certificates or the Associate of Applied Science degree are available.

Click here for course and degree/certificate information.

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.

Health Information Technology

(Associate of Applied Science degree)

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

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

Click here for course and degree information.

Healthcare Professions

See the following programs: 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).

Click here for course and degree/certificate information.

Nursing Bi-Level Program

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

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

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

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

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

Click here for program information.

Occupational Therapy Assistant

(Associate of Applied Science degree only)

The Jefferson College Occupational Therapy Assistant (OTA) Program culminates in an Associate of Applied Science degree. In keeping with the College's commitment to meet community and student needs, this program offers a curriculum providing students with the opportunity to achieve their personal and professional goals. It incorporates academic courses in the basic sciences, laying a foundation for the core OTA courses. 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.

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 6116 Executive Blvd., Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301)652-AOTA and its web address is 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 this 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; website: 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 committedto lifelong learning and who are critical thinkers and creative, capable, and culturally sensitive ractitioners. In doing so, we will provide educated students with marketable skills and expertise in current imaging technologies.

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

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

Click here for course and degree/certificate information.

Veterinary Technology

(Associate of Applied Science degree only)

The Veterinary Technology Program combines the study of college-level general education courses and extensive coursework in science and animal health theory and practice designed to prepare graduates for careers as registered veterinary technicians. Acceptance into the program is competitive; the Veterinary Technology Admission Committee evaluates applicants. For admission procedures, contact either Veterinary Technology or the 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.

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
ACCOUNTING DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Introduction to Business (3)	BUS101					X
Financial Accounting (3)	BUS240				X	X
Managerial Accounting (3)	BUS241					X
Tax Accounting (3)	BUS246					X
Business Communications (3)	BUS261				X	X
Spreadsheet Applications (3)	MGT105				X	X
Bookkeeping (3)	MGT107				X	X
Payroll Accounting (3)	MGT243				X	X
Computerized Accounting (3)	MGT244				X	X
QuickBooks (3)	MGT245				X	X
Group I. *Communications (3)*	ENG101(H)				X	X
Group II. *Humanities/Communications (3)*	COM100(H) or COM110					X
Group III. *Social/Behavioral Sciences (3)*						X
Civics (3)						X
MO Higher Ed Civics Exam	PSC001					X
Group IV. Business Math (3) required	MGT103*				X	X
Math (3) MTH131, 132, or 134						X
Group V. *Computer Literacy*	CIS125*				X	X
Group VI. *First Year Experience (1-3)*					X	X
Electives (12) *Selected from list below*						X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours: 31-33   64-66

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs.
    ENG101(H) English Comp. I **required**

Group II.   Humanities/Communications 3 hrs.
    COM100(H) or COM 110 **required**

Group III. Social/Behavioral Sciences 6 hrs.
     3 hours must fulfill Civics requirement
      See MOTR CORE 42 list for choices

Group IV.   Math 6 hrs.
    MGT103 Business Math* (3) **required**
    MTH131, 132, or 134 (3) **select one**

Group V.   Computer Literacy 3 hrs.
    CIS125* Computer Concepts and Applications **required**

Group VI.   First Year Experience 1-3 hrs.
     COL100*/101*/136* **required**

Elective Options:
Principles of Mgt BUS 120
Marketing MGT150
Business Statistics BUS168
Cost Accounting BUS245
Business Law BUS265
Macroeconomics ECO101
Microeconomics ECO102
Personal Finance MGT125
Personal Selling MGT132
Entrepreneurship MGT145
Financial Management MGT262
Accounting Internship MGT295
Ethics PHL202
Business & Prof. Ethics PHL204

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
APPLIED TECHNOLOGY DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	AAS
Core Electives (20 hrs. from ONE area)						
AUT - Automotive Technology						
BET - Biomedical Electronics Technology						
BIT - Business Information Technology						
BUS, MGT - Business Management						
CIM - Computer Integrated Manufacturing						
CIS - Computer Information Systems						
ECE - Childcare/Early Childhood Education					X	X
EMT - Emergency Medical Technology						
ETC, ETI - Electronics Technology						
FST - Fire Science Technology						
HRA - Heating, Refrigeration, & AC Technology						
VAT - Veterinary Technology						
WLD - Welding Technology						
General Education & Institutional Requirements (Total 22 hrs.)						
Group I. *Communications* (3)	ENG101(H)					X
Group II. *Humanities/Communications* (3)						X
Group III. *Civics* (3)						X
MO Higher Ed Civics Exam	PSC001					X
Social/Behavioral Sciences (3)						X
Group IV. *Math and/or Natural Science* (6)						X
Group V. *Computer Literacy (3)*	CIS125*				X	X
Group VI. *First Year Experience* (1-3)					X	X
Technical Electives (Total 21 hrs.)						
Principles of Management (3) required	BUS120				X	X
Select 18 hrs. from any combination of areas below: AUT, BET, BIT, BUS, CDA, CDD, CDM, CIM, CIS, CVL, ECE, EMT, ETC, ETI, FST, HRA, MGT, MTT, VAT, WLD					X	X

Student Signature/Date
Advisor Signature/Date

Total Credit Hours: 45 - 47   63 - 65

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   **Communications 3 hrs.**
    ENG101(H) English Comp. I **required**

Group II.   **Humanities/Communications 3 hrs.**
    See MOTR CORE 42 list for choices
    Cannot use Performance courses

Group III.   **Social/Behavioral Sciences 6 hrs.**
    3 hours must fulfill Civics requirement
    See MOTR CORE 42 list for choices

Group IV.   **Math/Science 6 hrs.**
    MGT103*;MTH105*,110*,128*;
    See MOTR CORE 42 list for additional choices

Group V.   **Computer Literacy 3 hrs.**
    CIS125* **required**

Group VI.   **First Year Experience 1-3 hrs.**
    COL100*/101*/136* **required**

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are

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JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
APPRENTICESHIP TRAINING DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED
Apprenticeship Training (45)^	APR101,105, 201,205,207			
Group I. *Communications* (3)	ENG101(H)			
Group II. *Humanities/Communications* (3)				
Group III. *Civics* (3)				
MO Higher Ed Civics Exam	PSC001			
Social/Behavioral Sciences (3)				
Group IV. *Math and/or Science* (6)				
Group V. *Computer Literacy* met by exam or coursework				
Student Signature/Date				
Advisor Signature/Date				

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

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs
   ENG101(H) English Comp. I **required**

Group II.   Humanities/Communications 3 hrs
   See MOTR CORE 42 list for choices
   Cannot use performance classes

Group III.   Social/Behavioral Sciences 6 hrs
   Civics: (3) select one
   See MOTR CORE 42 list for choices
   Social/Behavioral Sciences: (3) select one
   See MOTR CORE 42 list for choices
   PSY 101 reccommended

Group IV. Math and/or Science 6 hrs
   MGT103*;MTH105*,110*,128*;
   See MOTR CORE 42 list for additonal choices
   MGT103* recommended for AAS degree
   MTH134 recommended for transfer to a
   bachelor's program.

Group V. Computer Literacy   3 hrs
   CIS125*; EDU205*

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

Degree Composite
Apprenticeship Core: 45 hours
General Education and Institutional Requirements Core: 18 hours
TOTAL: *63 hours*

NOTE: Students must complete at least 15 credit hours at Jefferson College to meet the residency requirement for graduation.

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JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
AUTOMOTIVE TECHNOLOGY DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Automotive Shop Safety (1)	AUT100				X	X
Automotive Brake Systems (2)	AUT131				X	X
Automotive Brake Systems Lab (4)	AUT132				X	X
Automotive Steering and Suspension Systems (3)	AUT141				X	X
Automotive Steering and Suspension Systems Lab (3)	AUT142				X	X
Automotive Engine Repair (1)	AUT151				X	X
Automotive Engine Repair Lab (3)	AUT152				X	X
Introduction to Engine Performance (1)	AUT161				X	X
Introduction to Engine Performance Lab (3)	AUT162				X	X
Basic Electrical/Electronics Systems (4)	AUT201					X
Basic Electrical/Electronics Systems Lab (5)	AUT202					X
Advanced Engine Performance (2)	AUT211					X
Advanced Engine Performance Lab (3)	AUT212					X
Advanced Electrical/Electronics Systems (2)	AUT221					X
Advanced Electrical/Electronics Systems Lab (3)	AUT222					X
Driveline Diagnosis and Service (2)	AUT231					X
Driveline Diagnosis and Service Lab (3)	AUT232					X
Automotive Heating/AC Systems (2)	AUT251					X
Automotive Heating/AC Systems Lab (3)	AUT252					X
Automotive Industry Management Fundamentals (2)	AUT258					X
Technical Internship (1-3) optional	INT191,192, or193					
Group I. *Communications* (3)	ENG101(H)					X
Group II. *Humanities/Communications* (3)						X
Group III. *Social/Behavioral Sciences* (3)						X
*Civics (*3)						X
MO Higher Ed Civics Exam	PSC001					X
Group IV. *Math and/or Science* (3)						X
Industrial Math (3)	MTH105*				X	X
Group V. *Computer Literacy* (3) met by exam or coursework						X
Group VI. *First Year Experience* (1-3)					X	X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours: 25-27   74-79

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   **Communications 3 hrs.**
     ENG101(H) English Comp. I **required**

Group II.   **Humanities/Communications 3 hrs.**
     See MOTR CORE 42 list for choices
     Cannot use Performance classes

Group III.   **Social/Behavioral Sciences 6 hrs.**
     3 hours must fulfill Civics requirement
     See MOTR CORE 42 list for choices

Group IV.   **Math and/or Science 6 hrs.**
     MTH105 Industrial Math* required
     MGT103*;MTH110*,128*;
     See MOTR CORE 42 list for additional choices

Group V.   **Computer Literacy 0-3 hrs.**
     CIS125*; EDU 205*

Group VI.   **First Year Experience 1-3 hrs.**
     COL100*/101*/136* required

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

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JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
BUSINESS MANAGEMENT DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Introduction to Business (3)	BUS101					X
Principles of Management (3)	BUS120				X	X
Marketing (3)	BUS150				X	X
Business Communications (3)	BUS261					X
Bookkeeping or Financial Accounting (3)	MGT107 or BUS240				X	X
Spreadsheet Applications (3)	MGT105				X	X
Personal Selling (3)	MGT132				X	X
Entrepreneurship (3)	MGT145					X
Business Internship I (4)	MGT199				X	X
Financial Management (3)	MGT262					X
Electives (12) Selected from list below					6 HOURS	12 HOURS
Group I. *Communications (3)*	ENG101(H)				X	X
Group II. *Humanities/Communications (3)*	COM100(H) or COM110				X	X
Group III. *Social/Behavioral Sciences (3)*						X
Civics (3)						X
MO Higher Ed Civics Exam	PSC001					X
Group IV. *Math and/or Science (3)*						X
Business Math (3)	MGT103*				X	X
Group V. *Computer Concepts and Applications (3)*	CIS125*					X
Group VI. *First Year Experience (1-3)*					X	X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours: 35 - 37   65 - 67

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I. Communications 3 hrs.
ENG101(H) English Comp. I **required**

Group II. Humanities/Communications 3 hrs.
COM100(H) or COM110 **required**

Group III. Social/Behavioral Sciences 6 hrs.
3 hours must fulfill Civics requirement
See MOTR CORE 42 list for choices

Group IV. Math and/or Science 6 hrs.
MGT103 Business Math (3) **required**
MTH105*,110*128*, or choose from MOTR list
See MOTR CORE 42 list for additional choices

Group V. Computer Literacy 3 hrs
CIS125* **required**

Group VI. First Year Experience 1-3 hrs.
COL100*/101*/136* **required**

ELECTIVES: Choose any four below for degrees or any two for certificates .

To earn a concentration, choose three of
the four electives in either Accounting or Marketing.

Accounting: **Marketing:**
Financial Accounting BUS240   Advertising MGT133
Managerial Accounting BUS241   Web Marketing MGT220
Cost Accounting BUS245   Social Media Mktg MGT230
Tax Accounting BUS246   Marketing Strat MGT255
Payroll Accounting MGT243
Computerized Accounting MGT244
QuickBooks MGT245

Optional:
Business Law BUS265   Internship II MGT299
Human Resource Mgt. MGT120   Ethics PHL202
Personal Finance MGT125   Bus and Prof Ethics PHL204

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

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JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
CHILD CARE / EARLY CHILDHOOD EDUCATION DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Introduction to Early Childhood Education (4)	ECE102				X	X
Child Health, Nutrition, and Safety (3)	ECE103				X	X
School Age Child Care (3)	ECE107				X	X
Infant/Toddler Care (3)	ECE108				X	X
Integrating Children with Special Needs (3)	ECE120					X
Behavior Management (3)	ECE122				X	X
Early Childhood Education Lab (2)	ECE201				X	X
Early Childhood Education Practicum I (2)	ECE202				X	X
Early Childhood Education Practicum II (2)	ECE205				X	X
Curriculum Strategies for Preschool Classrooms (3)	ECE210				X	X
Family, School, and Community Relations (3)	ECE212				X	X
Early Childhood Education Administration (3)	ECE214					X
Literature for Children (3)	EDU245					X
First Aid & C.P.R. (3)	HPE132					X
Child Development (3)	PSY201					X
Group I. *Communications* (3)	ENG101(H)					X
Group II. *Humanities/Communications* (3)	ENG102(H)					X
Group III. *Social/Behavioral Sciences* (3)	PSY101(H)					X
Group III. *Civics* (3)						X
PSC001 MO Higher Ed Civics Exam must also be completed						X
Group IV. *Math* (3)						X
Science (3)						X
Group V. *Computer Literacy* (3)	EDU205*					X
Group VI. *First Year Experience* (1-3)					X	X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours: **29-31**   **65-67**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs.
    ENG101(H) English Composition I **required**

Group II.   Humanities/Communications 3 hrs.
    ENG102(H) English Composition II **required**

Group III.   Social/Behavioral Sciences 6 hrs.
    PSY101 General Psychology **required**
    3 hours must fulfill Civics requirement
    See MOTR CORE 42 list for choices

Group IV.   Math 3 hrs
    MGT103*;MTH105*,110*,128*; or MOTR CORE
    See MOTR CORE 42 list for choices

    Science 3 hrs.
    See MOTR CORE 42 list for choices

Group V.   Computer Literacy 3 hrs.
    EDU205 Educational Tech* **required**

Group VI.   First Year Experience 1-3 hrs.
    COL100*,101*,136*; EDU105* required

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

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Last Name   First Name

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Degree Plan
COMPUTER INFORMATION SYSTEMS - COMPUTER SUPPORT OPTION

2021-2022

	COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Core Requirements	Networking I (4)	CIS147				X	X
	Introduction to Computer Support (3)	CIS150				X	X
	MS Server I (5)	CIS154				X	X
	Cabling and Equipment Installation (3)	CIS215					X
	MS Server II (5)	CIS220					X
	Virtualization and the Cloud (4)	CIS221					X
	Advanced Computer Support (3)	CIS243				X	X
	Networking II (4)	CIS247				X	X
	Enterprise Client Administration (3)	CIS252					X
	Information Systems Security (4)	CIS260					X
	Linux OS (3)	CIS275					X
	Networking/Support Projects (3) OR Technical Internship (3)	CIS282 OR INT193					X
General Education & Institutional Reqr.	Group I. *Communications* (3)	ENG101(H)					X
	Group II. *Humanities/Communications* (3)						X
	Group III. *Social/Behavioral Sciences* (3)						X
	Civics (3)						X
	MO Higher Ed Civics Exam	PSC001					X
	Group IV. *Math and/or Science* (6)						X
	Group V. Computer Literacy (3)	CIS125*				X	X
	Group VI. *First Year Experience* (1-3)					X	X
Student Signature/Date							
Advisor Signature/Date							

Total Credit Hours: **23-25**   **66-68**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I. **Communications 3 hrs.**
ENG101(H) English Comp. I **required**

Group II. **Humanities/Communications 3 hrs.**
See MOTR CORE 42 list for choices
Cannot use Performance classes

Group III. **Social/Behavioral Sciences 6 hrs.**
3 hours must fulfill Civics requirement
See MOTR CORE 42 list for choices

Group IV. **Math and/or Science 6 hrs.**
Recommend MGT103 Business Math
MGT103*;MTH105*,110*,128*;
See MOTR CORE 42 list for additional choices

Group V. **Computer Literacy 3 hrs.**
CIS125 Computer Concepts and Apps.* **required**

Group VI. **First Year Experience 1-3 hrs.**
COL100*, COL101*, or COL136* **required**

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

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Last Name _____   First Name _____

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Degree Plan
COMPUTER INFORMATION SYSTEMS - CRIMINAL JUSTICE CYBER SECURITY OPTION

Effective 2021-2022

	COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	Cert.	AAS
Computer Information Systems Core (25 hrs)	Networking I (4)	CIS147				X	X
	Introduction to Computer Support (3)	CIS150				X	X
	MS Server I (4)	CIS154				X	X
	Advanced Computer Support (3)	CIS243				X	X
	Networking II (4)	CIS247				X	X
	Information Systems Security (4)	CIS260				X	X
	Linux OS (3)	CIS275				X	X
	Technical Internship (1-3) optional	INT191,192, or193					
Criminal Justice Core (18 hrs)	Introduction to Criminal Justice (3)	CRJ110				X	X
	Criminal Law (3)	CRJ112				X	X
	Rules of Criminal Evidence (3)	CRJ114				X	X
	Terrorism (3)	CRJ135				X	X
	Ethics in Criminal Justice (3)	CRJ140				X	X
	Criminal Investigation (3)	CRJ222				X	X
General Ed & Institutional Req (22-24 hrs)	Group I. *Communications* (3)	ENG101(H)					X
	Group II. *Humanities/Communications* (3)						X
	Group III. *Social/Behavioral Sciences* (3)						X
	Civics (3)						X
	MO Higher Ed Civics Exam	PSC001					X
	Group IV. *Math and/or Science* (6)						X
	Group V. Computer Literacy (3)	CIS125*				X	X
	Group VI. *First Year Experience* (1-3)					X	X

| **Student Signature/Date** |
| **Advisor Signature/Date** |

Total Credit Hours: 47-49   65-67

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I. **Communications 3 hrs.**
ENG101(H) English Comp. I **required**

Group II. **Humanities/Communications 3 hrs.**
Recommend PHL101 Logic
See MOTR CORE 42 list for choices
Cannot use Performance classes

Group III. **Social/Behavioral Sciences 6 hrs.**
Recommend SOC101 or PSY101
3 hours must fulfill Civics requirement
See MOTR CORE 42 list for choices

Group IV. **Math and/or Science 6 hrs.**
Recommend MTH134 College Algebra
MGT103*;MTH105*,110*,128*;
See MOTR CORE 42 list for additional choices

Group V. **Computer Literacy 3 hrs.**
CIS125* **required**

Group VI. **First Year Experience 1-3 hrs.**
COL100*, COL101*, or COL136* **required**

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

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Last Name   First Name

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
COMPUTER INTEGRATED MANUFACTURING DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Introduction to Machining Procedures (3)	CIM105				X	X
CNC Programming I (3)	CIM125				X	X
Machining Procedures (3)	CIM150				X	X
CNC Programming II (5)	CIM155				X	X
Advanced Machining Procedures (3)	CIM205				X	X
Quality Assurance (3)	CIM210				X	X
Advanced CNC Programming (5)	CIM225				X	X
Computer Integrated Manufacturing (3)	CIM235				X	X
Computer Aided Manufacturing (5)	CIM240				X	X
Introduction to 3D Contouring (3)	CIM250				X	X
Industrial Blueprint Reading (3)	MTT108				X	X
Dimensional Metrology (3)	MTT116				X	X
Technical Internship (1-3) optional	INT191,192, or193					
Group I. *Communications* (3)	ENG101(H)					X
Group II. *Humanities/Communications* (3)						X
Group III. *Social/Behavioral Sciences* (3)						X
Civics (3)						X
MO Higher Ed Civics Exam	PSC001					X
Group IV. Industrial Math (3)	MTH105*				X	X
Technical Math I (3)	MTH121*					X
Group V. *Computer Literacy* (3)	CIS125*					X
Group VI. *First Year Experience* (1-3)					X	X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours: **46-48**   **64-67**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs.
    ENG101(H) English Comp. I **required**

Group II.   Humanities/Communications 3 hrs.
    See MOTR CORE 42 list for choices
    Cannot use Performance classes

Group III.   Social/Behavioral Sciences 6 hrs.
    3 hours must fulfill Civics requirement
    See MOTR CORE 42 list for choices

Group IV. Math and/or Science 6 hrs.
    MTH105 (3) Industrial Math* **required**
    MTH121 (3) Technical Math I* **required**

Group V. Computer Literacy 3 hrs.
    CIS125 Computer Concepts and
    Applications* **required**

Group VI. First Year Experience 1-3 hrs.
    COL100*, COL101*, or COL136* **required**

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

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DIPLOMA
C1 = One-Year Certificate
C2 = Two-Year Certificate
A.A.S. Degree

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JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
CULINARY ARTS DEGREE PLAN

</div>

Last Name   First Name

Effective 2021-2022

	COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	C1	C2	AAS
Culinary Core	ServSafe Sanitation (1)	CUL100					X	X
	Culinary Arts I (4)	CUL101				X	X	X
	Culinary Arts II (4)	CUL102				X	X	X
	Culinary Arts III (4)	CUL103					X	X
	Culinary Arts IV (4)	CUL104					X	X
	Hospitality and Restaurant Management (2)	CUL210					X	X
	Cost Control (2)	CUL211					X	X
	Hospitality Human Res Mgmt. & Supr. (2)	CUL212					X	X
	Nutrition (2)	CUL213						X
General Education & Institutional Reqr.	Group I. *Communications* (3)	ENG101(H)				X	X	X
	Group II. *Humanities/Communications* (3)	COM100(H)					X	X
	Group III. *Civics* (3)							X
	MO Higher Ed Civics Exam	PSC001						X
	Social/Behavioral Sciences (3)							X
	Group IV. *Math* (3)	MGT103*				X	X	X
	Math and/or Science (3)							X
	Group V. *Computer Literacy* (3)	CIS125*				X	X	X
	Group VI. *First Year Experience* (1-3)					X	X	X
	Introduction to Business (3)	BUS101				X	X	X
	Principles of Management (3)	BUS120					X	X
	Marketing (3)	BUS150						X
	Business Communications (3)	BUS261				X	X	X
	Advertising (3)	MGT133						X
	Electives (3-4)						X	X
Student Signature/Date								
Advisor Signature/Date								

Total Credit Hours:	**24**	**48**	**66**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I. Communications 3 hrs.
ENG101(H) English Comp. I **required**

Group II. Humanities/Communications   3 hrs.
COM100(H) Fund. of Communication **required**

Group III. Social/Behavioral Sciences   6 hrs.
3 hours must fulfill Civics requirement
See MOTR CORE 42 list for choices

Group IV. Math/Science 6 hrs.
MGT103 Business Math* (3) **required**
MTH105*,110*,128*; or choose from MOTR list
See MOTR CORE 42 list for additional choices

Group V. Computer Literacy 3 hrs.
CIS125 Computer Concepts & Apps.* **required**

Group VI. First Year Experience 1-3 hrs.
COL100*, COL101*, or COL136* **required**

Recommended Electives:

ART120 Design I	HPE130 Personal Health
ART121 Design II	HPE132 First Aid & CPR
BUS150 Marketing	MGT107 Bookkeeping
CUL115 Baking and Pastry	MGT133 Advertising

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

Revised March 2021

Last Name   First Name

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
EMERGENCY MEDICAL TECHNOLOGY DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Emergency Medical Technician I (4)	EMT110				X	X
Emergency Medical Technician II (4)	EMT120				X	X
Emergency Medical Technician Clinical/Internship I (2)	EMT125				X	X
Paramedic Advanced Care and Terminology (4)	PAR200				X	X
Paramedic Pharmacology (4)	PAR205				X	X
Paramedic Medical Emergencies (3)	PAR210				X	X
Paramedic Advanced Cardiology (4)	PAR215				X	X
Paramedic Clinical Practicum I (4)	PAR220				X	X
Paramedic Internship I (1)	PAR225				X	X
Paramedic Trauma Emergencies (3)	PAR230				X	X
Paramedic Special Considerations (3)	PAR235				X	X
Paramedic Ambulance Operations (2)	PAR240				X	X
Paramedic Clinical Practicum II (4)	PAR245				X	X
Paramedic Internship II (4)	PAR250				X	X
Paramedic Internship III (4)	PAR255				X	X
Group I. *Communications* (3)	ENG101(H)				X	X
Group II. *Humanities/Communications* (3)	COM100(H) or 110					X
Group III. *Social/Behavioral Sciences* (3)						X
Civics (3)						X
MO Higher Ed Civics Exam	PSC001					X
Group IV. *Math/Science* (3)						X
Anatomy & Physiology for Pre-Hospital Healthcare (3)	BIO116				X	X
Group V. *Computer Literacy* (3)						X
Group VI. *First Year Experience* (1-3)					X	X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours: **57-59   72-74**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs.
ENG101(H) English Comp. I **required**

Group II.   Humanities/Communications   3 hrs.
COM100(H) Fund. of Communication or COM 110 Public Speaking **required**

Group III.   Social/Behavioral Sciences   6 hrs.
3 hours must fulfill Civics requirement
See MOTR CORE 42 list for choices

Group IV. Math and/or Science   6 hrs.
BIO116 (3) **required**
MGT103*; MTH105*,110*,128*, or MOTR CORE
See MOTR CORE 42 list for additional choices

Group V.   Computer Literacy 3 hrs.
CIS125*; EDU205*

Group VI.   First Year Experience 1-3 hrs.
COL100*/101*/136* **required**

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Revised March 2021

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
HEALTH INFORMATION TECHNOLOGY DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	DEGREE
Intro to Health Information Technology (3)	HIT100				X
Medical Terminology (3)	HIT122				X
Healthcare Statistics (3)	HIT115				X
Healthcare Legal & Ethical Issues (3)	HIT130				X
Introduction to Pharmacology (3)	HIT150				X
Basic Principles of Disease (3)	HIT155				X
Classification Systems I (3)	HIT200				X
Healthcare Quality & Performance Improvement (3)	HIT205				X
Electronic Health Systems (3)	HIT220				X
Classification Systems II (3)	HIT230				X
Healthcare Billing & Reimbursement (3)	HIT250				X
Healthcare Management & Supervision (3)	HIT255				X
HIT Professional Practice (2)	HIT260				X
HIT Capstone (1)	HIT261				X
Group I. *Communications* (3)	ENG101(H)				X
Group II. *Humanities/Communications* (3)	COM100(H) or 110				X
Group III. General Psychology (3)	PSY101(H)				X
Civics (3)	HST103(H), HST 104(H) or PSC102(H)				X
MO Higher Ed Civics Exam	PSC001				X
Group IV. A & P for Pre-hospital Healthcare (3)	BIO116				X
Mathematics (3)	MTH128* or MTH132 or higher				X
Group V. Computer Concepts and Applications (3)	CIS125				X
Group VI. *First Year Experience* (1-3)	COL100/101/136				X
Student Signature/Date					
Advisor Signature/Date					

Total Credit Hours: **61-63**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   **Communications 3 hrs.**
    ENG101(H) English Comp. I **required**

Group II.   **Humanities/Communications 3 hrs.**
    COM100(H) or COM110 **required**

Group III.   **Social/Behavioral Sciences 6 hrs.**
    Social/Behavioral Sciences: (3) PSY101(H) **required**
    3 hours must fulfill Civics requirement
    See MOTR CORE 42 list for choices

Group IV.   **Math and/or Science 7 hrs.**
    BIO116 **required**
    MTH128* or MTH132 or higher

Group V.   **Computer Literacy 3 hrs.**
    CIS125* **required**

Group VI.   **First Year Experience 1-3 hrs.**
    COL100*/101*/136* **required**

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Revised March 2021

Last Name	First Name

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Degree Plan
HEATING, REFRIGERATION, AND AIR CONDITIONING TECHNOLOGY

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	INSTALLER CERTIFICATE	TECHNICIAN CERTIFICATE	DEGREE
Electricity for HVAC (5)	HRA101				X	X	X
Principles of Refrigeration (5)	HRA105				X	X	X
Refrigeration and A/C Mechanical Systems (5)	HRA125				X	X	X
Intro to International Mechanical Code (3)	HRA135					X	X
Piping Design, Sizing, & Installation for HRA (3)	HRA145				X	X	X
Customer Relations and Record Keeping (2)	HRA150				X	X	X
Duct, Envelope Testing, and Leakage Detection (2)	HRA155					X	X
Sheet Metal Design, Sizing & Installation for HRA (3)	HRA160				X	X	X
Residential Gas Heating Systems (4)	HRA205					X	X
Electric and Hydronic Heat (2)	HRA210					X	X
Residential Air Conditioning Systems (3)	HRA216					X	X
Advanced Electricity for HVAC (3)	HRA230					X	X
Heat Pumps and Mini-Splits (3)	HRA240					X	X
Commercial Refrigeration Systems (5)	HRA249					X	X
Technical Internship (1-3) optional	INT191,192, or193						
Group I. Communications (3)	ENG101(H)						X
Group II. Humanities/Communications (3)							X
Group III. Social/Behavioral Sciences (3)							X
Civics (3)							X
MO Higher Ed Civics Exam	PSC001						X
Group IV. Math and/or Science (3)							X
Industrial Math (3)	MTH105*					X	X
Group V. Computer Literacy (3)							X
Group VI. First Year Experience (1-3)					X	X	X
Student Signature/Date							
Advisor Signature/Date							

Total Credit Hours:					**23-25**	**52-54**	**70-72**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   **Communications 3 hrs.**
ENG101(H) English Comp. I **required**

Group II.   **Humanities/Communications 3 hrs.**
See MOTR CORE 42 list for choices
Cannot use Performance classes

Group III.   **Social/Behavioral Sciences   6 hrs.**
3 hours must fulfill Civics requirement
See MOTR CORE 42 list for choices

Group IV. **Math and/or Science   6 hrs.**
MTH105 Industrial Math* **required**
MGT103*;MTH110*,128*;
See MOTR CORE 42 list for additional choices

Group V. **Computer Literacy 3 hrs.**
CIS125*; EDU205*

Group VI. **First Year Experience 1-3 hrs.**
COL100*, COL101*, or COL136* **required**

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Revised March 2021

ASSOCIATE OF APPLIED SCIENCE
Degree Plan
LAW ENFORCEMENT ACADEMY

Effective 2021-2022

	COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	LEA Cert.	LEA AAS
Criminal Justice Core (33 hrs.)	Introduction to Law Enforcement (3)	LEA110				X	X
	Criminal Law for Law Enforcement (3)	LEA112				X	X
	Rules of Criminal Evidence for Law Enforcement (3)	LEA114				X	X
	Juvenile Justice for Law Enforcement (3)	LEA120				X	X
	Ethics & Professionalism for Law Enforcement (3)	LEA147				X	X
	Report Writing for Law Enforcement (3)	LEA155				X	X
	Patrol Operations and Tactics (3)	LEA215				X	X
	Law Enforcement Internship (3)	LEA220				X	X
	Criminal Investigation for Law Enforcement (3)	LEA222				X	X
	Law Enforcement Organizational Leadership (3)	LEA224				X	X
	Adv. Criminal Investigation for Law Enforcement (3)	LEA242				X	X
General Education & Institutional Reqr. (25-27 hrs.)	Group I. *Communications* (3)	ENG101(H)					X
	Group II. *Humanities/Communications* (3)						X
	Group III. *Social/Behavioral Sciences* (6)	SOC101(H) & SOC250					X
	Civics (3)						X
	MO Higher Ed Civics Exam	PSC001					X
	Group IV. *Math and/or Science* (6)						X
	Group V. *Computer Literacy (3)* met by exam or coursework						X
	Group VI. *First Year Experience* (1-3)						X
HPE & LEA Electives (7 hrs.)	Physical Fitness I (1)	HPE101				X	X
	Physical Fitness II (1)	HPE201				X	X
	Firearms for Law Enforcement I (1)	LEA111				X	X
	Firearms for Law Enforcement II (1)	LEA211				X	X
	First Responder First Aid for Law Enforcement (3)	LEA135				X	X
Student Signature/Date							
Advisor Signature/Date							

Total Credit Hours: 40 65

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications   3 hrs.
ENG101(H) English Comp. I **required**

Group II.   Humanities/Communications   3 hrs.
Suggest: COM100(H) Fund. of Communication
See MOTR CORE 42 list for choices
Cannot use Performance classes

Group III.   Social/Behavioral Sciences   9 hrs.
SOC101(H) General Sociology (3) **required**
SOC250 Social Problems (3) **required**
3 hours must fulfill Civics requirement
See MOTR CORE 42 list for choices
Suggest: PSC102(H) U.S. & Missouri Govt & Const.

Group IV.   Math and/or Science   6 hrs.
 Suggest: MGT103* and PHY 102
 MGT103*;MTH105*,110*,128*;
 See MOTR CORE 42 list for additional choices

Group V.   Computer Literacy   3 hrs.
 CIS125*;EDU 205
 Suggest: CIS125 Comp. Concepts & Apps* (3)

Group VI.   First Year Experience 1-3 hrs.
 COL100*, COL101*, or COL136* required

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JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
Bi-Level Nursing Program Degree Plan

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED
Licensure as a Licensed Practical Nurse (LPN) (18)				
Introduction to Bridging (RN Bridge students only) (1)	RNR138			
Nursing Transitions & Trends (3)	RNR210			
Pediatric/High Risk Obstetrical Nursing/Clinical (4)	RNR220			
Psychiatric Nursing/Clinical (4)	RNR225			
Adult Health Nursing I (6)	RNR230			
Adult Health Nursing II (6)	RNR250			
Capstone Professional Nursing (4) or Capstone Professional Nursing Global Studies (4)	RNR260 or RNR262			
Microbiology for Health Sciences (4)	BIO113			
Group I. English Composition I (3)	ENG101			
Group II. English Composition I (3) or Fundamentals of Communications (3)	ENG102 or COM100			
Group III. *Civics (3)*				
MO Higher Ed Civ Exam	PSC001			
General Psychology (3)	PSY101			
Life Span Human Development (3)	PSY205			
Group IV. Anatomy and Physiology I (4)	BIO211			
Anatomy and Physiology II (4)	BIO212*			
Group V. Computer Concepts and Applications (3)	CIS125*			
Group VI. *First Year Experience (1-3)*				
Student Signature/Date				
Advisor Signature/Date				

Total Credit Hours: **75-76**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs.
   ENG101(H) English Comp. I **required**

Group II.   Humanities/Communications 3 hrs.
   ENG102(H) or COM100 **required**

Group III. Social/Behavioral Sciences 9 hrs.
   PSY 101 required with a C or better prior to admittance
   PSY 205 required with a C or better prior to admittance
   3 hours must fulfill Civics requirement
   See MOTR CORE 42 list for choices

Group IV.   Math and/or Science 8 hrs.
   BIO 211 and BIO 212* required with
   a C or better prior within five
   years prior to admittance

Group V.   Computer Literacy 3 hrs.
   CIS125* **required**

Group VI.   First Year Experience 1-3 hrs.
   COL100*/101*/136* **required**

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Revised March 2021

JEFFERSON COLLEGE
BI-LEVEL NURSING PROGRAM
Certificate: Practical Nursing

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	COMPLETED	ENROLLED	NEED
Fundamentals of Nursing (6)	PNE141			
Fundamentals of Nursing Clinical (1)	PNE142			
Intro to Nursing Pharmacology (3)	PNE144			
Personal Vocational Concepts (1.5)	PNE145			
Mental Health (2)	PNE148			
Pharmacology I (3)	PNE163			
Pharmacology II (3)	PNE164			
Medical Surgical Nursing I (5)	PNE171			
Medical Surgical Nursing II (5)	PNE172			
Maternal-Child Nursing (5)	PNE174			
Medical Surgical Nursing I Clinical (2)	PNE181			
Medical Surgical Nursing II Clinical (2)	PNE182			
Capstone Practical Nursing (3)	PNE195			
Group IV. Anatomy & Physiology I (4)	BIO211			
Anatomy & Physiology II (4)	BIO212*			
Group III. General Psychology (3)	PSY101			
LifeSpan Human Developent	PSY205			
Group VI. *First Year Experience* (1-3)	COL100*/101*/136*			
Student Signature/Date				
Advisor Signature/Date				

Total Credit Hours: Certificate Only   **56.5 - 58.5**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group III.   Social/Behavioral Sciences 6 hrs.
   PSY 101 required with a C or better prior to admittance
   PSY 205 required with a C or better

Group VI.   First Year Experience   1-3 hrs.
   COL100*/101*/136* **required**

Group IV.   Math and/or Science 8 hrs.
   BIO 211 and required with a C or better prior to admittance
   BIO 212* required with a C or better

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Revised March 2021

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
OCCUPATIONAL THERAPY ASSISTANT DEGREE PLAN
Minimum 2.50 Cumulative Grade Point Average for Degree

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	COMPLETED	ENROLLED	NEED
Foundations of Occupational Therapy (3)	OTA100			
Physical Dysfunction in Occupational Therapy I (3)	OTA110			
Physical Dysfunction Performance Skills II (2)	OTA111			
Professional Practice and Management I (1)	OTA120			
Activity Analysis (3)	OTA127			
Physical Dysfunction in Occupational Therapy II (3)	OTA128			
Physical Dysfunction Performance Skills II (2)	OTA129			
Psychosocial Occupational Therapy (3)	OTA130			
Psychosocial Performance Skills (2)	OTA131			
Professional Practice and Management II (1)	OTA140			
Level I Fieldwork A (1)	OTA150			
Level I Fieldwork B (1)	OTA160			
Pediatric Occupational Therapy (3)	OTA210			
Pediatric Performance Skills (2)	OTA211			
Professional Practice and Management III (1)	OTA220			
Older Adult Interventions (5)	OTA221			
Level II Fieldwork A (6)	OTA250			
Level II Fieldwork B (6)	OTA260			
Fieldwork Seminar (1)	OTA270			
Group I. English Composition I (3)	ENG 101(H)			
Group II. Fund. of Communication(3)	COM100(H) or COM110			
Group III. *Civics (3)*				
MO Higher Ed Civics Exam	PSC001			
General Psychology (3)	PSY101(H)			
Human Development (3)	PSY205			
Group IV. Anatomy & Physiology I (4)	BIO211			
Anatomy & Physiology II (4)	BIO212*			
Group V. *Computer Literacy* (3)				
Group VI. *First Year Experience* (1-3)	COL100*/101*/136*			
Student Signature/Date				
Advisor Signature/Date				

Total Credit Hours: **76-78**

CORE GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications   3 hrs.
    ENG101(H) required with a C or
     better prior to admission

Group II.   Humanities/Communications   3 hrs.
    COM100(H) or COM110 required

Group III.   Social/Behavioral Sciences   9 hrs.
    Soc Science: (6) PSY101(H) and PSY205 required
     3 hours must fulfill Civics requirement
     See MOTR CORE 42 list for choices

Group IV.   Math and/or Science   8 hrs.
    BIO211 and BIO 212* required with a C or better prior
     to admission

Group V.   Computer Literacy   3 hrs.
    CIS125*; EDU205*

Group VI.   First Year Experience   1-3 hrs.
    COL100*/101*/136* required

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JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT Degree Plan

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	COMPLETED	ENROLLED	NEED
Introduction to Physical Therapy (2)	PTA110			
Kinesiology (2)	PTA112			
Tests and Measures (2)	PTA114			
Principles of Therapeutic Exercise (2)	PTA116			
PTA Principles & Procedures I (3)	PTA120			
Professional Conduct & Communication (2)	PTA130			
Neuromotor Development (2)	PTA140			
Clinical Experience I (2)	PTA150			
Physical Agents (3)	PTA210			
PTA Principles & Procedures II (3)	PTA220			
PTA Principles & Procedures III (3)	PTA240			
Pathological Implications in Rehabilitation (2)	PTA245			
Clinical Experience II (2)	PTA250			
PTA Principles & Procedures IV (3)	PTA260			
PTA Seminar (2)	PTA270			
Clinical Experience III (4)	PTA280			
Clinical Experience IV (4)	PTA285			
Anatomy & Physiology II (4)	BIO212 or PTA105			
Pathophysiology (3)	BIO245			
Group I. English Composition I or II (3)	ENG 101(H) or 102(H)			
Group II. Fund. of Communication (3)	COM100(H)			
Group III. General Psychology (3)	PSY101(H)			
Human Development (3)	PSY205			
Civics (3)				
MO Higher Ed Civics Exam	PSC001			
Group IV. Anatomy & Physiology I (4)	BIO211 or PTA100*			
Mathematics (3)	MTH110*/121*/or higher			
Group V. *Computer Literacy* (3)	met by exam or coursework			
Group VI. *First Year Experience* (1-3)	COL100*/101*/136*			
Student Signature/Date				
Advisor Signature/Date				

Total Credit Hours: **76-78**

CORE GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs.
ENG101(H) or ENG102(H) required with a B or
better prior to admission

Group II.   Humanities/Communications 3 hrs.
COM100(H) required

Group III.   Social/Behavioral Sciences 9 hrs.
Soc Science: (6) PSY101(H) and PSY205 required
3 hours must fulfill Civics requirement
 See MOTR CORE 42 list for choices

Group IV.   Math and/or Science 7-8 hrs.
BIO211 or PTA100* required with a B or better prior
to admission
MTH 110* or MTH 121* or higher required

Group V.   Computer Literacy 3 hrs.
CIS125*; EDU205*

Group VI.   First Year Experience 1-3 hrs.
COL100*/101*/136* required

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guaranteed to transfer to other institutions.   Revised March 2021

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
RADIOLOGIC TECHNOLOGY
Minimum 2.50 Cumulative Grade Point Average for Degree

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Radiation Protection (2)	RAD101				X	X
Introduction to Radiography (1)	RAD105				X	X
Image Evaluation (2)	RAD111				X	X
Radiographic Positioning I (3)	RAD115				X	X
Radiographic Positioning II (3)	RAD125				X	X
Patient Care Management (2)	RAD130				X	X
Radiographic Positioning III (3)	RAD135				X	X
Radiographic Exposures (3)	RAD140				X	X
Radiographic Positioning IV (3)	RAD145				X	X
Cross-Sectional Anatomy (3)	RAD150				X	X
Radiographic Biology (3)	RAD155				X	X
Radiographic Physics (3)	RAD160				X	X
Radiographic Pharmacology (3)	RAD165				X	X
Radiographic Pathology (3)	RAD170				X	X
Image Intensification & QA/QC (3)	RAD176				X	X
Introduction to Advanced Imaging Modalities (1)	RAD182				X	X
Radiographic Curriculum Review and Prof. Dev. (3)	RAD185				X	X
Clinical Practicum I (3)	RAD200				X	X
Clinical Practicum II (2)	RAD210				X	X
Clinical Practicum III (2)	RAD220				X	X
Clinical Practicum IV(4.5)	RAD230				X	X
Clinical Practicum V (4.5)	RAD240				X	X
Radiologic Technology Independent Study (0-3)	*(Optional)*				*(Optional)*	*(Optional)*
Anatomy and Physiology II (4)	BIO 212 *				X	X
Group 1. *Communications (3)*	ENG101				X	X
Group II. *Humanities/Communications (3)*	PHL203 *					X
Group III. *Social/Behavioral Sciences (3)*	PSY101 or SOC101					X
Civics (3)						X
MO Higher Ed Civics Exam	PSC001					X
Group IV. *Math and/or Science* (3)	MTH128 *				X	X
Anatomy and Physiology I (4)	BIO211				X	X
Group V. *Computer Literacy* (3)	CIS125 *				X	X
Group VI. *First Year Experience (0-3)*					X	X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours: 77-83   86-92

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group 1. Communications 3 hrs.
   ENG101 (H) English Comp. I required with "C" or better

Group II. Humanities/Communication 3 hrs.
   PHL203* Medical Ethics required with a "C" or better

Group III. Social/Behavioral Sciences 6 hrs.
   PSY101 or SOC101 required with a "C" or better
   3 hours must fulfill Civics requirement
   See MOTR CORE 42 list for choices

Group IV. Math and/or Science 7 hrs.
   MTH128* Intermediate Algebra with "C" or better
   BIO211 Anatomy and Physiology I with "B" or better

Group V. Computer Literacy 3 hrs.
   CIS125* Comp Concepts and Aps with "C" or better

Group VI. First Year Experience 0-3 hrs.
   COL100*, COL101*, or COL136* with "C" or better

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Last Name   First Name

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
VETERINARY TECHNOLOGY DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED
Microbiology for the Health Sciences (4)	BIO113			
Introduction to Veterinary Technology (2)	VAT101			
Applied Pharmacology (3)	VAT106			
Principles of Clinical Medicine I (4)	VAT113			
Principles of Clinical Medicine II (4)	VAT114			
Veterinary Technology Internship (6)	VAT199			
Veterinary Hospital Technology I (5)	VAT250			
Applied Radiology (2)	VAT252			
Veterinary Hospital Technology II (5)	VAT256			
Clinical Pathological Techniques (5)	VAT258			
Laboratory Animal Technology (3)	VAT264			
Large Animal Technology I (3)	VAT266			
Large Animal Technology II (3)	VAT267			
Veterinary Technology Capstone (1)	VAT270			
Group I. *Communications* (3)	ENG101(H)			
Group II. *Humanities/Communications* (3)				
Group III. *Social/Behavioral Sciences* (3)				
Civics (3)				
MO Higher Ed Civics Exam	PSC001			
Group IV: *Math/Natural Sciences*	BIO207*			
	BIO208*			
Group V. *Computer Literacy* (3)	CIS125*			
Group VI. *First Year Experience* (1-3)				
Student Signature/Date				
Advisor Signature/Date				

Total Credit Hours: **74-77**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   **Communications   3 hrs.**
    ENG101(H) English Comp. I **required**

Group II.   **Humanities/Communications   3 hrs.**
    See MOTR CORE 42 list for choices
    Cannot use Performance classes

Group III.   **Social/Behavioral Sciences   6 hrs.**
    3 hours must fulfill Civics requirement
    See MOTR CORE 42 list for choices

Group IV.   **Math and/or Science 8 hrs.**
    BIO207* & BIO208* (8)

Group V.   **Computer Literacy   3 hrs.**
    CIS125* **required**

Group VI.   **First Year Experience 1-3 hrs.**
    COL100*, COL101*, or COL136* **required**

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

Revised March 2021

Last Name _____   First Name _____

JEFFERSON COLLEGE
ASSOCIATE OF APPLIED SCIENCE
WELDING TECHNOLOGY DEGREE PLAN

Effective 2021-2022

COURSE TITLES	COURSE NUMBERS	DONE	NOW	NEED	CERT	DEGREE
Industrial Blueprint Reading (3)	MTT108				X	X
Dimensional Metrology (3)	MTT116				X	X
Introduction to Metallurgy (3)	MTT148				X	X
Gas & Beginning Arc Welding (5)	WLD141				X	X
Advanced Arc Welding (5)	WLD142				X	X
Gas Metal Arc Welding (MIG) (5)	WLD243				X	X
Gas Tungsten Arc Welding (TIG) (5)	WLD244				X	X
Intro to Business (3)	BUS101					X
Advanced Welding Techniques I (5)	WLD245					X
Advanced Welding Techniques II (5)	WLD246					X
Technical Internship (1-3) optional	INT191,192, or193					
Group I. *Communications* (3)	ENG101(H)					X
Group II. *Humanities/Communications* (3)						X
Group III. *Social/Behavioral Sciences* (3)						X
Civics (3)						X
MO Higher Ed Civics Exam	PSC001					X
Group IV. *Math and/or Science* (3)						X
Industrial Math (3)	MTH105*				X	X
Group V. *Computer Literacy* (3)						X
Group VI. *First Year Experience* (1-3)					X	X
Student Signature/Date						
Advisor Signature/Date						

Total Credit Hours   **33 - 35   64 - 66**

GENERAL EDUCATION & INSTITUTIONAL REQUIREMENTS

Group I.   Communications 3 hrs.
  ENG101(H) English Comp. I **required**

Group II.   Humanities/Communications 3 hrs.
  See MOTR CORE 42 list for choices
  Cannot use Performance classes

Group III.   Social/Behavioral Sciences 6 hrs.
  3 hours must fulfill Civics requirement
  See MOTR CORE 42 list for choices

Group IV. Math and/or Science 6 hrs.
  MTH105 Industrial Math* (3) required
  MGT103*;MTH110*,128*; or MOTR CORE
  See MOTR CORE 42 list for additional choices

Group V. Computer Literacy 3hrs.
  CIS125*; EDU 205* **select one**

Group VI. First Year Experience 1-3 hrs.
  COL100*, COL101* or COL136* **required**

*These courses listed in the General Education and Institutional Requirements are not part of the MOTR CORE 42 general education program, and are not guaranteed to transfer to other institutions.

Revised March 2021

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 questions. Each course description contains designations which indicate when the course is normally offered as well as if the course is offered online at any time during the year. F=Fall, S=Spring, Su=Summer, D=Demand, O=Online.

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

ART101 Art Appreciation   3

Prerequisite: Reading proficiency

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

![MOTR TRANSFER GUARANTEED] MOTR ARTS100 Art Appreciation

ART103 Survey of Art I   3

Prerequisite: Reading proficiency

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

![MOTR TRANSFER GUARANTEED] MOTR ARTS101 Art History I

ART105 Survey of Art II   3

Prerequisite: Reading proficiency

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

![MOTR TRANSFER GUARANTEED] MOTR ARTS102 Art History II

ART107 Modern Art   3

Prerequisite: Reading proficiency

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

ART115 Drawing I   3

Prerequisite: None

Drawing I introduces the fundamentals of perceptual drawing. Drawing I students will study still life, landscape, and the figure in various line and value media. This course is required for all art majors. (F,S)

![MOTR TRANSFER GUARANTEED] MOTR PERF 150D Studio Art - Introduction to Drawing

ART117 Watercolor I   3

Prerequisite: ART115

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

ART120 Design I   3

Prerequisite: None

Design I focuses on the formal elements of art, utilizing line, shape, texture, and color to explore two-dimensional design principles. Design I students will gain experience in a variety of media and subject matter. This course is required for all art majors. (F)

ART121 Design II   3

Prerequisite: None

Design II introduces compositional and structural problems of three-dimensional design, emphasizing concepts such as relief, figure-ground relationships, space and volume, texture, light, and environmental issues in the exploration of basic sculpture aesthetics. This course is required for all art majors. (S)

ART123 Ceramics/Pottery I 3

Prerequisite: None

Ceramics/pottery I is an introduction to the basic skills particular to ceramic art. Students will learn basic handbuilding techniques: including pinch pot, coil, and slab. Students will be introduced to the basics of three-dimensional design and the sculptural aspects of functional design. They will be introduced to the concept of the Bauhaus theory of form follows function and study historical and contemporary artists. Once students have mastered the basics of handbuilding they may; if they wish, learn the basics of throwing on the wheel. Those who wish may continue to handbuild. They will be given projects designed to increase their knowledge of the concepts of three-dimensional design and the sculptural aspects of ceramics. (F,S)

MOTR PERF 105C Studio Art - Ceramics

ART127 Digital Short Film 3

Prerequisite: None

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

ART141 Painting I 3

Prerequisite: None

Painting I is a studio art course introducing students to the study of the fine art of Painting. Painting I introduces basic painting skills with oil paint. Painting I students will study color, line, texture, composition and technique with still life, landscape and portrait motifs. (F,S)

MOTR PERF 105P Studio Art - Painting

ART142 Painting II 3

Prerequisite: ART141

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

ART143 Landscape Painting 3

Prerequisite: None

Landscape Painting is a studio art course introducing students to the art of landscape painting. The course introduces basic painting skills with oil paint. Landscape Painting students will study color, line, texture, composition and technique with the landscape motif, both on-site and in the studio. (F)

MOTR PERF 105P Studio Art - Painting

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)

ART147 Figure Drawing 3

Prerequisite: ART115

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

ART150 Digital Photography I 3

Prerequisite: None

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

MOTR PERF 105GA Studio Art - Graphic Arts

ART151 Printmaking I 3

Prerequisite: ART121

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

ART152 Digital Art Studio 3

Pre-/corequisite: ART115

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

ART160 Graphic Design I   3

Pre-/corequisite: ART115 or ART120 or CIS135

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

MOTR PERF 105GA Studio Art - Graphic Arts

ART170 Graphic Design II   3

Prerequisite: ART160

Pre-/corequisite: ART146 or ART151

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

ART180 History of Photography   3

Prerequisite: Reading proficiency

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

ART217 Watercolor II   3

Prerequisite: ART117

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

ART223 Drawing III   3

Prerequisite: ART146

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

ART225 Watercolor III   3

Prerequisite: ART217

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

ART243 Painting III   3

Prerequisite: ART142

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

ART250 Digital Photography II   3

Prerequisite: ART150

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

ART252 Printmaking II   3

Prerequisite: ART151

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

ART260 Graphic Design III   3

Prerequisite: ART170
Pre-/corequisite: ART117 or ART141
Graphic Design III is a studio art course introducing students to advanced elements of graphic design. The theory and practice of traditional graphic design principles and their relationship to evolving digital technology will be studied in this course. Students will study the relationship between graphic design elements and complex design challenges such as three-dimensional packaging, multi-page layouts, motion graphics, and web design. While the Mac OS, Adobe CS2 Creative Suite, Quark Xpress, and Flash will be employed in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also take an active role in deepening their understanding of the history of graphic design in this course. This course is open to both Fine Arts majors and non-majors, providing the pre-/corequisites have been met. (F,S)

ART262 Ceramics/Pottery II   3

Prerequisite: ART123
Ceramics/Pottery II continues the study of basic clay techniques, with special emphasis on the use of the wheel, glaze calculation, and kiln functions. Ceramics/Pottery II students will explore clay as a sculptural medium and will deal with special problems involved in creating well designed functional pottery. (F,S)

ART263 Ceramics/Pottery III   3

Prerequisite: ART262
Ceramics/Pottery III involves individualized projects with emphasis on kiln building and technology, glaze calculation, clay preparation and testing, or exploration of the thrown or hand-built form. (F,S)

ART265 Digital Photography III   3

Prerequisite: ART250
Digital Photography III is a studio art course introducing students to advanced techniques in fine art digital photography. The theory and practice of traditional photographic techniques and their relationship to evolving digital technology will continue to be studied in this course. Students will create a presentation quality portfolio and a bound book of their own photography, working with a variety of techniques, and learn how to present exhibit quality work. The Mac OS and Adobe Photoshop CS programs will be utilized in this course, with an emphasis on developing personal photographic vision and producing fine art quality photographs. Students will also learn about the history of photography in this course. This course is open to both Fine Arts majors and non-majors, providing the prerequisite has been met. (F,S)

ART270 Graphic Design IV   3

Prerequisite: ART260
Graphic Design IV is a studio art course designed to give students experience using advanced graphic design principles in relationship with potential clients. The theory and practice of traditional graphic design principles and their relationship to evolving digital technology will be studied in this course. Students will study the relationship between graphic design elements and multimedia applications and create multimedia presentations and advanced web designs. Students will also work with potential clients and learn how to design under direction. While the Mac OS, Adobe CS2 Creative Suite, Quark Xpress, and Flash will continue to be used in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also learn directly from a professional graphic designer or art director. This course is open to both Fine Arts majors and non-majors, providing the prerequisite has been met. (F,S)

ART281 Studio Art   3

Prerequisite: ART142, ART146, or ART151
Studio Art is a variable content course consisting of individual studio projects in painting, printmaking, watercolor, and/or mixed media. This course may be repeated. (S)

ART290 Studio Practices   3

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

AUT100 Automotive Shop Safety   1

Pre-/corequisite: Reading proficiency
Prerequisite: WorkKeys scores of 4 in Applied Math, Workplace Documents/Reading for information, and Graphic Literacy/Locating Information, or Instructor Permission.
Automotive Shop Safety imparts the knowledge necessary to work safely with automotive shop chemicals, basic hand tools, and power tools. Students will learn how to properly raise a vehicle for service with a floor jack and how to safely lift the vehicle. This course will familiarize students with OSHA and the Hazard Communications Standard (HCS) and Material Safety Data Sheets (MSDS). (F)

AUT131 Automotive Brake Systems   2

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

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

AUT132 Automotive Brake Systems Lab   4

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

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

AUT141 Automotive Steering and Suspension Systems   3

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

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

AUT142 Automotive Steering and Suspension Systems Lab   3

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

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

AUT151 Automotive Engine Repair   1

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

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

AUT152 Automotive Engine Repair Lab   3

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

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

AUT161 Introduction to Engine Performance 1

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

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

AUT162 Introduction to Engine Performance Lab   3

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

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

AUT201 Basic Electrical/Electronics Systems   4

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

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

AUT202 Basic Electrical/Electronics Systems Lab   5

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

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

AUT211 Advanced Engine Performance   2

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

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

AUT212 Advanced Engine Performance Lab   3

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

Advanced Engine Performance Lab includes testing, diagnosis, and repair of fuel systems and emission control devices. Testing procedures will include fuel pressure and volume testing as well as testing fuel pump rpm and waveform testing. Fuel injector waveform analysis and service will be included in this course. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Electrical/Electronic Systems (A6), Engine Performance (A8), and Advanced Engine Performance Specialist Certification (L1) tests. (F)

AUT221 Advanced Electrical/Electronics Systems   2

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

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

AUT222 Advanced Electrical/ Electronics Systems Lab 3

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

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

AUT231 Driveline Diagnosis and Service 2

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT232

Driveline Diagnosis and Service covers the theory and operation of driveshafts, CV axles, and differentials. This course also covers theory of manual and automatic transmissions as well as clutch operation. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Automotive Transmission/Transaxle (A2) and Manual Drive Train and Axles (A3) tests. (S)

AUT232 Driveline Diagnosis and Service Lab 3

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT231

Driveline Diagnosis and Service Lab covers the actual diagnosis, service, and repair of driveshafts, CV axles, and differentials. This course also covers in car service of manual and automatic transmissions. Transmission removal and installation as well as clutch service will be covered. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Automotive Transmission/Transaxle (A2) and Manual Drive Train and Axles (A3) tests. (S)

AUT251 Automotive Heating and Air Conditioning Systems 2

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT252

Automotive Heating and Air Conditioning Systems involves the theory and operation of the heating systems, the mechanical refrigeration systems, and the electrical and vacuum control systems used on automobiles. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Heating and Air Conditioning (A7) test. (S)

AUT252 Automotive Heating and Air Conditioning Systems Lab 3

Prerequisites: AUT221 and AUT222 (both courses must be completed with a grade of "C" or better) and reading proficiency
Corequisite: AUT251

Automotive Heating and Air Conditioning Systems Lab involves the hands-on diagnosis and repair of the heating systems, the mechanical refrigeration systems, and the electrical and vacuum control systems used on automobiles. Completion of this course will prepare students for employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) Heating and Air Conditioning (A7) test. (S)

AUT258 Automotive Industry Management Fundamentals 2

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

BIO101 General Biology 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)

MOTR BIOL 100L Essentials in Biology with Lab

BIO101H Honors General Biology 5

Prerequisites: Honors Program admission and reading proficiency
Honors 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. 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)

MOTR BIOL100L Essentials in Biology with Lab

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)

MOTR BIOL100 Essentials in Biology

BIO109 Ecology and Environmental Conservation   3

Prerequisite: Reading proficiency

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

MOTR BIOL100EC Essentials in Biology

BIO113 Microbiology for the Health Sciences   4

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

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

BIO116 Anatomy and Physiology for Pre-Hospital Healthcare   3

Prerequisite: Reading proficiency

Anatomy 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)

MOTR LIFS100AP Essentials in Human Biology

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)

MOTR LIFS150LAP Human Biology with Lab

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)

MOTR BIOL150L Biology with Lab

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)

MOTR BIOL150LZ Biology with Lab

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)

MOTR LIFS150LAP Human Biology with Lab

BIO212 Anatomy and Physiology II 4

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

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

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)

BUS101 Introduction to Business 3

Pre-/corequisite: Reading proficiency

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

BUS120 Principles of Management 3

Pre-/corequisite: Reading proficiency

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

BUS150 Marketing 3

Pre-/corequisite: Reading proficiency

Marketing is an introduction to market sensing, interpretation, value creation, analytics, feedback, and control. This course considers what is happening in the marketplace and interprets those happenings to create value directed at satisfying the needs and wants of consumers through the exchange processes. (F,S,O)

BUS168 Business Statistics 3

Prerequisites: ACCUPLACER elementary algebra score of at least 116 or college level math score of at least 46 or higher, or 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

Business Statistics introduces students to the fundamental principles of statistics. This course includes a study of descriptive statistics, probability and probability distributions, statistical inference (e.g., sampling distributions, interval estimation, and hypothesis testing), and simple linear regression and correlation analysis. This course includes business applications of statistical concepts and methodology. Business Statistics fulfills a program requirement for students transferring to a four-year school to earn bachelor's degrees in business and economics. Students cannot apply both BUS168 and MTH168 toward graduation. (F,S)

BUS240 Financial Accounting 3

Prerequisites: BUS101 or MGT 107 with a grade of "C" or better and reading proficiency

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

BUS241 Managerial Accounting 3

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

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

BUS245 Cost Accounting 3

Prerequisites: BUS241 with a grade of "C" or better and reading proficiency

Cost Accounting continues the study of accounting from the standpoint of management. Emphasis is placed on planning, cost control systems, costing methods, and cost-benefit analyses. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. Cost Accounting may transfer to other institutions. (S)

BUS246 Tax Accounting 3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better and reading proficiency

Tax Accounting is a comprehensive course designed to study taxation of individuals including: introduction to taxation, basic individual taxation, business, and investment-related transaction and specialized topics. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. Tax Accounting may transfer to other institutions. (S)

BUS261 Business Communications 3

Prerequisites: ENG101 and reading proficiency

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

BUS265 Business Law 3

Prerequisites: BUS101 and reading proficiency

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

CHM101 Introductory Chemistry 5

Prerequisites: 3.0+ high school GPA, MTH084 or 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)

MOTR CHEM100L Essentials in Chemistry with Lab

CHM102 Concepts in Chemistry 3

Prerequisite: Reading proficiency

Pre-/corequisite: 3.0+ high school GPA, 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, MTH084 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)

MOTR CHEM100 Essentials in Chemistry

CHM111 General Chemistry I 5

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

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

MOTR CHEM150L Chemistry I with Lab

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)

MOTR CHEM 150L Chemistry I with Lab

CHM112 General Chemistry II   5

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

CHM200 Organic Chemistry I   5

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

CHM201 Organic Chemistry II   5

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

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)

CIS125 Computer Concepts and Applications 3

Pre-/corequisite: Reading proficiency
Computer Concepts and Applications prepares students with the skills required to be a successful and responsible member of today's digitally connected society. Concepts include computer software, computer hardware, cloud computing, Internet use, networking, security, and privacy. Applications include current operating systems, word processors, spreadsheets, databases, and presentations. Students may find it necessary to work in the computer lab outside of class in order to complete the assignments. Computer Concepts and Applications fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su,O)

CIS129 Programming Logic 3

Pre-/corequisite: CIS125 and Reading proficiency
Programming Logic develops analytical skills using structured programming design methods to solve practical business problems. (F,S)

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)

CIS154 MS Server I 5

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 installing Windows servers in a host and compute environments, implementing storage solutions, implementing Hyper_V, implementing Windows containers, implementing high availability, maintaining and monitoring server environments, implementing Domain Name System (DNS), and implementing DHCP and IPAM. (S)

CIS155 Introduction to Computer Programming 3

Prerequisite: Reading proficiency
Introduction to Computer Programming is an introductory Object-Oriented programming course using the C++ programming language. Students will learn to code, compile, and test programs and will incorporate looping, decision making, functions, and various data structures including arrays and classes. This course is designed for students pursuing a Graphics/Web Developer degree or a four-year degree in Computer Science and for the Associate of Science students who need C++ as their programming language. (F,S)

CIS165 Programming for the Web 3

Prerequisite: CIS125 with a grade of "C" or better
Pre-/corequisite: Reading proficiency
Programming for the Web builds programming skills used to develop web pages and other interactive media. This course uses programming environments such as Java, PHP, and Dreamweaver to make an interactive interface for common business problem-solving. This includes such standard programming ideas as developing shopping carts for the web, customer interaction forms, security, and importing and exporting customer information. The student is challenged to develop technical coding examples that are intended for the medium used. These skills can be used for web, instructional development, graphics, and user interaction. (S)

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 networking services and Active Directory, The skills learned will include implementing network connectivity and remote access solutions, implementing core and distributed network solutions, implement an advanced network infrastructure, installing and configuring Active Directory Domain Services (AS DS), managing and maintaining AD DS, creating and managing group policy, implementing Active Directory Certificate Services (AD CS), implementing identity federation and access solutions. (F)

CIS221 Virtualization and the Cloud 4

Prerequisites: CIS220 MS Server II and reading proficiency

This course presents a working knowledge on concepts of virtualization of servers/storage with introduction to cloud computing. The described technologies provide the basis for green computing, server consolidation and disaster recovery. Several aspects of virtualization and cloud computing are accompanied by practical applications and examples of utilization in the IT industry. Design, deployment and management of datacenters, including utilization of open-source systems, are analyzed in conjunction with using VMware solutions. (S,O)

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)

CIS252 Enterprise Client Administration 3

Prerequisites: CIS147 and CIS243 with a grade of "C" or better and reading proficiency

Enterprise Client Administration presents a working knowledge on troubleshooting an resolving desktop, networking, and application issues in an enterprise environment. This course will prepare students for Microsoft 365 Certified: Modern Desktop Administrator Associate which consists of the MD-100 and MD-101 Exams.(S)

CIS255 Web/Graphics Project
Portfolio Development 3

Prerequisites: CIS135

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 InDesign. (F,S,O)

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)

CIS275 Linux OS 3

Prerequisites: CIS150 and reading proficiency

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

CIS281 Introduction to Web Development 3

Prerequisites: CIS125 and reading proficiency

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

CIS282 Networking/Support Projects 3

Prerequisites: CIS150, 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)

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)

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)

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)

COL100 Freshman Seminar 1

Prerequisite: None

Freshman Seminar provides students with an opportunity to build relationships, skills, and knowledge needed for success in college in the context of an area of interest. This course emphasizes application of skills and active learning. Students cannot apply both COL100 and COL101 toward graduation. (F,S,O)

COL101 Introduction to College:
Strategies for Success 1

Prerequisite: None

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

Prerequisite: None

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)

MOTR COMM100 Introduction to Communications

COM100H Honors Fundamentals of Communication   3

Prerequisites: Honors Program admission and reading proficiency

Honors 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. Students cannot apply both COM100 and COM100H toward graduation. (F,S)

MOTR COMM100 Introduction to Communication

COM110 Public Speaking   3

Prerequisite: Reading proficiency

Public Speaking develops the student's ability in the construction and delivery of informative, persuasive, and special occasion platform speeches. Public Speaking satisfies the general education communication requirement. This is a preferred course for those going into teacher education. (F,S)

MOTR COMM110 Fundamentals of Public Speaking

COM130 Introduction to Mass Media Communications   3

Prerequisite: Reading proficiency

Introduction to Mass Media Communications examines mass media as well as its role in our lives and society. Topics include media theory and literacy, law and ethics, history, current trends, and convergence. Students will analyze a variety of media including print, radio, television, film, advertising, public relations, social media, gaming, and the Internet. (F,S)

MOTR SBSC 100 Introduction to Mass Communications

COM150 Introduction to Television Production   3

Prerequisite: Reading proficiency

Introduction to Television Production is a survey of all the basic skills and disciplines necessary for television production. This course includes experience with studio and remote cameras, lighting, audio, producing, directing, video continuity, interviewing, and news. Introduction to Television Production students produce a 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)

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)

CRJ110 Introduction to Criminal Justice   3

Prerequisite: Reading proficiency

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

MOTR CRJS Introduction to Criminal Justice

CRJ112 Criminal Law 3

Prerequisite: Reading proficiency

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

CRJ114 Rules of Criminal Evidence 3

Prerequisite: Reading proficiency

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

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)

CRJ130 Introduction to Corrections 3

Prerequisite: Reading proficiency

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

CRJ135 Terrorism 3

Prerequisite: Reading proficiency

Terrorism includes discussions on the domestic and international threats of terrorism and violence as well as the basic security issues surrounding terrorism today. Topics include 9/11 as well as the growing threat of violence through active shooter terror acts such as Columbine; Virginia Tech; Aurora, Colorado; and Sandy Hook Elementary School. This course provides the student with an opportunity to discuss, research, and develop security plans to defeat and prevent terrorist and violent assaults. (F,S)

CRJ140 Ethics in Criminal Justice 3

Prerequisite: Reading proficiency

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

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)

CRJ201 Introduction to Policing And Law Enforcement 3

Prerequisite: Reading proficiency

Introduction to Policing and Law Enforcement examines the philosophy, structure, roles, and functions of Police departments and Law Enforcement agencies in American society. A review is conducted of the historical development of the police, role of the police in the Criminal Justice systems, and the function and effectiveness of the police and law enforcement in American communities. An examination will also be made of the effectiveness of both police and law enforcement, the relationship of the police to the communities they serve and protect, and other contemporary aspects of police and law enforcement activities. (F, S)

CRJ212 Criminal Justice Instructor Development 3

Prerequisites: Instructor approval and reading proficiency

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

CRJ215 Patrol Operations and Tactics 3

Prerequisites: CRJ110 and reading proficiency

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

CRJ220 Criminal Justice Internship 3

Prerequisites: CRJ110, instructor approval, and reading proficiency

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

CRJ222 Criminal Investigation 3

Prerequisite: Reading proficiency

Criminal Investigation studies the criminal act and its investigation, including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. (F,S,O)

CRJ224 Criminal Justice Organizational Leadership 3

Prerequisite: Reading proficiency

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

CRJ230 Correctional Institutions 3

Prerequisite: Reading proficiency

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

CRJ242 Advanced Criminal Investigation 3

Prerequisites: CRJ222 and reading proficiency

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

CUL100 ServSafe Sanitation 1

Prerequisite: None

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

CUL101 Culinary Arts I 4

Prerequisite: None

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

CUL102 Culinary Arts II 4

Prerequisite: CUL101

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

CUL103 Culinary Arts III 4

Prerequisite: CUL102

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

CUL104 Culinary Arts IV 4

Prerequisite: CUL103

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

CUL115 Baking and Pastry 4

Prerequisite: Reading proficiency

Baking is the study of the age-old process of this staple food product. Pastry work involves a more in-depth and artistic application of baking skills along with some specialties like sugar work and chocolate work. This course is an in-depth focus of the process of baking and pastry, its diverse potential, and experimentation in the various methods and techniques used in all parts of the world. This course will involve actual production of breads, baked products, plated desserts and experimentation in baking and pastry production. Each student will be involved in all aspects of the course and furnish individual renditions of the topics studied. This is primarily a laboratory instructed course. (F,S)

CUL210 Hospitality and Restaurant Management & Supervision 2

Prerequisites: CUL100, CUL101 and reading proficiency

This class is designed to teach students about the ten pillars of restaurant management. The ten pillars were created with input and validation from the industry and clearly state what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certificate from the National Restaurant Association. (F)

CUL211 Cost Control 2

Prerequisites: CUL100, CUL101 and reading proficiency
Cost Control is designed to teach students how to manage and forecast profitability. This class was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certification from the National Restaurant Association. (F)

CUL212 Human Resource Management and Supervision 2

Human Resource Management and Supervision is designed to teach students how to manage team members and comply with legal requirements. This class was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certification from the National Restaurant Association. (F)

CUL213 Nutrition 2

Prerequisites: CUL100, CUL101 and reading proficiency
Nutrition is designed to teach students nutritional impacts of food and how nutrition plays a major part in today's culinary industry. This course was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certificate from the National Restaurant Association. (S)

ECE102 Introduction to Early Childhood Education 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. Requires three hours of weekly observation put theories into action. (F,O)

ECE103 Child Health, Nutrition, and Safety 3

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

ECE107 School Age Child Care 3

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

ECE108 Infant/Toddler Care 3

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

ECE120 Integrating Children with Special Needs 3

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

ECE122 Behavior Management 3

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

ECE201 Early Childhood Education Laboratory 2

Pre-/corequisite: ECE102
Early Childhood Education Laboratory involves six hours per week during the fall or spring semester and 12 hours per week during the summer session of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S)

ECE202 Early Childhood Education Practicum I 2

Prerequisite: ECE201
Early Childhood Education Practicum I involves six hours per week during the fall or spring semester and 12 hours per week during the summer session of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S)

ECE205 Early Childhood Education Practicum II 2

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

ECE210 Curriculum Strategies for Preschool Classrooms 3

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

ECE212 Family, School, and Community Relations 3

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

ECE214 Early Childhood Education Administration 3

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

ECO100 Introduction to Economics 3

Prerequisite: Reading proficiency
A survey course of economics intended for non-business majors. Students will be introduced to the basic tools of economic so that they can develop a general framework within which a variety of economic topics can be analyzed. Some of the topics covered include: opportunity costs, supply and demand, economic growth, inflation, unemployment, role of government, banking, fiscal policy and monetary policy. Students seeking a bachelor's degree in business should take Macroeconomics and Microeconomics. (F,S,Su,O)

MOTR ECON100 Introduction to Economics

ECO101 Macroeconomics 3

Prerequisite: Reading proficiency
Macroeconomics is an introductory survey of economic principles related to the economy as a whole. It includes the study of the interaction between supply and demand of a service or product, the concept of opportunity costs, how to measure our economy and other nations' economies, how consumption and savings affect the economy, the impact of fiscal and monetary policy, trade, inflation, unemployment, and economic growth. (F,S,Su)

MOTR ECON101 Introduction to Macroeconomics

ECO102 Microeconomics 3

Prerequisite: Reading proficiency
Microeconomics is an introductory survey of economic principles relating to individuals, firms and markets. It includes the study of the interaction between supply and demand of a service or product in which equilibrium market prices are determined, the concept of opportunity costs, the concept of elasticity, how consumers make decisions, how profit-maximizing firms make production choices, and different types of competition. (F,S,Su)

MOTR ECON102 Introduction to Microeconomics

EDU105 Exploring the Field of Education 1

Pre-/corequisite: Reading proficiency
This course serves as the formal entrance into the AAT degree program. After students have successfully completed this course and ENG 101, they may register for additional education courses. This course is an introduction to the field of education and to certification requirements. Students will explore state standards for teachers and for P-12 students. The required field experience is a minimum of six (6) hours of classroom observation and two interviews. Each student must complete a background check that includes records from both the Missouri State Highway Patrol and the FBI and receive clearance prior to entering any P-12 school to begin field experiences. (F, S, Su, O)

EDU205 Educational Technology 3

Prerequisites: ENG101(H) with a grade of "C" or better and reading proficiency; EDU105 recommended
Educational Technology prepares students in learning how to integrate instructional technology into P-12 classrooms. Students will study a variety of software programs, presentation technology, telecommunication tools, and assistive technology. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. Course must be completed with a grade of "C" or better to meet the Computer Literacy requirement. (F,S,Su,O)

EDU210 Foundations of Education in a Diverse Society 3

Prerequisites: EDU105 and ENG101(H) (both courses must be completed with a grade of "C" or better) and reading proficiency
Foundations of Education in a Diverse Society is designed to examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. (F,S,O)

EDU225 Educational Psychology 3

Prerequisites: EDU105, PSY101(H) and ENG101(H) completed with a grade of "C" or better, and reading proficiency

Educational Psychology is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learners and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in P-12 classrooms. Appropriate strategies for increasing motivation, multi-dimensional development, and academic achievement for all learners are introduced. (F,S,O)

EDU230 Teaching Profession with Field Experience 3

Prerequisites: and reading proficiency
Pre-/corequisites: EDU225 with a grade of "C" or better, and PSY205

Teaching Profession with Field Experience includes a minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows preservice teachers to connect firsthand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. (F,S)

EDU235 Education of Exceptional Learners 3

Prerequisites: reading proficiency
Pre-/corequisite: PSY205

Education of Exceptional Learners is an introduction to exceptional learners and their education in grades P-12. Students will gain a comprehensive understanding of the characteristics of people with special needs in addition to strategies of educating and including all learners in general education and special education settings. Students will research and discuss complex issues related to compliance with state and federal education laws, such as the Individuals with Disabilities Educational Act (IDEA) and the Americans with Disabilities Act (ADA) as well learn to navigate special education processes, such as referral, eligibility, re-evaluation, and Individual Education Program (IEPs.) This course requires a 15-hour special education field experience component. (F,S,O)

EDU240 Multicultural Education 3

Prerequisites: ENG101(H) completed with a grade of "C" or better and reading proficiency

Multicultural Education is designed to examine the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. (F,S,Su,O)

EDU245 Literature for Children 3

Prerequisites: ENG101(H) (both courses must be completed with a grade of "C" or better) and reading proficiency

Literature for Children introduces students to methods of sharing quality literature for young children. Students will learn criteria for evaluating literature, enrichment activities, and storytelling techniques. Literature for Children is required for the Child Care/Early Childhood Education AAS degree and is a recommended elective for early childhood/elementary education majors seeking an AAT degree. (F,S,Su,O)

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 and PHY223

Engineering Mechanics-Statics is a course which applies principles of mechanics to engineering problems of equilibrium. There is a heavy emphasis on three-dimensional problems and vector methods to deal with the conditions for equilibrium. This course is required for the Associate of Science degree. (F)

EGR250 Engineering Mechanics-Dynamics 3

Prerequisites: EGR228, MTH185, PHY223, and reading proficiency

Engineering Mechanics-Dynamics is a course which applies principles of mechanics to engineering problems of accelerated motion. Emphasis is given to three dimensional problems using the concepts of force, mass, acceleration, work, energy, impulse, and momentum. (S)

EGR261 Circuit Analysis I   3

Prerequisite: Reading proficiency
Corequisite: MTH205 and PHY224

Circuit Analysis I is a beginning course in the mathematical modeling of an electrical circuit. Emphasis is placed on circuit elements, Kirchoff 's laws, mesh and nodal analysis, and the response of resistors, inductors, and capacitors to various signals. (S)

EMT110 Emergency Medical Technician I   4

Corequisite: EMT 125
Prerequisites: Reading proficiency and high school diploma, GED certificate, or HiSET certificate; HS GPA of 3.0 or higher within the five years, or Accuplacer English score of at least 92, ACT English score of at least 18, ENG034 or ENG090 completed with a C or better; Accuplacer Next Gen arithmetic score of 230 or higher within two years, Accuplacer elementary algebra score of 45 or higher within two years, ACT math score 16 or higher within two years, or completion of MTH002 or MTH128 with a grade of C or better; 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, Meningitis and Varicella series. A criminal background check will be performed.

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.
Corequisite: 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; HS GPA of 3.0 or higher within five years, or ACCUPLACER English score of at least 92, ACT English score of at least 18, or completion of ENG099; and ACCUPLACER elementary algebra score of at least 31, ACT math score of at least 16, or completion of MTH084; and 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.
Corequisites: 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)

ENG031 English as a Second Language I   5

Prerequisites: ACCUPLACER ESL language score of 45 and below within the past two years, ACCUPLACER ESL listening score of 50 and below within the past two years, ACCULACER ESL reading score of 45 and below within the past two years; 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   5

Prerequisites: must meet one of the following:
• ACT Reading 15-17 within two years
• Accuplacer Reading 50-84 and Accuplacer Sentence Skills 57-91 within two years
• Accuplacer Next Gen Reading 232-245 within two years
• Completion of ENG098 with a grade of "B" or better

College Reading and Writing prepares students for college-level reading and writing through review and practice of academic literacy skills. The course connects critical reading and thinking skills to paragraph and essay writing. (F, S, Su)

ENG099 Foundations of English Composition 3

Prerequisite: Reading proficiency and one of the following:
• GED score of 165-174 within five years
• Accuplacer Next Gen Reading score of 246 or higher within two years
• ACCUPLACER Sentence Skills (English) score of 57-91 within two years
• ACT English score of 17 or less within the past two years
Corequisite: ENG101

Foundations of English Composition is taken concurrently with English Composition I (ENG 101) to give students additional practice with the writing skills, reading skills, and contextualized study skills necessary for successful, independent completion of academic writing projects. (F,S,Su)

ENG101 English Composition I   3

Prerequisites: Reading proficiency and one of the following:
• 3.0+ high school GPA
• HiSET College/Career Readiness or GED score of 175+
• ACT English score of 18+ within two years
• ACCUPLACER Sentence Skills (English) score of 92+ within the past two years
• ENG099 with a grade of "C" or better, or ENG034 with a grade of "C" or better and reading proficiency

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

MOTR ENGL100 Composition I

ENG101H Honors Composition I   3

Prerequisites: Honors Program admission, reading proficiency, and one of the following:
• 3.3+ high school GPA
• HiSET College/Career Readiness or GED score of 175+
• ACT English score of 24+ and ACT Reading 18+ within two years

Honors Composition I 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)

MOTR ENGL100 Composition I

ENG102 English Composition II　　　3

  Prerequisites: ENG101/101H with a grade of "C" or better and reading proficiency

English Composition II continues the study of the writing process stressed in Composition I. Students will practice reading and writing critically and analytically, writing exposition, persuasion/argumentation, and the research paper. (F,S,Su,O)

MOTR ENGL200 Composition II

ENG102H Honors Composition II　　　3

  Prerequisites: Honors Program admission, ENG101/101H with a grade of "C" or better, and reading proficiency

Honors Composition II 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. Honors Composition II fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG102 and ENG102H toward graduation. (F,S)

MOTR ENGL200 Composition II

ENG104 Creative Writing　　　3

  Prerequisites: ENG101/101H and reading proficiency

Creative Writing deals with creating poems or short stories. The student will be given the opportunity to study appropriate, effective writing techniques. (F,S,O)

MOTR PERF 106 Creative Writing

ENG105 Poetry and Short Story　　　3

  Prerequisite: Reading proficiency

Poetry and Short Story examines the essential elements of poetry and the short story. Students will identify poetic terms, language, and meaning and will read and study short stories to locate thematic purposes and connections. This course will be offered thematically, with each course section focusing on a specific theme, such as love, death, sports, comedy, or crime. (F,S,O)

MOTR LITR100P
Introduction to Literature - Poetry

ENG106 Drama and Short Novel　　　3

  Prerequisite: Reading proficiency

Drama and Short Novel examines the essential elements of drama and the short novel. Students will be introduced to works of drama and short novels, learning to identify dimensions of structure and theme in drama, and techniques and themes found in short novels. Each section will focus on a particular theme, such as The Villain or The Environment, and reading selections will address how such themes are addressed over time and across cultures. (F,S,O)

MOTR LITR100D
Introduction to Literature - Drama

ENG110 Journalism I　　　3

  Prerequisites: ENG101/101H and reading proficiency

Journalism I analyzes the forms, purposes, and ethics of journalistic communications with practical work in writing and editing copy for the College newspaper. (F,S)

ENG111 Journalism II　　　1

  Prerequisites: ENG110 and reading proficiency

Journalism II continues the work of Journalism I including writing for the student newspaper. The students will receive formal instruction in a writing laboratory environment. (F,S)

ENG122 Film Appreciation: Introduction to Cinema　　　3

  Prerequisite: Reading proficiency

Film Appreciation: Introduction to Cinema examines the history and basic elements of world film. Students will study film's images, sound, editing, and aesthetics. This course contains important communications-media influences and so critical essays and research papers are often required. (F,S)

MOTR FILM 100 Introduction to Film Studies

ENG191 Intro to German Literature　　　3

  Prerequisite: Reading Proficiency

Introduction to German Literature is a course designed to support academic travel by Jefferson College students to Germany. This course examines German literary heritage through the reading and analysis of several German texts and is bolstered by short trips to locations in Germany that enhance the understanding and context of the literature. Students will study German culture by reading, discussing, and communicating with German people. The texts will sample German Literature from the Romantic, Victorian, Modern, and Postmodern Periods, and students will learn to analyze literature structurally and thematically. (D)

ENG210 Journalism III　　　1

  Prerequisites: ENG111 and reading proficiency

Journalism III is a continuation of Journalism II. (F,S)

ENG211 Journalism IV　　　1

  Prerequisites: ENG210 and reading proficiency

Journalism IV is a continuation of Journalism III. (F,S)

ENG215 World Literature: Before 1650　　　3

  Prerequisite: Reading proficiency

World Literature: Before 1650 examines historical, social, and philosophical thought as reflected in the literature of Western culture from the Hebrews and ancient Greeks through the Renaissance. In this course, students will study representative works of major authors including Homer and Sophocles, Virgil, and Dante. (F,O)

MOTR LITR200A World Literature I –
Begins with Antiquity and Ends Around 1660

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. Students cannot apply both ENG215 and ENG215H toward graduation. (D)

MOTR LITR200A World Literature I – Begins with Antiquity and Ends Around 1660

ENG216 World Literature: After 1650   3

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

MOTR LITR200B World Literature I – Begins Around 1660 and Extends to Present Day

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. Students cannot apply both ENG216 and ENG216H toward graduation. (S)

MOTR LITR200B – World Literature II – Begins Around 1660 and Extends to Present Day

ENG225 English Literature: Before 1800   3

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

MOTR LITR102A British Literature: Beginning to 18th Century

ENG226 English Literature: After 1800   3

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

MOTR LITR102B British Literature II: Late 18th Century to Present

ENG228 American Literature: Before 1865   3

Prerequisite: Reading proficiency
American Literature: Before 1865 examines American writers from pre-colonial and Puritan times through the Civil War era. (F,O)

MOTR LITR101A American Literature I – Pre-Civil War Through the End of the Civil War

ENG229 American Literature: After 1865   3

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

MOTR LITR101B American Literature II – Post Civil War to the Present

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. 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, Gilgamish, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. (D)

MOTR LITR 201 Mythology

ENG250H Honors Mythology 3

Prerequisites: Honors Program admission and reading proficiency

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

MOTR LITR 201 Mythology

ENG255 Poems and Their Makers 3

Prerequisites: Reading proficiency

Poems and Their Makers includes the lives of influential American modernists from Whitman to Plath. Students relate essential elements that contribute to poetry's insights and possibilities with Voices and Visions sources. (F,S,O)

FRN101 Beginning French 5

Prerequisite: Reading proficiency

Beginning French allows the students to develop fundamental oral and written skills in French. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (D)

MOTR LANG101 French I

FRN102 Intermediate French 5

Prerequisites: FRN101 or equivalent skills and reading proficiency

Intermediate French students learn how to express themselves and communicate effectively in French. Labs are conducted online. Students who complete this course with a "C" or higher as their first French course at Jefferson College will be eligible to receive five hours retroactive credit for the course bypassed (Beginning French). Students who have completed two to four years of high school French should inquire with the foreign language instructor for further details. Note: Many transfer institutions require three semesters of foreign language. (D)

MOTR LANG102 French II

FRN201 French Grammar and Composition   3

Prerequisites: FRN102 or equivalent skills and reading proficiency

French Grammar and Composition consists of a progressive review of grammatical constructions. The students will continue to develop their linguistic skills through both oral and written exercises. Note: Many transfer institutions require three semesters of foreign language. (D)

FRN253 French Reading 3

Prerequisites: FRN201 or equivalent skills and reading proficiency

French Reading students will expand their reading skills and vocabulary and will be introduced to French literature. Note: Many transfer institutions require three semesters of foreign language. (D)

FST101 Introduction to the Fire Service 3

Pre-/corequisite: Reading proficiency

Introduction to the Fire Service provides a detailed look and explanation into the fire service by examining educational expectations, fire department administration and operations, professional requirements, and the general public's expectations of today's fire service professional. (D)

FST103 Fire Prevention 3

Pre-/corequisite: Reading proficiency

Fire Prevention studies the fundamental principles, theory, techniques, and procedures of fire prevention, organization of fire prevention programs, conduction of fire prevention inspections, and fire hazards and causes. (D)

FST105 Rescue Practices 3

Prerequisites: FST101 and reading proficiency

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

FST110 Fire Fighter I and II 8

Prerequisites: FST101 and reading proficiency
Pre-/corequisite: FST116

Fire Fighter I and II covers fire protection characteristics, fire behavior, building construction, fire chemistry, extinguishing agents, water supply, in-depth fire streams, auto extrication, basic EMS, forcible entry, communications, fire theory, and much more. Successful completion of this course and FST116, Hazardous Materials Awareness and Operations, and subsequent passing of the state exams connected with each course, will certify the individual to the NFPA 1001-2013 Fire Fighter Professional Qualification Standards. This is a state certification course. (D)

GEO103 World Regional Geography 3

Prerequisite: Reading proficiency

World Regional Geography is an introduction to the academic discipline of Geography including a world survey, presenting the essential physical and cultural characteristics, key issues, and problems of the major regions of the world: the Americas, Europe, Russia, North Africa, Southwest Asia, Subsaharan Africa, South Asia, East Asia, and the Pacific. Special attention is given to selected countries. (F,S,O)

MOTR GEOG101 World Regional Geography

GEO120 Seminar in Global Studies   1

  Prerequisite: Reading proficiency

Seminar in Global Studies consists of a student driven seminar style course within the Jefferson College Global Studies Program and must be completed by all program enrollees. This course will examine global events and issues using guest speakers, research projects, extracurricular activities, and student presentations. (S,O)

GRM101 Beginning German   5

  Prerequisite: Reading proficiency

Beginning German students develop their abilities to communicate in spoken and written German. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F)

MOTR LANG 105 Foreign Language I

GRM102 Intermediate German   5

  Prerequisites: GRM101 with a grade of "C" or better, or equivalent skills as determined by the instructor, and reading proficiency

Intermediate German students continue to develop their abilities to communicate more effectively in German. Students who complete this course with a "C" or higher as their first German course at Jefferson College will be eligible to receive five hours retroactive credit for GRM101, Beginning German. Students who have completed two to four years of high school German should inquire with the instructor for further details. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (S)

MOTR LANG 106 Foreign Language II

GRM201 German Grammar and Composition   3

  Prerequisites: GRM102 with a grade of "C" or better, or equivalent skills as determined by the instructor, and reading proficiency

German Grammar and Composition students continue to develop their abilities to communicate more effectively in German. Note: Many transfer institutions require three semesters of foreign language. (D)

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   1

  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: HIT122

Introduction to Health Information Technology provides an introduction to this field and the organization of healthcare delivery in the acute care setting. Analysis of health records in paper, hybrid, and electronic formats will form the basis of classroom discussion. Emphasis is on the documentation requirements for licensure, accreditation, and certification. Other topics include data sets, storage and retrieval, and the use and structure of healthcare data, record assembly and analysis, chart location, master patient index, physician documentation, and release of information. (F,S,O)

HIT115 Healthcare Statistics   3

  Prerequisite: Reading proficiency
  Pre-/corequisites: HIT100 with a grade of "C" or better and MTH110 or MTH128 with a grade of "C" or better

Healthcare Statistics entails a study of healthcare statistics with a focus on the commonly used rates and percentages computed principally on hospital inpatients. This course will also include an in-depth study of hospital statistics, sources, definitions, collection, reporting, and presentation of data. Non-acute care data and examples will also be included in the lessons. (F,S,O)

HIT122 Medical Terminology   3

  Pre-/corequisite: Reading proficiency

Medical terminology provides a broad survey of the language of medicine and health technologies. Students learn to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. The class emphasizes the formation, definition, and pronunciation of medical terms and the use of reference materials. A brief presentation of anatomy and physiology precedes the content concerning disorders. (F,S,O)

HIT130 Healthcare Legal and Ethical Issues   3

Prerequisite: Reading proficiency
Pre-/corequisite: HIT100 with a grade of "C" or better
Healthcare Legal and Ethical Issues investigates ethical issues in healthcare while examining the procedures and laws that regulate the content, confidentiality, disclosure, use, and retention of health information. Patient rights/advocacy, advanced directives, privacy, release of information, and security policies and procedures of healthcare organizations will be emphasized. (F,S,O)

HIT150 Introduction to Pharmacology   3

Prerequisites: BIO116 with a grade of "C" or better and reading proficiency
Introduction to Pharmacology is an online introductory course that covers basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems. (Su,O)

HIT155 Basic Principles of Disease   3

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency
Corequisite: HIT150
Basic Principles of Disease is an in-depth study of common pathological conditions of the human body. The course focus is on description of conditions and diseases of the organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include ability to pronounce disease terminology, to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities. Communication skills and techniques for the workplace are emphasized throughout the course. (Su, O)

HIT200 Classification Systems I   3

Prerequisites: BIO116, HIT100, HIT150, and HIT155 (all courses must be completed with a grade of "C" or better) and reading proficiency
Classification Systems I is an introduction to the ICD-10-CM data set used for reporting diagnoses and other reasons why health care professionals care for patients. This course will also include instruction (theory and hands-on) on how the classify and index diagnoses in the health care setting. The various uses for diagnoses codes will also be discussed. (F,S,O)

HIT205 Healthcare Quality and Performance Improvement   3

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency
Healthcare Quality and Performance Improvement introduces students to the theory, practice, and management of quality performance and improvement. Examination of peer review processes, collection tools, data analysis, and reporting techniques will be reviewed. Utilization, risk, and case management are blended concepts used throughout this course. Regulatory quality monitoring requirements and outcome measures monitoring are addressed. (F,S,O)

HIT220 Electronic Health Systems   3

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency
Electronic Health Systems emphasizes the role of information technology in healthcare, describes key elements of health information systems, defines the electronic health record (EHR), and establishes the context of the EHR within the scope of health information technology (HIT). (F,S,O)

HIT230 Classification Systems II   3

Prerequisites: HIT200 with a grade of "C" or better and reading proficiency
Classification Systems II introduces the theory, structure, and organization of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II coding systems. 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 2

Prerequisites: HIT100, HIT115, HIT130, HIT150, HIT200, HIT205, and HIT220 (all courses must be completed with a grade of "C" or better) and reading proficiency
Corequisites: HIT230, HIT250, and HIT255

Health Information Technology Professional Practice is designed to help the student gain the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). The student can utilize health information technology experiences both in acute care facilities and alternate health care settings, such as nursing homes, ambulatory clinics, physician offices, and hospice agencies. The Jefferson College HIT Faculty and the health care facility staff will guide the students during this offsite learning experience. All students will participate in a mandatory orientation provided by the Jefferson College HIT Faculty before beginning their coursework outside the college. Students will be required to complete 40 hours at a clinical site during this course. (F,S,O)

HIT261 Health Information Technology Capstone 1

Prerequisite: HIT100, HIT115, HIT122 or HIT122, HIT130, HIT150, HIT200, HIT205, and HIT220 (all courses must be completed with a grade of "C" or better) and reading proficiency
Corequisites: HIT230, HIT250, and HIT255 and HIT260

Health Information Technology Capstone course is designed to help the student review the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). The student will utilize health information technology skills to address keys items including professional dress attire, resume/ cover letter creation, Management driven case scenarios, etc. During the course, a review regarding the components for the Registered Health Information Technician Exam will be covered. (F,S,O)

HPE101 Physical Fitness I 1

Prerequisite: None

Physical Fitness I promotes overall personal physical fitness. Students may select a fitness program geared for their particular needs. (F,S,Su)

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)

HPE106 Weight Training I 1

Prerequisite: None

Weight Training I introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)

HPE107 Aerobics I 1

Prerequisite: None

Aerobics I offers a figure-shaping fitness workout that combines aerobic exercises with vigorous dance movements. Students will explore the benefits of a lifestyle that includes exercise and proper nutrition. (F,S)

HPE109 Beginning Golf 1

Prerequisite: None

Beginning Golf is an activity course providing students with a life-long recreational activity that is fun and that helps create a healthy lifestyle. Basic fundamentals will be taught so a student may go to a golf course and know the basics of the game. (S)

HPE110 Recreational Shooting I 1

Prerequisites: Admission to the Jefferson College Law Enforcement Academy and reading proficiency

Recreational Shooting I addresses safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the handgun and shotgun, stress combat courses, and night fire with the handgun and shotgun are included. (F)

HPE111 Recreational Shooting II 1

Prerequisites: Admission to the Jefferson College Law Enforcement Academy and reading proficiency

Recreational Shooting II covers advanced training devoted to stress combat, shooting decisions utilizing the Firearms Training Simulator, night fire with the handgun and shotgun, and care and cleaning of firearms. (S)

HPE115 Indoor Cycling I 1

Prerequisite: None

Indoor Cycling I introduces students to proper techniques of cycling to maintain or improve cardiovascular and neuromuscular health through instructor guided activities and assignments. (F, S)

HPE122 Water Fitness 1

Prerequisite: None

Water Fitness teaches the principles, mechanics, safety, and benefits of aquatic exercise. Students will participate in a water exercise program specific to their individual needs and abilities and will gradually increase their physical efficiency and capacity to complete aquatic exercises. (F,S,Su)

HPE124 Recreational Water Activities   1

Prerequisite: None

Recreational Water Activities is an arranged course where students independently complete 25 hours in the pool during open swim hours. In addition, students are required to complete five 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)

HPE130 Personal Health   3

Pre-/corequisite: Reading proficiency

Personal Health explores health problems relevant to the past, present, and the future. The student will have the opportunity to learn stress management, nutrition, health behaviors, and weight control through study and practice. (F,S,Su,O)

HPE132 First Aid and C.P.R.   3

Pre-/corequisite: Reading proficiency

First Aid and C.P.R. covers the necessary First Aid and Cardiopulmonary Resuscitation skills required to give proper care for someone who experiences injury or sudden illness. Students will learn how to recognize, respond to, and give appropriate care during an emergency. The skills covered in this class will enable the student to earn certification cards in First Aid and C.P.R./A.E.D. for Adult and Child and C.P.R. for the infant. Students must purchase Red Cross certification cards. (F,S,Su)

HPE135 Coaching Baseball   2

Pre-/corequisite: Reading proficiency

Coaching Baseball reviews the theories and techniques of coaching and officiating. Students will be given opportunities to conduct drills and participate in the various officiating roles. Essential strategies for developing an athlete, such as principles of conditioning and the role of nutrition in training and play, will be discussed. (S)

HPE138 Lifetime Fitness and Wellness   2

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)

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)

HPE145 Zumba I   1

Prerequisite: None

Zumba is a dance exercise program designed to bring about an increase in total body fitness for participants of all levels of condition, ability and needs. Students will explore the benefits of a lifestyle that includes exercise. (F, S)

HPE150 Care and Prevention of Athletic Injuries   3

Prerequisite: Reading proficiency

Care and Prevention of Athletic Injuries is designed for future athletic trainers, physical educators, coaches, physical therapists, pre-med majors, and anyone else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries. (F,S)

HPE201 Physical Fitness II   1

Prerequisite: HPE101

Physical Fitness II is a continuation of Physical Fitness I at an advanced level, promoting overall personal physical fitness and emphasizing knowledge pertinent to cardiorespiratory fitness. Advanced training techniques are included. The student selects a fitness program geared for his/her particular needs. (F,S)

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)

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)

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)

HPE215 Indoor Cycling II   1

Prerequisite: HPE115

Indoor Cycling II utilizes advanced techniques of cycling to maintain and improve cardiovascular and neuromuscular health through instructor guided activities and assignments. (F, S)

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)

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)

HPE245 Zumba II   1

Prerequisite: HPE145
Zumba II is a continuation of Zumba I at an advanced level, designed to bring about an increase in total body fitness for participants of advanced levels of condition, ability and needs. Students will evaluate the benefits of a lifestyle that includes exercise. (F, S)

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)

HRA105 Principles of Refrigeration   5
Pre-/corequisite: Reading proficiency
Principles of Refrigeration is a lecture/laboratory course including the study of basic refrigeration theory, use of hand tools and test equipment, soldering and brazing, and evacuating and charging systems. (F,S,Su)

HRA125 Refrigeration and
Air Conditioning Mechanical Systems 5
Prerequisites: HRA101, HRA105, and reading proficiency
Refrigeration and Air Conditioning Mechanical Systems covers various refrigeration systems and the components thereof. Emphasis is on EPA regulations, system evacuation, recovery, and charging methods. (F,S)

HRA135 Introduction to International Mechanical Code   3

Prerequisite: Reading proficiency
Introduction to International Mechanical Code prepares students to properly determine ductwork sizing and installation, venting, gas and refrigerant piping, electrical requirements, and apply fresh air requirements to meet mechanical code. (F,S)

HRA145 Piping Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning   3

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)

HRA155 Duct, Envelope Testing and Leakage Detection   2

Prerequisite: Reading Proficiency
Duct, Envelope Testing and Leakage Detection will prepare students to be proficient in use of equipment to test both ductwork and whole house envelope. (F,S)

HRA160 Sheet Metal Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning   3

Prerequisite: Reading proficiency
Sheet Metal Design, Sizing, and Installation for Heating, Refrigeration, and Air Conditioning introduces students to different types of ductwork and their appropriate uses and installation methods. (F,S)

HRA205 Residential Gas Heating Systems   4

Prerequisites: HRA101 and HRA105 (both courses must be completed with a grade of "C" or better); 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)

MOTR HIST101 American History I

HST103H Honors U.S. History I to Reconstruction   3

Prerequisites: Honors Program admission and reading proficiency

Honors U.S. History I to Reconstruction shows the development of the United States from Columbian contact through post Civil War reconstruction. This course is designed to help students understand and function in their society. Honors U.S. History I fulfills the Missouri and U.S. Constitution requirements and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HST103 and HST103H toward graduation. (F)

MOTR HIST101 American History I

HST104 U.S. History II from Reconstruction   3

Prerequisite: Reading proficiency

U.S. History II from Reconstruction shows the development of the United States from reconstruction to the present. This course is designed to help students understand and function in their society. U.S. History II from Reconstruction fulfills the Missouri and U.S. Constitution requirements. (F,S,Su,O)

MOTR HIST102 American History II

HST104H Honors U.S. History II from Reconstruction   3

Prerequisites: Honors Program admission and reading proficiency

Honors U.S. History II from Reconstruction shows the development of the United States from reconstruction to the present. This course is designed to help students understand and function in their society. Honors U.S. History II from Reconstruction fulfills the Missouri and U.S. Constitution requirements and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HST104 and HST104H toward graduation. (F,S)

MOTR HIST102 American History II

HST201 Ancient and Medieval Civilization   3

Prerequisite: Reading proficiency

Ancient and Medieval Civilization is a general 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)

MOTR WCIV101 Western Civilization I

HST202 Renaissance to Early Modern Europe 3

Prerequisite: Reading proficiency

Renaissance to Early Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the second third of the western civilization sequence. Beginning with the Renaissance and continuing to the cusp of the 20th century, this course analyzes the creation and the evolution of the western tradition. (F,S,Su,O)

MOTR WCIV102 Western Civilization II

HST203 Modern Europe 3

Prerequisite: Reading proficiency

Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the 20th century. Starting at the cusp of the 20th century and continuing to the present, this course continues to analyze the evolution of the western tradition. (F,S,Su,O)

HST205 African-American History 3

Prerequisite: Reading proficiency

African-American History is a general survey of the major political, economic, social, and cultural themes in the African-American experience from the 1500's with the beginning of the African Diaspora to modern, contemporary times. (S)

HST210 Asian Civilization 3

Prerequisite: Reading proficiency

Asian Civilization is a general introduction to the political, social, religious, and cultural history of the Indian subcontinent, China, and other countries of Asia. This course traces development from the beginning of civilization to the present. Asian Civilization is a "nonwestern" history course. (F,S)

HST230 Women in History 3

Prerequisite: Reading proficiency

Women in American History is a history of women in American society from colonial times to the present. Emphasis is on the roles, status, and achievements of American women and their contribution and relationship to American traditions. (S)

HST240 Missouri History 3

Prerequisite: Reading proficiency

Missouri History provides an introduction to the history of Missouri emphasizing economic, political, and social growth. Students are encouraged to specialize in topics of personal interest. This course is especially of interest to those majoring in secondary social studies and elementary education. (S)

INT191 Technical Internship 1

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (1 credit hour) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 40 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

INT192 Technical Internship 2

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (2 credit hours) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 40 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

INT193 Technical Internship 3

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (3 credit hours) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 40 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

LEA110 Introduction to Law Enforcement   3

Prerequisite: Reading proficiency and admission to the Law Enforcement Academy

Introduction to Law Enforcement is the basic course that provides the student with brief overview of the evolution of law enforcement from its historical development to present day structure, the function as well as the philosophy of law enforcement. The course focuses on the current policing trends and how these have been impacted by current events, media and social networking. This course utilizes the current Missouri Peace Officer Standards and Training (POST) curriculum and includes ethical considerations, as well as an overview of the law enforcement function within the criminal justice system. The system components include the role of the current peace officer in today's dynamic, multicultural communities. (D)

LEA111 Firearms for Law Enforcement   1

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency.

Firearms for Law Enforcement I addresses safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the hand gun. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA112 Criminal Law for Law Enforcement   3

Prerequsite: Admissions to the Law Enforcement Academy and reading proficiency.

Criminal Law for Law Enforcement studies criminal, common, and statutory law within the context of law enforcement and the administration of justice, including the hierarchy and function of the courts, other organizations, and officials. This course utilizes the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA114 Rules of Criminal Evidence for Law Enforcement   3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency

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

LEA120 Juvenile Justice for Law Enforcement 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency.

Juvenile Justice for Law Enforcement examines the development, present structure, function and philosophy of the juvenile justice system overall. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum to study the ethical considerations, juvenile crime definitions by nature and impact, as well as an overview of the intent, application, and procedures of the Missouri Juvenile code. Juvenile case disposition, crime prevention methods and reporting procedures and the organization and functions of jurisdiction of juvenile agencies are also identified and discussed. (D)

LEA135 First Responder First Aid for Law Enforcement   3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

First Responder First Aid for Law enforcement teaches the necessary first aid and CPR skills needed for proper care to someone who is experiencing injury or serious illness. Students will learn how to recognize, respond and give appropriate care during an emergency. This course focus include trauma care for oneself and/or other first responders. The skills covered in class will enable the student to earn certification in First Aid and CPR/AED for adults, children and infants. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to trauma response and first aid for law enforcement. (D)

LEA147 Ethics & Professionalism for Law Enforcement   3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Ethics and Professionalism for Law Enforcement provides the student with the information needed to solve ethical dilemmas faces in law enforcement. The course begins with a candid and frank presentation of the major ethical systems and leadership styles followed by a discussion of moral development and the ideal of justice. The course will include not only philosophical information but practical applications as well, allowing each student the opportunity to make individual decisions. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA155 Report Writing for Law Enforcement 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Report Writing for Law Enforcement includes the study and application of the process of effective law enforcement report writing. Proper formal written communications formats with an emphasis on report writing techniques, including the latest formats used by law enforcement agencies. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum to prepare the student for current law enforcement report writing methods. (D)

LEA211 Firearms for Law Enforcement II   1

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Firearms for Law Enforcement II covers advanced training devoted to safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the shotgun, stress combat courses and shooting decisions. Training also includes night (low-light) shooting with the handgun and shotgun. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA215 Patrol Operations and Tactics   3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Patrol Operations and Tactics studies the foundations of police operations, providing patrol coverage and calls-for-service, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Included is an understanding of basic police responsibilities and liabilities. The student participates in mock calls-for-service, crime scene investigations, and defense tactics training. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA220 Law Enforcement Internship   3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency

Law Enforcement Internship for Academy students is a supervised training experience in all facets of the law enforcement environment. Students are immersed in the law enforcement environment throughout the academy experience. Students complete mandatory ride along hours, community service hours, and court observation hours outside of the scheduled academy classroom hours. During the academy, students wear uniforms, duty web gear, soft body armor, participate in inspections and expected to maintain law enforcement demeanor. Students write a number of papers related to stress in law enforcement and National Law Enforcement Memorial video series. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

LEA222 Criminal Investigation for Law Enforcement   3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency

Criminal Investigation for Law Enforcement studies the criminal act and its investigation including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

LEA224 Law Enforcement Organizational Leadership   3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Law Enforcement Organizational Leadership is the study of organization and administration systems used in modern law enforcement agencies. Emphasis will be on the characteristics of organizations and personnel, control and responsibility of a cohesive working structure and general principles of public administration. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

LEA242 Advanced Criminal Investigation for Law Enforcement   3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Advanced Criminal Investigation for Law Enforcement studies the criminal act and its investigation including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. In Advanced Criminal Investigation the student takes an active part in these facets by participating in the mock crime scene. Processing evidence, identifying clues, and establishing the elements of the crime involved. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

MGT103 Business Mathematics   3

Prerequisite: ACCUPLACER elementary algebra of 31 or higher within the past two years, COMPASS pre-algebra score of 33 or higher within the past two years, ACT math score of 16 or higher within the past two years, or MTH001 with a grade of "B" or better

Pre-/corequisite: Reading proficiency

Business Mathematics deals with applying math to business situations. Topics covered include trade and cash discounts, merchandise pricing, depreciation, financial statement analysis, and simple and compound interest. Business Mathematics will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,Su,O)

MGT105 Spreadsheet Applications   3

Pre-/corequisite: Reading proficiency

Spreadsheet Applications is designed to teach students to learn a powerful spreadsheet program. Students will create and edit spreadsheets and manipulate numerical data to resolve issues related to finance, education, business, and personal numerical data for decision making purposes. (F,S,O)

MGT107 Bookkeeping 3

Prerequisite: Reading proficiency

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

MGT120 Human Resource Management 3

Pre-/corequisite: Reading proficiency

Human Resource Management is a comprehensive course designed to study how to manage the needs of a company's employees. This includes how to develop and manage employment programs, salary compensation, job evaluations, benefits, promotions, equal opportunity initiatives, and education and training programs. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT125 Personal Finance 3

Pre-/corequisite: Reading proficiency

Personal Finance is a comprehensive study of personal financial information that is current, accurate, and relevant to help students make financial decisions that will lead to long-term financial security. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT132 Personal Selling 3

Pre-/corequisite: Reading proficiency

Personal Selling examines selling as a process that provides benefits to both buyers and sellers. This course places emphasis on retail and industrial presentations. Personal Selling will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT133 Advertising 3

Pre-/corequisite: Reading proficiency

Advertising is a study of the advertising industry in relation to our economy. The student will explore advertising's impact on buying habits, communication styles, and media usage. Advertising will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT145 Entrepreneurship 3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better, MGT150 with a grade of "C" or better, and reading proficiency

Entrepreneurship introduces the concept of entrepreneurship and its relationship with small business. This course focuses on activities involved in planning, organizing, establishing, and controlling a small business. Entrepreneurship includes procedures and problems in starting a business, managerial functions, marketing, and financing a new enterprise as well as governmental regulation. Entrepreneurship will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT199 Business Internship I 4

Prerequisites: BUS150 and reading proficiency

Business Internship I involves supervised paid work experience in a variety of industries: marketing, management, sales, finance, accounting, or advertising. The student is required to work within an approved and cooperating industry. Students may use their current employment if approved by instructor. Business Internship I will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,Su)

MGT220 Web Marketing 3

Prerequisites: BUS150 with a grade of "C" or better and reading proficiency

Web Marketing explores how the Internet has become an indispensable tool for business and the role that web sites play in marketing products and services. Emphasis will be given to integrating online and offline strategies. Web Marketing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT230 Social Media Marketing 3

Prerequisites: BUS150 with a grade of "C" or better and reading proficiency

Social Media Marketing examines "social media" and its impact on traditional marketing. Emphasis will be given to existing and emerging paradigms, values, best practices, and tools that impact business. Social Media Marketing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT243 Payroll Accounting 3

Prerequisites: MGT107 or BUS240 and reading proficiency

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

MGT244 Computerized Accounting   3

Prerequisites: MGT107 or BUS240 and reading proficiency
Computerized Accounting is a comprehensive study of 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)

MGT245 QuickBooks   3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better, CIS125 with a grade of "C" or better, and reading proficiency
QuickBooks familiarizes students with QuickBooks software for daily bookkeeping. Mastery of this course will allow students to effectively utilize QuickBooks software in the small-business environment. QuickBooks will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

MGT255 Marketing Strategies   3

Prerequisites: MGT133 and BUS150 (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)

MSA002 Voice Studio   0

Prerequisite: None
Co-requisite: MSA171 Applied Voice Lessons I, or MSA181 Applied Voice Lessons II, or MSA271 Voice Lessons III, or MSA281 Voice Lessons IV
Voice Studio is a weekly, required lab/performance class for all students enrolled in Applied Voice Lessons. Each week, students will perform memorized vocal repertoire in front of their peers to gain onstage experience in a positive performance environment, receive constructive criticism related to improving upon the tenets of singing: posture, breath control, tone development, technique and diction, as well as the interpretation of text and acting. Repertoire for Voice Studio will be assigned during Applied Voice Lessons (see applied voice syllabus). Voice Studio is only for students enrolled in Applied Voice Lessons, and is required for students enrolled in Applied Voice Lessons I, II, III, and IV. (F,S)

MSA071 Prep Voice Lessons (Applied Music) 1

Prerequisite: Permission of instructor
Prep Voice Lessons involves one 30-minute private lesson and five practice hours per week. Applied lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA072 Prep Guitar/Bass Lessons (Applied Music)   1

Prerequisite: Permission of instructor
Prep Guitar/Bass Lessons involves one 30-minute private lesson and five practice hours per week. Applied lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA073 Prep Woodwind Lessons (Applied Music)   1

Prerequisite: Permission of instructor

Prep Woodwind Lessons involves one 30-minute private lesson and five practice hours per week. Applied lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA074 Prep Brass Lessons (Applied Music)   1

Prerequisite: Permission of instructor

Prep Brass Lessons involves one 30-minute private lesson and five practice hours per week. Applied 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

Prep Percussion Lessons involves one 30-minute private lesson and five practice hours per week. Applied lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA076 Prep Piano Lessons (Applied Music)   1

Prerequisite: Permission of instructor

Prep Piano Lessons involves one 30-minute private lesson and five practice hours per week. Applied lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA171 Voice Lessons I (Applied Music)   2

Prerequisite: Permission of instructor
Corequisites: MSA001 and MSC163

Voice Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA172 Guitar/Bass Lessons I (Applied Music)   2

Prerequisite: Permission of instructor
Corequisite: MSA001

Guitar/Bass Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA173 Woodwind Lessons I (Applied Music)   2

Prerequisite: Permission of instructor
Corequisite: MSA001

Woodwind Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA174 Brass Lessons I (Applied Music)   2

Prerequisite: Permission of instructor
Corequisite: MSA001

Brass Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA175 Percussion Lessons I (Applied Music)   2

Prerequisite: Permission of instructor
Corequisite: MSA001

Percussion Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA176 Piano Lessons I (Applied Music)   2

Prerequisite: Permission of instructor
Corequisite: MSA001

Piano Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA181 Voice Lessons II (Applied Music)   2

Prerequisite: MSA171 and permission of instructor
Corequisites: MSA001 and MSC163

Voice Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA182 Guitar/Bass Lessons II (Applied Music)   2

Prerequisite: MSA172 and permission of instructor
Corequisite: MSA001

Guitar/Bass Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA183 Woodwind Lessons II (Applied Music)   2

Prerequisite: MSA173 and permission of instructor
Corequisite: MSA001

Woodwind Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA184 Brass Lessons II (Applied Music)   2

Prerequisite: MSA174 and permission of instructor
Corequisite: MSA001

Brass Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA185 Percussion Lessons II (Applied Music)   2

Prerequisite: MSA175 and permission of instructor
Corequisite: MSA001

Percussion Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA186 Piano Lessons II (Applied Music)   2

Prerequisite: MSA176 and permission of instructor
Corequisite: MSA001

Piano Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA271 Voice Lessons III (Applied Music)   2

Prerequisite: MSA181 and permission of instructor
Corequisites: MSA001 and MSC163

Voice Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA272 Guitar/Bass Lessons III (Applied Music)   2

Prerequisite: MSA182 and permission of instructor
Corequisite: MSA001

Guitar/Bass Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA273 Woodwind Lessons III (Applied Music)   2

Prerequisite: MSA183 and permission of instructor
Corequisite: MSA001

Woodwind Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA274 Brass Lessons III (Applied Music)   2

Prerequisite: MSA184 and permission of instructor
Corequisite: MSA001

Brass Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA279 Percussion Lessons III (Applied Music)   2

Prerequisite: MSA185 and permission of instructor
Corequisite: MSA001

Percussion Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA280 Piano Lessons III (Applied Music)   2

Prerequisite: MSA186 and permission of instructor
Corequisite: MSA001

Piano Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA281 Voice Lessons IV (Applied Music)   2

Prerequisite: MSA271 and permission of instructor
Corequisites: MSA001and MSC163

Voice Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA282 Guitar/Bass Lessons IV (Applied Music)   2

Prerequisite: MSA272 and permission of instructor
Corequisite: MSA001

Guitar/Bass Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA283 Woodwind Lessons IV (Applied Music)   2

Prerequisite: MSA273 and permission of the instructor
Corequisite: MSA001

Woodwind Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA284 Brass Lessons IV (Applied Music)   2

Prerequisite: MSA274 and permission of instructor
Corequisite: MSA001

Brass Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA285 Percussion Lessons IV (Applied Music)   2

Prerequisite: MSA275 or MSA279 and permission of instructor
Corequisite: MSA001

Percussion Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSA286 Piano Lessons IV (Applied Music)   2

Prerequisite: MSA276 or MSA280 and permission of instructor
Corequisite: MSA001

Piano Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

MSC101 Fundamentals of Music   3

Prerequisite: Reading proficiency

Fundamentals of Music involves the notation of melody, rhythm, and basic harmony, including scales, intervals, triads, and harmonization of simple melodies. This course is for both non-music majors and those preparing for Music Theory I. (F,S,Su,O)

MOTR MUSC 101 Music Fundamentals

MSC103 Music Theory I   4

Prerequisites: High school music theory or MSC101, and reading proficiency

Music Theory I begins sight singing and aural training and introduces rhythm, intervals, scales, melody, harmony, triads and their inversions, and non-harmonic tones. This course is required for music majors. (F)

MSC104 Music Theory II   4

Prerequisites: MSC103 and reading proficiency

Music Theory II continues development in sight singing and aural perception. This course also studies secondary triads, seventh chords, and harmonic analysis and introduces secondary dominant chords and elementary modulation. Music Theory II is required for music majors. (S)

MSC126 Community Chorale   1

Prerequisite: None

Community Chorale is a large mixed chorus composed of mostly community singers with some high school and college students. Community Chorale performs a variety of music and is open to all students. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

MSC131 Music Appreciation   3

Prerequisite: Reading proficiency

Music Appreciation is a study of selected composers and representative examples of their music from the medieval period to the present with emphasis on active listening to enable understanding, appreciation, and discussion of music. Music Appreciation is designed for non-music majors. (F,S,Su,O)

MOTR MUSC100 Music Appreciation

MSC133 Jazz Appreciation   3

Prerequisite: Reading proficiency

Jazz Appreciation is a survey of the stylistic and historical elements of jazz. This course is also the aural analysis of significant musical qualities and influential musicians of the different periods of jazz. Jazz Appreciation is designed for non-music majors. (F,S,O)

MOTR MUSC100J Music Appreciation - Jazz

MSC135 History of Rock and Roll   3

Prerequisite: Reading proficiency

History of Rock and Roll is a survey of the major trends, styles, and genres of rock music and its roots from the 1940s to the present day. This course will also focus on concurrent historical and cultural influences that shaped the music, with attention given to those artists and groups who have proven to be of the most enduring significance. History of Rock and Roll is designed for non-music majors. (F,S)

MOTR MUSC100RP Music Appreciation – Rock/Pop

MSC137 World Music   3

Prerequisite: Reading proficiency

World Music involves the study of international music introducing students to the music of high cultures outside the limits of urban European art music through discussion, performance, and observation. The emphasis is on developing listening skills. This class is directed to non-majors, but music majors may enroll. (F)

MOTR MUSC102 World Music

MSC144 Woodwind 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)

MOTR PERF102B Music Performance - Band

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)

MOTR PERF102B Music Performance - Band

MSC146 Percussion Ensemble   1

Prerequisites: Proficiency in playing at least one percussion instrument; audition required

Percussion Ensemble studies and performs on a variety of percussion instruments using various ethnic, classical, and contemporary percussion ensemble repertoires. Percussion Ensemble is open to all students. (F,S)

MOTR PERF102B Music Performance - Band

MSC152 Wind Ensemble 1

Prerequisite: Proficiency in playing at least one band instrument as determined by the instructor during the first rehearsal or at a scheduled audition time.

Wind Ensemble involves the study and public performance of the highest quality band literature available at an appropriate level of college performance. Wind Ensemble will perform two concerts per semester at the college. Wind Ensemble may also perform at various community functions as determined each semester. Wind Ensemble is open to all students and community members, contingent upon director's approval. (F,S)

MOTR PERF102B Music Performance - Band

MSC161 Class Piano I 2

Prerequisites: Permission of instructor and reading proficiency

Class Piano I is for the beginner and includes note reading, scales, and music theory designed to build basic piano proficiencies for music majors. This course is required for all music majors, except piano majors. Class Piano I is open to non-music majors with instructor approval. (F,S)

MSC162 Class Piano II 2

Prerequisites: MSC161 or instructor approval, and reading proficiency

Class Piano II is a continuation of Class Piano I and continues to build basic proficiencies for music majors. Class Piano II adds chord reading and transposition. This course is required for all music majors, except piano majors. Class Piano II is open to non-music majors with instructor approval. (F,S)

MSC163 Voice Studio Class 1

Prerequisite: None
Corequisite: MSA171, MSA181, MSA271, or MSA281

Voice Studio Class is a weekly required lab/performance class for all students enrolled in Applied Voice Lessons. Each week, students will perform memorized vocal repertoire in front of their peers to gain onstage experience in a positive environment, receive constructive criticism related to improving upon the tenets of singing: posture, breath control, tone development, technique and diction, as well as the interpretation of text and acting. Repertoire for Voice Studio Class will be assigned during Applied Voice Lessons. Voice Studio Class is only for students enrolled in Applied Voice Lessons and is required for students enrolled in Applied Voice Lessons I, II, III, and IV. (F,S)

MSC168 Jazz Improvisation I 2

Prerequisites: Understanding of basic music theory, proficiency at playing a musical instrument, and reading proficiency

Jazz Improvisation I introduces materials and practices in extemporaneous performance. This course introduces aural and analytical approaches in the standard jazz repertoire and contains historical context of improvisational techniques. (F,S)

MSC169 Jazz Improvisation II 2

Prerequisites: MSC168 or equivalent, and reading proficiency

Jazz Improvisation II is a continuation of Jazz Improvisation I. This course studies jazz improvisatory playing with increased concentration on performance and includes detailed harmonic analysis of standard jazz literature. Jazz Improvisation II also introduces advanced melodic concepts and contains historical context of improvisational techniques. (F,S)

MSC203 Music Theory III 4

Prerequisites: MSC104 and reading proficiency

Music Theory III further develops sight singing and aural skills. This course continues the study of secondary dominant chords with introduction to altered dominant, augmented sixth chords, and other chromatic harmony. Music Theory III also covers harmony through its application to music literature of various style periods. Music Theory III is required for all music majors. (F)

MSC204 Music Theory IV 4

Prerequisites: MSC203 and reading proficiency

Music Theory IV is advanced study in sight singing and aural perception. This course also further studies chromatic harmony, contemporary musical practice and techniques, and elementary formal analysis. Music Theory IV is required for all music majors. (S)

MSC231 Music Literature: Before 1750 3

Prerequisites: MSC103 or equivalent, and reading proficiency

Music Literature: Before 1750 covers the development of Western Civilization music from the time of the ancient Greeks through the Baroque and Pre-Classical periods. This course is required for all music majors. (S)

MOTR MUSC 103 Music History I

MSC232 Music Literature: After 1750 3

Prerequisites: MSC103 or equivalent, and reading proficiency

Music Literature: After 1750 covers the musical literature of the Classical, Romantic, and Modern eras. This course is required for all music majors. (S)

MOTR MUSC 104 Music History II

MSC235 Conducting I 3

Prerequisite: Reading Proficiency
Pre-/Corequisite: MSC103

Conducting I will cover the basic concepts of ensemble conducting. This includes basic conducting patterns, cueing and other physical conducting skills, score reading and analysis, and musical interpretation/expression.(F)

MSC241 Small Jazz Combo   1

Prerequisite: Proficiency at playing a musical instrument common to the small jazz idiom; an audition may be required Small Jazz Combo is the study and performance of the small jazz group repertoire. Concurrent enrollment in Jazz Improvisation I or Jazz Improvisation II is encouraged. Small Jazz Combo is open to all students. (F,S)

MOTR PERF102B Music Performance - Band

MSC248 Chamber Choir   1

Prerequisite: Instructor permission required. Students must also be concurrently enrolled in MSC259. Auditions take place during MSC259.
Chamber Choir is a small select mixed ensemble composed of college students who are currently enrolled in the Concert Chorale. Chamber Choir performs a variety of music and placement is determined by audition starting on the first day of Concert Chorale. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

MSC251 Jazz Ensemble   1

Prerequisite: Proficiency at playing a musical instrument common to the big band idiom Jazz Ensemble provides for the study and performance of big band jazz literature. Proficiency at playing a musical instrument common to the big band idiom required. Jazz Ensemble performs a public concert each semester. Audition required. (F,S)

MOTR PERF102B Music Performance - Band

MSC259 Concert Chorale   1

Prerequisite: Audition during or before the first week of classes. Students must be able to demonstrate the ability to match pitch and to sing a simple melody without assistance. Concert Chorale is a large mixed chorus composed of college students currently enrolled at Jefferson College. Concert Chorale performs a variety of music and is open to all students contingent upon audition results. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

MOTR PERF102B Music Performance - Band

MSC261 Clas Piano III   2

Pre-/Corequisite: Reading
Prerequisite: MSC162 Class Piano II or instructor approval Class Piano III is a continuation of Class Piano II and will prepare students to take piano proficiency exams as part of their transfer process to the university. Class Piano III expands on the development of chord progressions and extended chords. Class Piano III also includes choral score reading, accompaniment, harmonizing melodies, and transposition. (F,S)

MTH002 Beginning Algebra   3

Pre-/Corequisite: Reading Proficiency
Prerequisite: Math requirement met by one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 175+ within five years
- ACT Math 16+ within two years
- JC Algebra Skills 20-79 within two years
- Accuplacer: Arithmetic 60+ within two years
- Accuplacer: Elementary Algebra 31-74 within two years
- Accuplacer Next Gen: Arithmetic 230+ within two years

Beginning Algebra is designed for the student who has had no prior instruction in algebra. The student will work with operations of signed numbers, exponents,rational expressions, graphs, and linear equations. Beginning Algebra is not applicable toward the associate degree. (F,S,Su,O)

MTH084 Elementary Algebra   4

Pre-/Corequisite: Reading Proficiency
Prerequisite: Math requirement met by one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 175+ within five years
- ACT Math 16+ within two years
- JC Algebra Skills 20-79 within two years
- Accuplacer: Arithmetic 60+ within two years
- Accuplacer: Elementary Algebra 31-74 within two years
- Accuplacer Next Gen: Arithmetic 230+ within two years

Elementary 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. Elementary Algebra is not applicable toward the associate degree. (F,S,Su,O)

MTH091 Support for Survey of College Mathematics   3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 165+ within seven years
- JC Non-STEM math 20-49 within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- MTH002 or MTH084 completed with a "B" or "C"

Corequisite: MTH 131

Support for Survey of College Math is taken concurrently with MTH131 Survey of College Math to give students additional practice with the numerical, algebraic, and study skills necessary for successful, independent completion of Survey of College Math. (F, S)

MTH092 Support for Introductory Statistics   3

Prerequisites: Reading proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 165+ within seven years
- JC Non-STEM math 20-49 within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- MTH002 or MTH084 completed with a "B" or "C"

Corequisite: MTH132

Support to Introductory Statistics is taken concurrently with MTH132 Introductory Statistics to give students additional practice with the numerical, algebraic and study skills necessary for successful, independent, completion of Introductory Statistics. (F,S)

MTH094 Support for College Algebra   3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 165+ within seven years
- JC STEM math 0-49 within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- MTH002 or MTH084 completed with a "B" or "C"

Corequisite: MTH134

Support for College Algebra is taken concurrently with MTH134 College Algebra to give students additional practice with the numerical, algebraic, and study skills necessary for successful, independent completion of College Algebra. (F,S,Su)

MTH105 Industrial Math   3

Pre-/corequisite: Reading proficiency
Industrial Math examines basic math skills including fractions, decimals, and trigonometric functions. Industrial Math is not applicable toward the Associate of Arts degree. (F,S)

MTH110 Introductory Algebra   3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 165+ within five years
- ACT Math 16+ within two years
- JC STEM math 0-49 within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Arithmetic 230+ within two years
- MTH001 completed with a "B" or better

Introductory Algebra is designed for the student who has not necessarily had prior instruction in algebra, and is intended to prepare for successful completion of 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)

MTH121 Technical Mathematics I   3

Pre-/Corequisite: Reading proficiency
Prerequisite: Math requirement met by one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 165+ within five years
- ACT Math 18+ within two years
- JC STEM math 0-49 within two years
- Accuplacer: Elementary Algebra 75+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 or MTH084 completed with a "C" or better

Technical Mathematics I is a study of selected topics from algebra and trigonometry with technical applications. Technical Mathematics I is only applicable toward the Associate of Applied Science degree. (D)

MTH128 Intermediate Algebra   3

Prerequisite: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 165+ within five years
- ACT Math 18+ within two years
- JC STEM math 0-49 within two years
- Accuplacer: Elementary Algebra 75+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 or MTH084 completed with a "C" or better
- MTH110 completed with a "D" or better

Intermediate Algebra continues the development of the algebraic skills introduced in Beginning Algebra. This course counts as an elective toward the Associate of Arts degree. Students may not apply both MTH128 and MTH110 toward graduation. (F,S,Su,O)

MTH130 Structure of the
Real Number System   3

Prerequisite: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 175+ within five years
- ACT Math 22+ within two years
- JC Non-STEM math 50+ within two years
- Accuplacer: Elementary Algebra 107+ within two years
- Accuplacer: College Level Math 44+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
- MTH002 or MTH084 completed with an "A"
- MTH110 or MTH128 completed with a "C" or better
- Concurrent enrollment in MTH131 or higher

Structure of the Real Number System presents topics from algebra within the context of the whole numbers, the integers, the rational numbers, and the real numbers. Students will study topics from algebra which are appropriate for elementary education majors. This course fulfills the mathematics requirement for the Associate of Arts in Teaching degree. (F,S,Su)

MTH131 Survey of College Mathematics   3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- JC Non-STEM math 50+ within two years
- Accuplacer: Elementary Algebra 107+ within two years
- Accuplacer: College Level Math 39+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
- MTH002 or MTH084 completed with an "A" OR one of the following along with concurrent enrollment in MTH091 Support for Survey of College Mathematics
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
- JC Non -STEM math 20+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH084 completed with a "B" or "C"

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)

MOTR MATH 120
Mathematical Reasoning & Modeling

MTH132 Introductory Statistics   3

Prerequisites: Reading Proficiency and one of the following:
- 3.0 High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- JC Non-STEM math 50+ within two years
- Accuplacer: Elementary Algebra 107+ within two years
- Accuplacer: College Level Math 39+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
- MTH002 or MTH084 completed with an "A"
- MTH110 or MTH128 completed with a "C" or better OR one of the following along with concurrent enrollment in MTH092 Support for Introductory Statistics
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
- JC Non-STEM math 20-49 within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH084 completed with a "B" or "C

Introductory Statistics is an introduction to the use of basic tools and methods of probability and statistics. Students will use these tools to describe populations and find their place within them, explore the relationship between related phenomena and use it to make predictions, and determine the likelihood of particular outcomes in given situations. This course will meet the math requirement for the Associate of Arts Degree. Students may not use both MTH132 and MTH168 or both MTH132 and BUS168 toward graduation. (F)

MOTR MATH110 Statistical Reasoning

MTH133 Trigonometry 3

Prerequisites: Reading Proficiency and one of the following:
- ACT Math 22+ within two years
- Accuplacer: College Level Math 52+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH128 completed with a "C" or better

Trigonometry deals with angles, trigonometric and inverse trigonometric functions, solving triangles, vectors, polar coordinates, and complex numbers. Students may not apply both MTH133 and MTH141 toward graduation.
A graphing calculator is required. (F,S)

MTH134 College Algebra 3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- JC STEM math 50+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 245+ within two years
- MTH110 or MTH128 completed with a "C" or better
  OR one of the following along with concurrent enrollment in MTH094 Support for College Algebra
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
- JC STEM math 0-49 within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- MTH002 or MTH084 completed with a "C" or better

College Algebra consists of several non-sequential algebraic topics. The student will explore these topics within the realms of both the real number system and the complex number system. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH134 and MTH141 toward graduation. A graphing calculator is required; calculators with computer algebra systems are prohibited. (F,S,Su,O)

MOTR MATH130 Pre-calculus College Algebra

MTH134H Honors College Algebra 3

Prerequisites: Reading Proficiency, Honors Programs admission, and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- JC STEM math 50+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 245+ within two years
- MTH110 or MTH128 completed with a "C" or better

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. (D)

MOTR MATH130 Pre-calculus College Algebra

MTH141 Precalculus 5

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- JC STEM math 50+ within two years
- Accuplacer: College Level Math 52+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH128 completed with a "C" or better

Precalculus covers the College Algebra and Trigonometry topics required for the Calculus I, II, III sequence. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH141 and MTH133 or both MTH141 and MTH134/134H toward graduation. A graphing calculator is required. (F,S,Su)

MOTR MATH150 PreCalculus

MTH161 Calculus for Business and the Social Sciences 3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 25+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH110 or MTH128 completed with a "C" or better
- MTH134/134H completed with a "C" or better

Calculus for Business and the Social Sciences is an intuitive approach to that part of the calculus that deals with instantaneous rate of change and area under a curve. This course will not serve as a substitute for Calculus I. Students cannot apply both MTH161 and MTH180 toward graduation. Completion of MTH161 may count toward the mathematics requirement for the AA degree, however it is not a CORE42 MOTR course. A graphing calculator is required. (S)

MTH168 Probability and Statistics   3

Prerequisites: Reading Proficiency and one of the following:
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 25+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH134/134H completed with a "C" or better

Probability and Statistics covers descriptive statistics, probability, probability distributions, sampling distributions, and hypothesis testing. Completion of MTH168 may count toward the mathematics requirement for the AA degree, however it is not a CORE42 MOTR course. A graphing calculator is required. (F,S)

MTH172 Linear Algebra   3

Prerequisites: Reading Proficiency and one of the following:
- ACT Math 25+ within two years
- Accuplacer: College Level Math 86+ within two years
- MTH134/134H or MTH141 completed with a "C" or better

Linear Algebra is concerned with the study of matrices, vectors, vector spaces, linear transformations, Eigenvalues, and Eigenvectors. Properties of the matrix and matrix operations are studied to develop it as a means to solve mathematical problems from a linear algebra point of view. This course also covers the matrix as an application to solve problems that arise in other disciplines including Physics, Chemistry, Natural Sciences, and Social Sciences. A graphing calculator is required. (F)

MTH180 Calculus I   5

Prerequisites: Reading Proficiency and one of the following:
- ACT Math 27+ within two years
- Accuplacer: Trigonometry 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 265+ within two years
- MTH141 completed with a "C" or better

Calculus I covers limits, continuity, differentiation, and integration. A graphing calculator is required. Students may not apply both MTH161 and MTH180 toward graduation. Completion of MTH180 may count toward the mathematics requirement for the AA degree, however it is not a CORE42 MOTR course. (F,S,Su)

MTH185 Calculus II   5

Prerequisites: MTH180 completed with a "C" or better and reading proficiency

Calculus II is a continuation of Calculus I. The student will study transcendental functions, techniques of integration, infinite series, and conic sections. A graphing calculator is required. (F,S)

MTH201 Calculus III   5

Prerequisites: MTH185 completed with a "C" or better and reading proficiency

Calculus III is a continuation of Calculus II. The student will study vectors in two and three dimensions and calculus of several variables. A graphing calculator is required. (F,S)

MTH205 Differential Equations   3

Prerequisites: MTH185 completed with a "C" or better and reading proficiency

Differential Equations covers various classical methods for solving differential equations. This course is designed for students pursuing a degree in Mathematics or Engineering. A graphing calculator is required. (S)

MTT108 Industrial Blueprint Reading   3

Pre-/corequisite: Reading proficiency

Industrial Blueprint Reading examines how to accurately read a variety of blueprint types and to select, sketch, and dimension views needed by the manufacturer, toolmaker, or machinist. (D)

MTT116 Dimensional Metrology   3

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)

OTA110 Physical Dysfunction in Occupational Therapy I   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 I   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)

OTA127   Activity Analysis   3

Prerequisites: Admission into the Occupational Therapy Assistant program, and reading proficiency
Corequisites: OTA100, OTA110, OTA111, and OTA120

Activity Analysis will focus on the activity analysis of occupations and crafts through the lens of the Occupational Therapy Practice Framework: Domain and Process (current edition). In addition, the course will offer opportunities to demonstrate therapeutic use of self, clinical reasoning, explaining to others the distinct nature of occupation and the evidence that occupation supports in performance, participation, health, and well -being, intervention techniques used for remediation, compensation, assessing, grading, modifying, and engaging in the teaching and learning process. (S)

OTA128 Physical Dysfuntion in Occupational Therapy II   3

Prerequisites: Admission into the Occupational Therapy Assistant program, OTA100, OTA111, OTA127, OTA120
Corequisites: OTA129, OTA130, OTA131, OTA140, OTA150

Physical Dysfunction in Occupational Therapy II is a second semester continuation of OTA110 Physical Dysfunction in Occupational Therapy I. Students will learn concepts related to evaluation and observation of deficits in sensation, perception, and cognition, intervention for disturbances in cognition and perception, hand splinting, interventions for visual and other sensory dysfunction, and neurotherapeutic approaches to treatment. In addition, students will learn the role of occupational therapy services in relation to the following conditions and diagnoses: cerebrovascular accident, traumatic brain injury, degenerative diseases of the central nervous system, spina cord injury, neurogenic and myopathic dysfunction, arthritic diseases, acute hand injuries, hip fractures and lower extremity joint replacement, burns, amputation and prosthetics, cardiac dyfunction, chronic obstructive pulmonary diseases, oncology, HIV infection, and AIDS. (F)

OTA129 Physical Dysfuntion in Performance Skills II   2

Prerequisite: Admission into the Occupational Therapy Assistant Program OTA100, OTA110, OTA111, OTA127 Activity Analysis, OTA120
Corequisites: OTA128,OTA130, OTA131, OTA140, OTA150

Physical Dysfunction Performance Skills II is a second semester continuation of OTA111 Physical Dysfunction Performance Skills I. Students will apply concepts related to evaluation and observation of deficits in sensation perception, and cognition, intervention for disturbances in cognition and perception, hand splinting, interventions for visual and other sensory dysfunction, and neurotherapeutic approaches towards the roles of the OTA when working with patients and/or populations in physical disability settings. In addition, students will apply their knowledge towards intervention strategies in relation to the following conditions and diagnoses in which the OTA would typically encounter in physical disability settings: cerebrovascular accident, traumatic brain injury, degenerative diseases of the central nervous system, spinal cord injury, neurogenic and myopathic dysfunction, arthritic diseases, acute hand injuries, hip fractures and lower extremity joint replacement, burns, amputation and prosthetics, cardiac dysfunction, chronic obstructive pulmonary diseases, oncology, HIV infection, and AIDS. (F)

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)

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)

OTA221 Older Adult Interventions   5

Prerequisite: Admission into the Occupational Therapy Assistant program, OTA100, OTA111, OTA127, OTA128, OTA129, OTA130, OTA140, and OTA150
Corequisite: OTA210, OTA211, OTA220 and OTA160

Older Adult Interventions will focus on interventions for older adult populations to include: theories, models of practice, frames of reference, areas of occupation, promotion of health, wellness, and prevention of disease, the disease process, therapeutic use of self, safety, clinical reasoning, contribution to the evaluation process under the supervision of the occupational therapist, use of assistive technology, community mobility, assessing grading, and modifying environments and processes, inter and intraprofessional collaboration, demonstrating principles of the teaching and learning process, collaboration with the client to assess their needs, recognizing the need to refer to specialists, and implementing a discharge plan under the direction of the occupational therapist to guide intervention for older adult populations. (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)

PAR200 Paramedic Advanced Care and Terminology   4

Prerequisites: 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)

PAR205 Paramedic Pharmacology   4

Prerequisites: 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)

PAR210 Paramedic Medical Emergencies   3

Prerequisites: 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)

PAR215 Paramedic Advanced Cardiology   4

Prerequisites: 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 Heath Association standards. (F)

PAR220 Paramedic Clinical Practicum I   4

Prerequisites: 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)

PAR225 Paramedic Internship I   1

Prerequisites: 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)

PAR230 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 lean to identify life threatening and non-life threatening traumatic emergencies by assessment and evaluation, as well as the proper treatment and transport. (S)

PAR235 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 medial and traumatic concerns. The course will cover abuse and assault in patients at risk including the reporting requirements. (S)

PAR240 Paramedic Ambulance Operations   2

Prerequisites: 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)

PAR245 Paramedic Clinical Practicum II   4

Prerequisites: PAR200, PAR205, PAR 210, PAR215, PAR220, PAR225, reading proficiency; current American Heart Association CPR for the Healthcare Provider certification; and current Missouri EMT license. A criminal background check must also be completed, and the following current immunizations are required: MMR, PPD, Flu, Hepatitis B series, Tdap, and Varicella series.

Corequisites: PAR230, PAR235, PAR 240, PAR 245, PAR 250

Paramedic Clinical Practicum II provides the student clinical rotations in designated area of contracted hospitals. The student is expected to perform specific skills on a minimum number of patent contacts during the clinical rotation of the designated hospital areas. Scheduled clinical rotations include contracted general medical hospitals/medical centers and pediatric hospitals. (S)

PAR250 Paramedic Internship II 4

Prerequisites: 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)

PAR255 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 hours of scheduled ambulance rotation performing as the paramedic team leader. The student will be required to perform 50 team leads; 35 Advanced Life Support (ALS) calls (must include an Electrocardiogram (ECG), oxygen therapy, intravenous therapy, and drug therapy) and 15 Basic Life Support (BLS) calls. The student may need to ride additional hours to satisfy the requisite patient contacts. The student is also required to complete reports and receive preceptor evaluations following the scheduled ambulance rotation. (Su)

PHL101 Logic 3

Prerequisite: Reading proficiency
Logic is an introduction to critical reasoning. This course covers both informal and formal logic. Informal logic involves advertising techniques, political speech, critical analysis of research sources, and decision-making theory. Formal logic involves long and short truth tables and formal systems of deductive reasoning. (F,S,O)

MOTR PHIL101 Introduction to Logic

PHL102 Introduction to Philosophy 3

Prerequisite: Reading proficiency
Introduction to Philosophy is a historical survey of major Western thinkers beginning with the Ancient Greeks. This course looks at timeless questions concerning truth, beauty, reality, justice, logic, ethics, and the existence of God. (F,S,O)

MOTR PHIL100 Introduction to Philosophy

PHL102H Honors Introduction to Philosophy 3

Prerequisites: Honors Program admission and reading proficiency
Honors Introduction to Philosophy is a historical survey of major Western thinkers beginning with the Ancient Greeks. This course looks at timeless questions concerning truth, beauty, reality, justice, logic, ethics, and the existence of God. As an Honors course, extensive in-class participation is required of all students. Students cannot apply both PHL102 and PHL102H toward graduation. (S)

MOTR PHIL100 Introduction to Philosophy

PHL110 Old Testament 3

Prerequisite: Reading Proficiency
Old Testament is an introductory course which examines the history, literature, philosophy, and significance of the Hebrew Scriptures. (F)

PHL111 New Testament 3

Prerequisite: Reading proficiency
New Testament is an introductory course which examines the philosophy, history, and cultural significance of the Christian Scriptures. (S)

PHL201 World Religions 3

Prerequisite: Reading proficiency
World Religions is a comparative religions course which considers the major faiths of the world: Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Daoism. (F,S,O)

MOTR RELG100 World Religions

PHL202 Ethics 3

Prerequisite: Reading proficiency
Ethics examines theoretical and practical questions of right and wrong. This course includes a survey of major theories of ethics as well as an examination of contemporary ethical issues such as censorship, animal rights, warfare, the death penalty, affirmative action, and economic justice. (F,S)

MOTR PHIL102 Introduction to Ethics

PHL202H Honors Ethics   3

Prerequisites: Honors Program admission and reading proficiency

Honors Ethics 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. Students cannot apply both PHL202 and PHL202H toward graduation. (F)

MOTR PHIL102 Introduction to Ethics

PHL203 Medical Ethics   3

Prerequisite: Reading proficiency

Medical Ethics is a study of contemporary issues in health care ethics. Students will become familiar with major theories of ethics and justice. They will learn about health care code of ethics, classic cases in the recent history of medical ethics, and ongoing disputes about topics such as abortion, euthanasia, resource allocation, patient rights, research on human subjects, and reproductive technologies. (F,S,O)

PHL204 Business and Professional Ethics   3

Prerequisite: Reading proficiency

Business and Professional Ethics will involve 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, among other topics. Business and Professional Ethics will require tests and activities demonstrating understanding of the principles ethical business practices and several short essays demonstrating proficiency in the subject. (F,S,O)

MOTR PHIL 102P Introduction to Ethics - Business and Professional

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)

MOTR PHYS110L Essentials in Physical Sciences with Lab

PHY102 Topics in the Physical Sciences   3

Prerequisite: Reading proficiency

Topics in the Physical Sciences is a lecture-discussion course which focuses on application of scientific principles to current human concerns and interests. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S,Su,O)

MOTR PHYS110 Essentials in Physical Sciences

PHY105 Physical Geology   4

Prerequisite: Reading proficiency

Physical Geology is a general education course which is designed to acquaint students with the geologic processes that affect the surface and interior of the earth. Laboratory time is required. Two Saturday six-hour field trips are included as part of the laboratory. (S)

MOTR GEOL100L Geology 100L Geology with Lab

PHY106 Introduction to Astronomy   4

Prerequisite: Reading proficiency

Introduction to Astronomy is a general education course which is designed to acquaint students with the structure of our solar system and the universe. Laboratory time is required. Two four-hour observation nights are included as part of the laboratory. (F,O)

MOTR ASTR100L Astronomy with Lab

PHY111 Elementary College Physics I   5

Prerequisites: Satisfactory completion of three units of high school mathematics, or MTH121, or MTH133 and MTH134/134H, or MTH141, and reading proficiency

Elementary College Physics I is a fundamental course dealing with mechanics, sound, electricity, magnetism, light, and the structure of matter. Laboratory time is required (F)

MOTR PHYS 150L Physics I with Lab

PHY112 Elementary College Physics II   4

Prerequisites: PHY111 with a grade of "C" or better and reading proficiency

Elementary College Physics II is an advanced study of topics from Elementary College Physics I. This course is algebra-based and is designed to meet requirements of students majoring in health professions including pre-medicine. Laboratory time is required. (S)

PHY223 General Physics I   5

Prerequisites: MTH180 with a grade of "C" or better and reading proficiency. MTH180 may be taken concurrently under special circumstances requiring instructor approval.

General Physics I is the first course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is a rigorous study of topics in kinematics, dynamics, and thermodynamics. Laboratory time is required. General Physics I fulfills the computer literacy graduation requirement for Associate of Science degree-seeking students. (F,S)

MOTR PHYS200L Advanced Physics I with Lab

PHY224 General Physics II   5

  Prerequisites: PHY223 and MTH185 (both courses must
be completed with a grade of "C" or better) and reading
proficiency

General Physics II is the second course in the physics
sequence for all physics, chemistry, mathematics, and pre-
engineering majors and is an in-depth study of electricity
and magnetism, light, and waves. Laboratory time is
required. This course is required for the Associate of
Science degree. (S)

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

  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 48 hours of external clinical
practice in a variety of health care settings. (F,S)

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   1.5

  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   5

Prerequisites: PNE141 with a grade of "B" or better, Successful completion of PNE142 and reading proficiency

Maternal and Child Nursing is designed to assist the student to develop nursing concepts and skills in a family-centered nursing approach while focusing on the health concerns, and growth and development of a new family and growing children. In addition to the classroom, students will complete 48 hours of clinical rotation in an obstetrical setting. (F,S)

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)

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)

PSC001 Missouri Higher Education Civics Achievement Examination   0

Prerequisite: None

Successful completion of the exam within this course will fulfill the Missouri Higher Education Civics Achievement Examination graduation requirement as outlined by Missouri Law 170.013 which applies to all students entering a public institution after July 2019. (O)

PSC100 Missouri Constitutional Government 1

Prerequisite: Reading proficiency

Missouri Constitutional Government is a study of the U.S. and Missouri Constitutions. The focus is on the principles and government institutions of both the State and Federal Constitutions. (F,O)

PSC102 U.S. and Missouri Governments and Constitutions   3

Prerequisite: Reading proficiency

U.S. and Missouri Governments and Constitutions examines the U.S. and Missouri Constitutions including their impact on federal, state, and local government structure and power. Focus is on citizen and group efforts to influence government policies. This course fulfills the Missouri and U.S. Constitutions requirement. (F,S,Su,O)

MOTRANSFER GUARANTEED   MOTR POSC101 American Government

PSC102H Honors U.S. and Missouri Governments and Constitutions   3

Prerequisites: Honors Program admission and reading proficiency

Honors U.S. and Missouri Governments and Constitutions examines the U.S. and Missouri Constitutions including their impact on federal, state, and local government structure and power. Focus is on citizen and group efforts to influence government policies. This course fulfills the Missouri and U.S. Constitutions requirement. Students cannot apply both PSC102 and PSC102H toward graduation. (S)

MOTRANSFER GUARANTEED   MOTR POSC101 American Government

PSC103 Current Political Issues   3

   Prerequisite: Reading proficiency

Current Political Issues focuses on government policies in a variety of areas and their impact on individuals. Policies will include environmental, civil liberties, civil rights, economic, tax, business-government relations, foreign policy, and domestic issues such as health, welfare, education, crime, and others. (F,S,Su,O)

PSC155 International Relations   3

   Prerequisite: Reading proficiency

International Relations is a survey of current international politics including economic, military, and other relations between nations. This course also includes the role of international organizations, multinational corporations, and other non-government actors emphasizing the analysis of why nations and other actors pursue particular policies. (S,O)

MOTR POSC201 International Relations

PSC202 Introduction to Comparative Politics   3

Pre-/corequisite: Reading Proficiency

Introduction to Comparative Politics introduces students to political life outside the United States. The course uses a comparative method to examine the political structures, political economies and demographic issues of nine comparative states. Comparative politics covers a range of topics including the formation of the nation-state, democracy, authoritarian governments and the role of political parties in each state studied. (D)

MOTR POSC 202 Introduction to Comparative Politics

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)

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 reviews the scientific study of behavior and mental processes found in humans and animals. This course includes a survey of the fundamental concepts, principles, historical trends, figures, theories, overarching themes, research design, pivotal empirical findings, and applications in psychology. Students will develop knowledge of psychology's major content domains of neuroscience, consciousness, cognition, memory, learning, social, personality, emotion, multicultural, abnormal, health, and psychotherapies. (F,S,Su,O)

MOTR PSYC100 General Psychology

PSY101H Honors General Psychology   3

   Prerequisites: Honors Program admission and reading proficiency

Honors General Psychology, taught in a seminar format, reviews the scientific study of behavior and mental processes found in humans and animals. This course includes a survey of the fundamental concepts, principles, historical trends, figures, theories, overarching themes, research design, pivotal empirical findings, and applications in psychology. Students will develop knowledge of psychology's major content domains of neuroscience, consciousness, cognition, memory, learning, social, personality, emotion, multicultural, abnormal, health, and psychotherapies. Students cannot apply both PSY101 and PSY101H toward graduation. (F)

MOTR PSYC100 General Psychology

PSY120 Applied Psychology   3

   Prerequisites: PSY101(H) with a "C" or better 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(H) with a "C" or better and reading proficiency

Child Development examines the physical, cognitive and psychosocial development of the individual from preconception to the emergence of adolescence. (S,O)

PSY202 Adolescent Psychology   3

  Prerequisites: PSY101(H) with a "C" or better and reading proficiency

Adolescent Psychology examines the physical, cognitive, and psychosocial development of the individual from puberty through emerging adulthood. (F,O)

PSY205 Life Span Human Development   3

  Prerequisites: PSY101(H) with a "C" or better and reading proficiency

Life Span Human Development examines the physical, cognitive, and psychosocial development of the individual from pre-conception through adult aging and end of life. (F,S,Su,O)

MOTR PYSC200 Life Span Human Development

PSY215 Social Psychology   3

  Prerequisites: PSY101(H) or SOC101(H) with a minimum grade of a "C" and reading proficiency

Social Psychology examines the behavioral, cognitive, and affective components of individuals in their social environments. Specific topics including person perception, social judgments, nonverbal communication, attitude formation and change, conformity and obedience, interpersonal relationships and attraction, prejudice and discrimination, and group behavior will be explored. (F,S)

PSY225 Abnormal Psychology   3

  Prerequisites: PSY101(H) with a "C" or better and reading proficiency

Abnormal Psychology is a survey of psychological disorders focused on symptoms and diagnostic criteria with a review of prevalence, etiology, prevention, and psychotherapy. Includes an overview of historical/sociocultural definitions, research methods, ethical/legal issues, assessment, and classification of psychopathology. (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   2

  Pre/Co-requisite: BIO211 or PTA100 with a grade of "B" or better

This course presents foundational information to students applying to the PTA Program. Students 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, practice settings, communication between the physical therapist (PT) and PTA and between the PTA and patient, the American Physical Therapy Association (APTA), basic legal, ethical, and payment standards, physical therapy documentation, medical and physical therapy terminology, evidence-based practice, and leadership and lifelong learning options. (F)

PTA112 Kinesiology   3

  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   3

  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

This course 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 mobility, strength, flexibility, balance, and aerobic capacity. These principles and specific exercise interventions are applied to and practiced on the trunk, upper, and lower extremities. Joint mobilization and aquatic therapy are also presented. 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)

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)

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)

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)

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)

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)

RAD101 Radiation Protection   2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiation Protection provides an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. (F)

RAD105 Introduction to Radiography   1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Introduction to Radiography provides the student with an overview of Radiologic Technology and its role in health care delivery. Students will be oriented to the academic and administrative structure of the program, radiographer role and responsibility, and to the profession as a whole. (F)

RAD111 Image Evaluation   2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Image Evaluation provides the student with the knowledge and skills necessary to perform radiologic procedures for the chest, abdomen, and extremity studies in both adult and pediatric patients in routine, trauma, and mobile situations. The utilization of anatomical landmarks, body planes and line, and film size are reinforced. Practice of radiation protection standards, positioning, exposure factors, and radiographic critique will be utilized in a simulated setting. (F)

RAD115 Radiographic Positioning I   3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning I consists of lecture and practicum in routine radiographic procedures for the chest, abdomen, and extremity studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

RAD125 Radiographic Positioning II   3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning II consists of lecture and practicum in routine radiographic procedures for the lower extremities, pelvis, thorax, and spine as well as contrast studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

RAD130 Patient Care Management 2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Patient Care Management focuses on technological and assessment skills and concepts required to build a foundation for holistic care of patients. The student gains a beginning understanding of the nurse's responsibilities as a member of the interdisciplinary healthcare team so to apply that understanding to the diagnostic imaging environment. Instruction will introduce the basic concepts of cultural and legal aspects of patient care, vital signs, medical asepsis and infection control, hygiene, body mechanics and mobility, safety, documentation, evaluation of physical needs, and surgical asepsis. (F)

RAD135 Radiographic Positioning III 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning III consists of lecture and practicum in routine and trauma radiographic procedures for skull, facial bone, and sinus studies using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

RAD140 Radiographic Exposures 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Exposures introduces the student to the fundamental principles of radiographic exposure: radiation production, equipment function, collimation and filtration of the beam, control of secondary radiation, and automatic processing technique. In addition, the application of anatomical and pathological conditions affecting image quality will be addressed. (F)

RAD145 Radiographic Positioning IV 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning IV consists of lecture and practicum in advanced imaging techniques and approaches for imaging adult, pediatric, and geriatric trauma/emergency radiography, routine pediatric studies, angiographic and interventional procedures, digital imaging and computer tomography as well as mobile and operating room equipment and procedures using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

RAD150 Cross-Sectional Anatomy 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Cross-Sectional Anatomy introduces application techniques, image formation, computer anatomy, and picture archiving of digital imaging. Processing and computer tomography concepts are presented. Fundamental study of the human anatomy including bones, organs, vessels, and tissues in cross-section will be conducted. Specific procedures imaged for the head, brain, neck, thorax, abdomen, and pelvis will be addressed. A general review of scanning protocol, patient preparation, and evaluation of radiographic image quality will be discussed. Knowledge of cross-sectional anatomy will lead to a greater understanding of modalities such as CT, MRI, and ultrasound. (S)

RAD155 Radiographic Biology 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Biology provides an overview of the principles of the interaction of radiation on the human body. Radiation effects on molecules, organisms, and factors affecting biological response, and acute and chronic effects of radiation are discussed. This course will also review radiation protection measures. (F)

RAD160 Radiographic Physics 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Physics provides the student with the principles of x-ray generation and use, including the mathematical, electrical, chemical, and physical concepts necessary for x-ray production and beam characteristics. An introduction to the x-ray equipment, instrumentation and control, and the unit of measure is provided. An analysis of production and measurement of radiation, interaction with matter and film, the study of x-ray tubes, rating charts, and x-ray circuits will be presented. (S)

RAD165 Radiographic Pharmacology 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Pharmacology covers the fundamentals of pharmacology including drug absorption, metabolism, and excretion responses for selected drugs and contrast media used in radiology and radiographic procedures. The desired effects, mechanism of actions, and adverse effects of contrast media on the human body are discussed. An introduction to venipuncture is included. (F)

RAD170 Radiographic Pathology 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Pathology is an introduction to the basic nature and cause of disease, radiographic manifestation of disease processes and acute injury, and their related radiographic significance. (S)

RAD176 Image Intensification and QA/QC 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Image Intensification and QA/QC provides the student with the knowledge of x-ray equipment routinely utilized to produce diagnostic images as well as the quality control measures pertaining to them. An overview of various recording media and image intensification units used in radiology will be discussed. This course also provides the student with the principles of a Quality Management program including theory, tools, procedure, digital Imaging equipment, and assessment of images. (F)

RAD182 Introduction to Quality Assurance and Advanced Imaging Modalities 1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Introduction to Advanced Imaging Modalities provides an overview of the basic understanding and operation of various imaging modalities. Advanced imaging modalities including computed tomography, digital radiography, ultrasound, magnetic resonance imaging, mammography, special procedures, interventional, nuclear medicine, radiation therapy, and bone densitometry will be discussed. (S)

RAD185 Radiography Curriculum Review and Professional Development 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiography Curriculum Review and Professional Development provides the student with a general review of all previous coursework through multiple examinations on concepts in radiation protection, patient care management, radiographic procedures, image production, and equipment operation, so as to prepare the student for the national registry exam. This course also discusses matters involving current trends in imaging, career options, the importance of critical thinking skills to the profession, and professionalism of registered Radiologic Technologists. (S)

RAD190 Radiologic Technology Independent Study 1-3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiologic Technology Independent Study is a course designed to give the student the opportunity to study and be tested on specific areas of radiologic technology in which they may be interested. This self-paced course is designed to assist the radiologic technology student to obtain a deeper education in the selected area of the radiologic sciences including, but not limited to, CT, MRI, nuclear medicine, radiation therapy, and ultrasound career paths. Students have the opportunity to repeat this course as many times as they would like. (F,S,Su)

RAD200 Clinical Practicum I 3

Prerequisites: 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)

RAD210 Clinical Practicum II 2

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)

RAD220 Clinical Practicum III 2

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)

RAD230 Clinical Practicum IV 4.5

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)

RAD240 Clinical Practicum V 4.5

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)

RAD250 CT Registry Review 3

Prerequisites: Registered Radiologic Technologist through the American Registry of Radiologic Technologists (ARRT) or second year Radiologic Technology student in their final semester of an accredited program.
CT Registry Review is designed to provide an ARRT Registered Radiologic Technologist the structured educational requirements needed to be eligible to take their ARRT post-secondary Computed Tomography (CT) registry. Each of the four content areas for the ARRT exam will be covered, including: patient care, safety, image production, and procedures.

RAD260 MRI Registry Review 3

Prerequisite: Must be a Radiologic Technologist through the American Registry of Radiologic Technologists (ARRT) or a second year Radiologic Technology student in the final semester of an accredited program.
MRI Registry Review is designed to provide an ARRT Registered Radiologic Tecnologist the structured educational requirements needed to be a eligible to take their ARRT post-secondary Magnetic Resonance Imaging (MRI) registry exam. Each of the four content areas for the ARRT exam will be covered, including: patient care, safety, image production, and procedures. (S)

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,S)

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 Adult Health Nursing I 6

Prerequisites: Admission to the Jefferson College Nursing Program Level II/RN and reading proficiency
Adult Health Nursing I is the first of two courses designed for students utilize clinical reasoning abilities and critical thinking in relation to the health care continuum of the adult client. This course transitions students from Practical Nursing to Professional Nursing related to nursing care of adults with alterations in selected body systems. (F,S)

RNR250 Adult Health Nursing II   6

Prerequisites: RNR230 with a grade of "B" or better and reading proficiency

Adult Health Nursing II is the second of two courses designed for students to continue to build clinical reasoning and critical thinking skills in relation to the professional nursing care of adults with alterations in selected body systems. This course is a continuation of RNR230 Adult Health Nursing I. (F,S)

RNR260 Capstone Professional Nursing   4

Prerequisites: RNR250 (all courses must be completed with a grade of "B" or better); reading proficiency

Capstone Professional Nursing explores the role, responsibility, leadership, management, cultural, ethical, and legal issues of the registered professional nursing (RN) role. The course provides an opportunity for students in the final semester of the program to transition from student to the graduate RN role. In addition to the classroom, students complete a 72 hour clinical preceptorship and a four day live review courses. (S,Su)

RNR262 Professional Nursing Global Studies 4

Prerequisites: RNR250 with a "B: or better and reading proficiency

Capstone Professional Nursing explores national standards of the registered professional nursing (RN) role, including global and community health, cultural care, and summative review of nursing knowledge. The course provides an opportunity for students in the final semester of the program to transition from student to the graduate RN role. In addition to the classroom, students complete a 72 hour international clinical experience and a four day live-review course. (S,F)

SOC101 General Sociology   3

Prerequisite: Reading proficiency

General Sociology deals with the scientific and systematic study of group behavior, exploring human society and social interaction. (F,S,Su,O)

MOTR SOCI101 General Sociology

SOC101H Honors General Sociology   3

Prerequisites: Honors Program admission and reading proficiency

Honors General Sociology, taught in a seminar format, deals with the scientific and systematic study of group behavior, exploring human society and social interaction. (F,S)

MOTR SOCI101 General Sociology

SOC115 Cultural Anthropology   3

Prerequisite: Reading proficiency

Cultural Anthropology is an introductory course to concepts, theories, and methods of anthropology. The purpose of the course is to increase awareness of the diversity and complexity of human cultures through the study of marriage and family, economics, politics, religion and language systems. (F, S)

MOTR ANTH201 Cultural Anthropology

SOC125 Human Diversity   3

Prerequisite: Reading proficiency

Human Diversity introduces historical, theoretical, and cultural themes related to diversity, including oppression as a result of ageism, racism, disability, sexual orientation, socioeconomic status, religious and spiritual affiliations, and ethnicity. Students will integrate information from historical and theoretical perspectives to view and analyze current and anticipated future issues of diversity. (F,S,D)

SOC210 Alcohol, Drugs, and Society   3

Prerequisites: SOC101(H) or PSY101(H) with a grade of "C" or better and reading proficiency

Alcohol, Drugs, and Society examines the medical, legal, and social aspects of alcohol and drug use. Treatment approaches, the biopsychosocial model, and the roles of various medical professionals are included in this exploration of substance use and abuse. Cultural and social influences are discussed, including a review of the histories of alcohol and drug laws. (F,S,O,D)

SOC240 Marriage and Family   3

Prerequisites: SOC101(H) or PSY101(H) with a grade of "C" or better and reading proficiency

Marriage and Family explores the scientific developments (empirical, theoretical, and applied) which have occurred in the sociological research on courtship, mate selection, marriage, parenthood, family disorganization, divorce, and remarriage. (F,S,O,D)

SOC250 Social Problems   3

Prerequisites: SOC101(H) with a grade of "C" or better and reading proficiency.

Social Problems offers a sociological examination of prevalent social problems facing American society. Theoretical perspectives and research into the causes and consequences of social problems including poverty, healthcare, mental health, substance abuse, delinquency & crime, environmental issues, gender and racial inequality, population, and other social problems will be explored, leading to consideration of strategies for social change. (F,S,O)

MOTR SOCI 201 Social Problems

SPN101 Beginning Spanish 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)

MOTR LANG103 Spanish I

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

MOTR LANG104 Spanish II

SPN201 Spanish Grammar and Composition 3

Prerequisites: SPN102 or equivalent skills, and reading proficiency
Spanish Grammar and Composition consists of a progressive review of grammatical constructions. The students will continue to develop their linguistic skills through both oral and written exercises. Note: Many transfer institutions require three semesters of foreign language. (D)

SPN253 Spanish Reading 3

Prerequisites: SPN201 or equivalent skills, and reading proficiency
Spanish Reading students expand their reading skills and vocabulary and will be introduced to Hispanic literature. Note: Many transfer institutions require three semesters of foreign language. (D)

SVC001 Academic Service Learning 0

Pre/Co-requisite: Enrollment in associated course
A student who is enrolled in a course which offers a college recognized academic service learning component will be eligible to enroll in a zero credit academic service learning lab. Faculty will assign a pass/fail grade for the lab component of the course. Successful completion of the academic service learning designated lab will be documented on the student's transcript. (D)

SWK105 Introduction to Social Work 3

Prerequisite: Reading proficiency
Introduction to Social Work offers an introduction to the profession of social work, including its history, values, theories, and skills. Themes of social justice and social welfare are addressed, as the course defines and illustrates generalist social work practice and explores the variety of practice settings in this career. (F,S)

SWK110 Social Work Lab 1

Prerequisite: Reading proficiency
Pre-/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)

THT100 Theatre Appreciation 3

Prerequisite: Reading proficiency
Theatre Appreciation exposes the student to virtually all aspects of theatre, including theatre history, acting, directing, stagecraft, and play analysis. The course focuses on the global development of theatre, including Greek, Roman, Eastern and Western European, and Asian theatre. Theatre Appreciation is required for speech and drama majors and partially satisfies the humanities requirement for the Associate of Arts, Associate of Arts in Teaching, and Associate of Applied Science degrees. (F,S,O)

MOTR THEA100A Theatre Appreciation

THT100H Honors Theatre Appreciation 3

Prerequisites: Honors Program admission and reading proficiency
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. (F,S)

MOTR THEA100A Theater Appreciation

THT110 Beginning Acting 3

Prerequisite: Reading proficiency
Beginning Acting provides the student with training in the elements of stage performance. This course will include exercises, discussion, performance, and critique in such areas of movement, improvisation, voice, ensemble acting, and character analysis. (F)

MOTR PERF 100 Acting I

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)

MOTR PERF 104S Stagecraft

THT130 Theatre Practicum   1

Prerequisite: None

Theatre Practicum provides supervised experience in rehearsal and performance of roles and/or in planning and execution of a dramatic production, as well as supervised participation in technical stage production or special problems in conjunction with a major theatrical production. Participation may be in the following areas: scenery, lighting, properties, costumes, makeup, business/publicity, stage management, and acting. This course may be repeated for a maximum of four credit hours. (F,S)

THT210 Acting II   3

Prerequisites: THT110 with a grade of "C" or better and reading proficiency

Acting II provides students with further training in the basic principles and tools of stage performance through scene study and work in analysis, characterization, and relationships. Students will study classical and contemporary plays and playwrights. Students will perform in a showcase production in the spring semester. (S)

VAT101 Introduction to Veterinary Technology   2

Prerequisites: Admission to the Veterinary Technology program and reading proficiency

Introduction to Veterinary Technology orients students to career management as veterinary technicians and provides comprehensive instruction in professional ethics, electronic communications, business management, and the public health interest. (F)

VAT106 Applied Pharmacology   3

Prerequisites: VAT101 and VAT113 (both courses must be completed with a grade of "C" or better) and reading proficiency

Applied Pharmacology provides the principles of pharmacy management, record keeping, and classification of drugs. This course also covers pharmacological concepts applicable to veterinary medicine, prescriptions, preparation of medication for dispensing, administration of medication, and interaction of drugs within various animal species. (S)

VAT113 Principles of Clinical Medicine I   4

Prerequisites: Admission to the Veterinary Technology program and reading proficiency

Principles of Clinical Medicine I provides the student with a focus on practical veterinary nursing. Topics include medical terminology, elementary animal care and handling, small animal history and physical exam, small animal preventive health programs, small animal nutrition, small animal behavior, and introductory radiology. A laboratory session for this course provides hands-on animal experience. (F)

VAT114 Principles of Clinical Medicine II   4

Prerequisites: VAT101 and VAT113 (both courses must be completed with a grade of "C" or better) and reading proficiency

Principles of Clinical Medicine II further prepares the student for employment as a veterinary technician intern by continuing medical terminology and providing the basics in medical nursing, neonatal care, urinalysis, hematology, toxicology, and surgical nursing. A laboratory session is included to provide practice for techniques learned in the classroom. (S)

VAT199 Veterinary Technology Internship   6

Prerequisites: VAT101, VAT106, VAT113, and VAT114 (all courses must be completed with a grade of "C" or better) and reading proficiency

Veterinary Technology Internship is a summer course that enables students to become acquainted with and more proficient in day-to-day clinical experiences under the direct supervision of cooperating veterinarians. A total of 240 clock hours is required for the technician internship. (Su)

VAT250 Veterinary Hospital Technology I   5

Prerequisites: BIO113 or BIO215, BIO207, VAT101, VAT106, VAT113, VAT114, and VAT199 (all courses must be completed with a grade of "C" or better) and reading proficiency

Veterinary Hospital Technology I involves practical applications in preventative medicine and medical and surgical nursing, including pre-surgical preparation and post-surgical care of animals, induction and monitoring of anesthesia, and surgical assistance. An extensive laboratory session is included to practice techniques learned in the classroom. (F)

VAT252 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 non-infectious diseases, therapeutic clinical nutrition, theriogenology, emergency and critical care, transfusion medicine, and end of life care. (S)

VAT258 Clinical Pathological Techniques   5

Prerequisites: BIO113 or BIO215, BIO207, VAT101, VAT106, VAT113, VAT114, and VAT199 (all courses must be completed with a grade of "C" or better) and reading proficiency

Clinical Pathological Techniques is a lecture/laboratory course and continues those techniques taught previously with emphasis on hematology, clinical chemistry, and diagnostic procedures for body fluids, scrapings, and excretory samples. Parasite life cycles are also covered. (F)

VAT264 Laboratory Animal Technology   3

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (all courses must be completed with a grade of "C" or better) and reading proficiency

Laboratory Animal Technology covers the care, anatomy, physiology, and common disease problems of the common species of laboratory animals and includes a laboratory session to familiarize students with various research facilities and cover handling and common procedures of animals used in research. Also covered is the consideration of the use of animals as experimental models in the research laboratory. (S)

VAT266 Large Animal Technology   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)
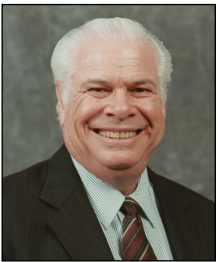
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Lindenwood University
Southwest Baptist University
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  *Light Diesel Certified, National Institute for
  Automotive Service Excellence*
  *Maintenance and Light Repair, National
  Institute for Automotive Service Excellence*
  *Master Automobile Technician, National
  Institute for Automotive Service Excellence - 25
  plus years*

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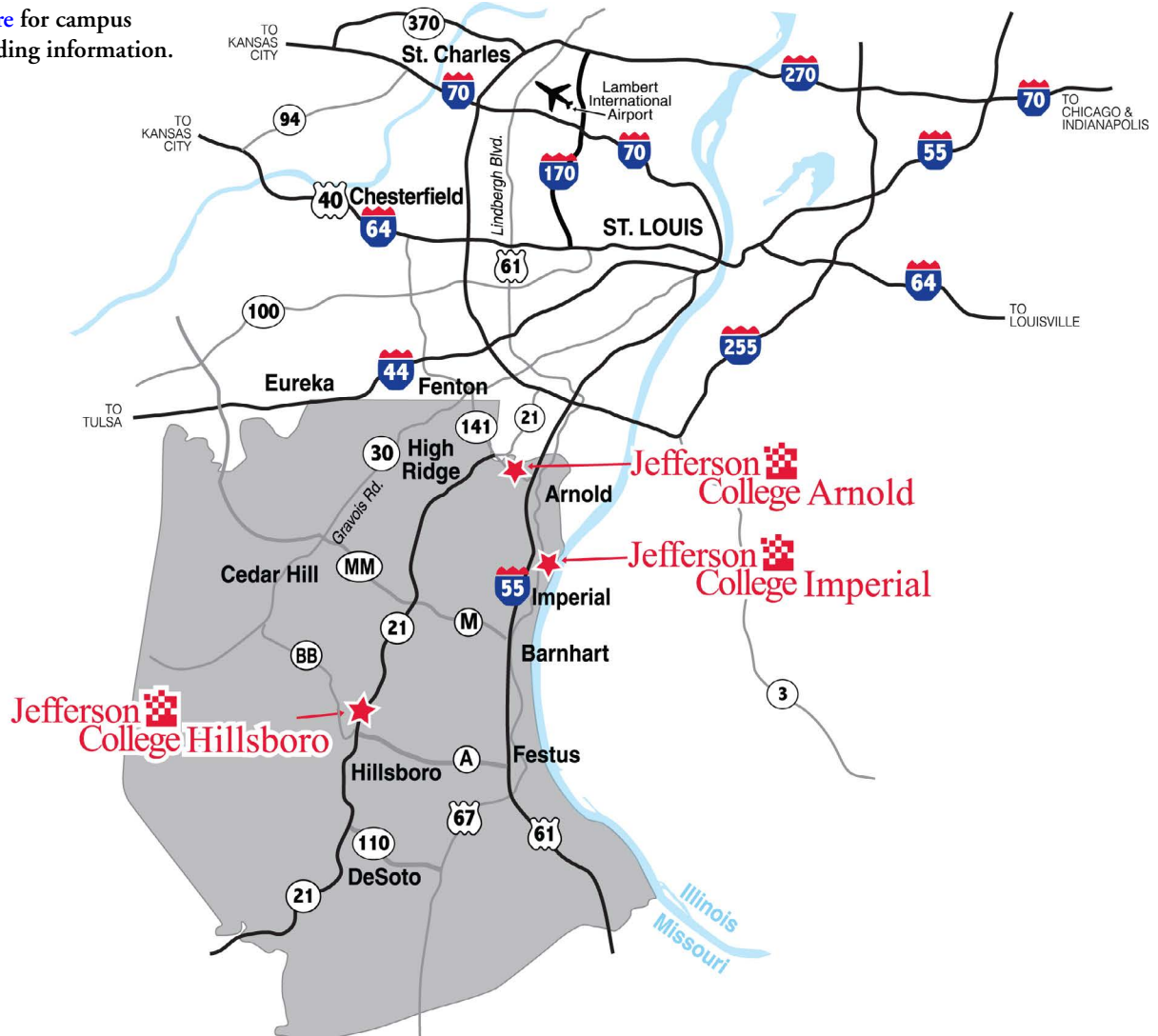 *M.H.S., Washington University*

Stacey Wilson
Registrar
  B.S.A.J., University of Missouri
  M.Ed., University of Missouri

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

Arts and Sciences I (ASI) includes vending machines and a student lounge with wireless Internet access. Students can also meet with the University of Missouri-St. Louis transfer specialists about completing their four-year degrees.

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

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

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

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

Click here for information on all building descriptions and maps.

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

The Student Center (SC) lower level includes Student Development, and a cafeteria with wireless Internet access. An ATM is available next to the Cafeteria. The Bookstore is also located on the lower level of the Student Center. Students may purchase college attire, books, and supplies for courses. In addition, there is a beautiful outdoor brick patio where students can study and interact. Students can also meet with the Missouri Baptist University transfer specialists about completing their four-year degrees. The main floor of the Student Center is the "one stop shop" for student needs. Students can meet with Admissions, process financial aid, meet with advising specialists, register for classes, pay bilsl, get a student ID and parking sticker. The top floor of the Student Center houses the Vice President of Student Services, Project SUCCESS, Comtrea on Campus counseling services, the Behavioral Concerns and Student Conduct office and can be reached at (636) 797-3000 ext. 3262 or (636) 481-3262.

The Technology Center (TC) offers the Academic Success Center which includes the Math Lab, Writing Lab, IT Lab, Science Lab, Foundations Lab and Tutoring Services on the first floor. The Disability Support Services office is also on the first floor. The Technology Center also offers student lounges.

Many of the high school students enrolled in the Area Technical School at the College attend classes in the **Area Technical School (ATS)** Building. The ATS, 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

Jefferson College

HILLSBORO CAMPUS MAP

Observatory

Field House (FH)
Athletic Dept Offices, Fitness Center, Gym, Indoor Track, Locker Rooms

Softball Field

Baseball Field

Soccer Field & Track

Pond

Early Childhood Center

Administration (ADM)
President, Board Room, Business Office, Human Resources, IT, Jefferson College Foundation, Public Relations & Marketing

Veterans Memorial Drive

Viking Drive

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Testing Center

Library (LIB)

Veterans Memorial

Area Technical School (ATS)
High School Programs

Student Center (SC)
Admissions, Bookstore, Advising/Enrollment Services, Care Team/Counseling, Cashier, Financial Aid, Project SUCCESS, Student Development, Viking Room, Vikings Vault

Arts & Sciences II (ASII)
Computer Labs, JCTV, Student Lounge

Jefferson College Drive

Buildings & Grounds (BG)

Arts & Sciences I (ASI)
Lecture Halls, Student Lounge

Fine Arts (FA)
Art, Music, Theatre

Campus Police

Mel Carnahan Drive

Viking Woods Student Housing

A

Technology Center (TC)
Academic Success Center (ASC), Adult Education & Literacy, Business Management, Computer Information Systems, Disability Support Services, Student Lounge

Career & Technical Education (CTE)
Automotive Technology, HVAC, Healthcare Programs, Precision Machine Technology (PMT), Veterinary Technology, Welding Technology, Workforce & Employment Services, Student Lounge, Micro Mart

PARKING LOTS

1 YELLOW LOT
2 ORANGE LOT
3 RED LOT
4 BLUE LOT
5 PURPLE LOT
6 GREEN LOT
7 WHITE LOT

VISITOR PARKING

FACULTY PARKING

ACCESSIBLE PARKING

RESTRICTED PARKING

In Case of Emergency Call 911 or Campus Police at 636-481-3500