

Jefferson   
College



2024  
**College Catalog**  
2025

# Greetings from the President

Welcome to YOUR community college!

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

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



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

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

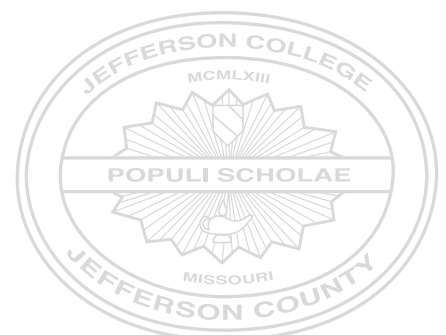
- Business, Social Science and Public Services
- Humanities
- Math, Physics and Technology
- Science and Health

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

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

A handwritten signature in black ink that reads "Dena McCaffrey". The signature is fluid and cursive, written in a professional style.

President of Jefferson College



# Welcome to Jefferson College!

## Who Uses the 2024-25 Catalog?

- New freshmen who began during the Fall 2024 semester, Spring 2025 semester, or the Summer 2025 term.
- Re-entering students who have earned no credit during the Fall 2023 semester through the Summer 2024 term.
- Any prior student who elects to use the 2024-25 General Catalog to replace the Catalog when he/she began at Jefferson College.
- Students who began at Jefferson College more than seven years ago and have been continuously enrolled will have an appropriate catalog substitution established by the Registrar.



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# Accreditation

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

- American Veterinary Medical Association
- Automotive Service Excellence (ASE)
- College Reading and Learning Association
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation for Law Enforcement Agencies
- Committee on Accreditation of Education Programs for the Emergency Medical Services Professions
- HVAC Excellence
- Joint Review Committee on Education in Radiologic Technology
- Missouri Accreditation of Programs for Children and Youth
- Missouri Department of Elementary and Secondary Education
- Missouri Division of Emergency Medical Services
- Missouri State Board of Nursing

## Jefferson College's institutional affiliations include:

- American Association of Community Colleges
- American Association of Community College Trustees
- American Registry of Radiologic Technologists
- American Welding Society
- Missouri Association of Career and Technical Education
- Missouri Association of Colleges for Teacher Education
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education (DESE)
- Missouri Department of Public Safety (POST) – Peace Officers and Standards Training Commission
- Missouri School-College Relations Association
- National Institute for Metalworking Skills (NIMS)
- National Junior College Athletic Association
- St. Louis Astronomical Society
- The Higher Learning Commission
- United Brotherhood of Carpenters



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

## Non-Discrimination Notice

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

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

In compliance with applicable Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for students and employees.

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

Office: Arts & Science II Building (ASII) Room 303  
Email: [lladende@jeffco.edu](mailto:lladende@jeffco.edu)  
Phone: (636) 481-3158

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

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

Brittany Gates, Interim Title IX Coordinator  
Email: [bgates1@jeffco.edu](mailto:bgates1@jeffco.edu)  
Phone: (636) 481-3258

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

Office: Student Center 205  
Email: [kharvey@jeffco.edu](mailto:kharvey@jeffco.edu)  
Phone: (636) 481-3200

- 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 Senior Director of Human Resources, Tasha Welsh.

Office: Administration 133-E  
Email: [twelsh@jeffco.edu](mailto:twelsh@jeffco.edu)  
Phone: (636) 481-3157

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

## 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.

FALL 2024		SPRING 2025	
August 8-11	Technology Maintenance (Canvas and online services may not be available)	January 13	Classes Begin
August 19	Classes Begin	January 20	Martin Luther King Day (campus closed)
August 31	Labor Day recess begins, 7:00 a.m.	January 21	Faculty In-Service Day (no day or evening classes)
September 3	Labor Day recess ends, 7:00 a.m.	January 27	14-week Classes Begin
September 3	14-week Classes Begin	February 17	President's Day (campus closed)
October 11	First 8-week session ends	March 10	First 8-week session ends
October 14	Second 8-week session begins (ends on same schedule as 16-week classes)	March 11	Second 8-week session begins (ends on same schedule as 16-week classes)
October 15	Faculty Work Day (no day or night classes)	March 14	<b>Midterm and First 8-week Grades Due, 11:30 p.m.</b>
October 16	<b>First 8-week Grades Dues, 12:00 p.m.</b>	March 17	Spring Break begins, 7:00 a.m.
November 11	Veterans Day (campus closed)	March 20 -21	Campus Closed; Spring Break
November 27	Thanksgiving recess begins, 12:00 p.m.	March 20-23	Technology Maintenance (Canvas and online services may not be available)
November 29 – December 1	Technology Maintenance (Canvas and online services may not be available)	March 24	Spring Break ends, 7:00 a.m.
December 2	Thanksgiving recess ends, 7:00 a.m.	April 18	Spring Holiday begins, 7:00 a.m.
December 2	Last meeting for Monday only classes (one time a week day/night classes)	April 21	Spring Holiday ends, 7:00 a.m.
December 3	Last meeting for Tuesday only classes (one time a week day/night classes)	May 1	Last meeting for Thursday only classes (one time a week day/evening classes)
December 4	Last meeting for Wednesday only classes (one time a week day/night classes)	May 5	Last meeting for Monday only classes (one time a week day/evening classes)
December 5	Last meeting for Thursday only classes (one time a week day/night classes)	May 6	Last meeting for Tuesday only classes (one time a week day/evening classes)
December 5	Last Day of Classes (TR)	May 6	Last Day of Classes (TR)
December 6	Last Day of Classes (MWF)	May 7	Last meeting for Wednesday only classes (one time a week day/evening classes)
December 6	Last meeting for Friday only classes (one time a week day/night classes)	May 8	Teaching faculty not required to be on campus (no day/evening classes)
December 7	Last meeting for Saturday classes (one time a week classes)	May 9	Last Day of Classes (MWF)
December 9-14	Final Exams (see Final Examination Schedule for further clarification)	May 9	Last meeting for Friday only classes (one time a week day/evening classes)
December 17	<b>Grades Due, 12:00 p.m., noon</b>	May 10	Last meeting for Saturday classes (one time a week classes)
		May 10-16	Final Exams (see Final Examination Schedule for further clarification)
		May 17	Commencement
		May 20	<b>Grades Due, 12:00 p.m.</b>
WINTER INTERSESSION 2024		SUMMER INTERSESSION 2025	
December 16	Classes Begin	May 19	Classes Begin
December 24	Christmas recess begins, 7:00 a.m.	May 24	Memorial Day recess begins, 7:00 a.m.
December 26	Christmas recess ends, 7:00 a.m.	May 27	Memorial Day recess ends, 7:00 a.m.
January 1	New Year's recess begins, 7:00 a.m.	June 5	Last Day of Summer Intercession Classes
January 2	New Year's recess ends, 7:00 a.m.	June 10	<b>Intercession Grades Due, 12:00 p.m.</b>
January 7	Last Day of Winter Intercession Classes	SUMMER 2025	
January 10	<b>Intercession Grades Due, 12:00 p.m.</b>	June 9	Classes Begin
		July 2	Last Day of 4-week Summer Classes
		July 3	Independence Day (campus closed)
		July 7	Second 4-week classes begin
		July 17	6-week sessions end
		July 23	<b>6-week Grades Due, 12:00 p.m.</b>
		July 31	Second 4-week and 8-week sessions end
		August 5	<b>Second 4-week and 8-week Grades Due, 12:00 p.m.</b>

## ▶ 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

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The citizens of the Junior College District of Jefferson County voted the District into existence on April 2, 1963. The College's 1964 classes were conducted at Hillsboro High School until the following year when the College moved to its present 400+ acre campus two miles north of Hillsboro and 23 miles south of St. Louis on Highway 21. The green, rolling hills with their native oaks and elms now share the acreage with design-coordinated buildings, modern inside and out. These advanced structures, their learning-enhancing facilities, and the spacious natural setting only 40 minutes from the cultural advantages of the city of St. Louis provide the maximum benefits this area can offer to the more than 8,000 students the College serves each academic year.

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

Jefferson College, in the Spring of 1999, offered its first fully online course. Student demand for online courses continues to grow as students discover the added convenience and flexibility of attending college using this delivery format. In the 17 years since offering our first online course, Jefferson College has responded to student demand by offering over 170 sections of courses per semester online. It is expected that there will be continued growth of variety and number of sections in the future. The street address for this arm of the College is your living room. Jefferson College continues to add support services in electronic format to assist students at a distance. These services can be found in MyJeffco under the JC Online Support tab.

## College Degrees

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

The Associate of Applied Science (A.A.S.) degree is designed for entry-level employment through practical and theoretical courses. The certificate is for students whose intended job does not require the associate degree.

## Continuing Education/Professional Development

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

## Workforce and Employment Services

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

# Student Life on Campus

## Jefferson College Hillsboro

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

**Arts and Sciences II (ASII)** houses the Accessibility Resources Office on the first floor and 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. 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, and counseling services.

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 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

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**Jefferson College Arnold (JCA)** – located at 1687 Missouri State Rd., Arnold, MO 63010, near the intersection of Highway 141 and Astra Way, is a full-service facility that offers a “one stop shop” for student services including admissions, registration, financial aid, and advising. It is home to the Law Enforcement Academy and EMT-Paramedic programs. There is wireless internet access; an open computer lab; Testing Center; Academic Success Center, bookstore; and student lounge area with vending machines.

## Campus Housing

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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](mailto:vikingwoods@jeffco.edu) for further information. Viking Woods is located adjacent to the Jefferson College campus at 806 Mel Carnahan Drive. The application to apply for campus housing is separate from the admission application.

# Community Services

## Adult Education and Literacy

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



## Cultural Activities

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



## High School Festivals and Shows

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

## Intercollegiate Athletic Programs

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



## Jefferson College Alumni and Friends Association

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



# Jefferson College Foundation

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

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



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

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

**Our History:** A tradition worth promoting!

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

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

The Foundation encourages gifts of cash, stocks, or in-kind to support innovations that have a direct impact on learning and the betterment of our community as a whole. Donations may be targeted at specific areas or programs that have special meaning to our donors, or provide scholarships that have a direct and profound impact on students with financial need.

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

## Jefferson College Television (JCTV)

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[Jefferson College Television \(JCTV\)](#) is the source for local interest and educational programming. 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

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.

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

The Missouri Community College Association (MCCA) has followed the Missouri Department of Higher Education and Workforce Development statewide guidelines for public postsecondary institutions in establishing college readiness standards for students entering community colleges. All students are assessed in mathematics, English, and reading and are required to complete the Accuplacer Next-Generation Reading and Math placement tests or submit official ACT scores prior to enrollment 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 and/or corequisite courses to help them qualify. Additional measures may be considered to determine placement of students into appropriate college-level courses. A final high school transcript demonstrating a minimum cumulative GPA of 3.0 or transfer post-secondary college coursework may be able to serve as reading, English, and math placement.

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

Undocumented residents residing in the United States who have earned the equivalent of a U.S. high school diploma are eligible for regular admission to Jefferson College and will be charged out-of-state tuition, per state of Missouri guidelines.

## Admission Procedures

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

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

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

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

### **Provisional Admission**

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

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

## Transfer Students

Transfer applicants must complete an application for admission and submit a high school transcript or Certification of High School Equivalency (GED or HiSET) to the Office of Admissions. Students interested in receiving credit for college-level work earned at another post-secondary institution are required to submit official transcripts from each institution to Enrollment Services.

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



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

## Returning Students

Students who have previously attended Jefferson College but who have not been enrolled for three or more semesters are required to complete a new admission application in order to enroll. Former students who have not attended within one academic year (three semesters) should refer to this catalog as their reference - not the catalog of original entry. Returning students are required to meet college readiness requirements, which may be waived by previous Jefferson

## 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 Jefferson County school districts, offers a dual credit program which allows select high school students to take 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:

- Complete the Early College Admission/Registration Form provided by the high school counselor or the Office of Admissions at Jefferson College.
- Meet English, math, and reading requirements through placement testing, ACT results, or high school GPA; additional measures may be considered to determine placement of students into appropriate college-level courses.
- Have approval from the student's high school. Once completed Early College Admissions/Registration Forms are provided to Jefferson College, the College will request the required approval and GPA verification from the high school counselor.
- Meet all State of Missouri and/or Department of Higher Education (DHE) guidelines.

*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, Jefferson County high school students have the opportunity to participate in several career education programs. The students are transported by bus daily to the Jefferson 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 requirements; 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 contact their high school counselor or call the Area Technical School at 636-481-3450 for further details.

*Dual Credit - ATS* students are not considered regular first-time college students until they meet regular admission requirements.

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

Public, private, or homeschooled high school students who wish to be enrolled in a Jefferson College 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:

- Complete the Early College Admission/Registration Form provided by the high school counselor or the Office of Admissions at Jefferson College.
- Meet English, math, and reading requirements through placement testing, ACT results, or high school GPA; additional measures may be considered to determine placement of students into appropriate college-level courses.
- Have approval from the student's high school. Once completed Early College Admissions/Registration Forms are provided to Jefferson College, the College will request the required approval and GPA verification from the high school counselor. Students can also submit a completed High School Authorization Form, which can be obtained from the high school counselor's office. In place of approval from the student's high school, homeschooled dual enrolled students will meet with an Advising Specialist each semester before enrolling.
- Meet all State of Missouri and/or Department of Higher Education (DHE) guidelines.

*Dual Enrollment - Other* students are not considered regular first-time college students until they meet regular admission requirements.

More detailed information can be found on the [Jefferson College Early College](#) webpage.

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

## International Student Admissions

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

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

1. Completion of the international application for admissions.
2. Submissions of a current copy of the student's passport.
3. Completion of the equivalent of a U.S. high school diploma. Applicants must submit official transcripts from secondary (high school) and higher education institutions. Transcripts must be translated into English. Applicants are encouraged to utilize a recognized transcript evaluation service.
4. Evidence of English proficiency through one of the following (scores must be within the past two years):
  - a. Duolingo score of 85 or higher
  - b. Minimum score of 500 (paper-based) or 61 (internet-based) on the Test of English as a Foreign Language (TOEFL)
  - c. Minimum band score of 6 on the International English Language Testing System (IELTS)
  - d. Minimum ACT English score of 18
  - e. 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
  - f. ACCUPLACER ESL - Level 3 (Accuplacer ESL language score of 71-99 AND Accuplacer ESL listening score of 81-95 AND Accuplacer ESL reading score of 76-101)
5. Submission of the International Student Financial Support Form and all required financial documentation. The student must show proof of financial support sufficient to cover the student's cost of attendance, including travel expenses, without the need for local financial assistance or employment. This documentation must be translated into English, must be notarized (have official signature and/or seal), and not be more than six months old.
6. Submission of proof of health insurance. If a student does not provide verification of health insurance coverage upon arrival at Jefferson College, the PDSO will enroll them in a group insurance plan. Premium payments for at least 10 months will be billed to the student's account.
7. For an international student to be eligible for admission to Jefferson College, all of the previously described required materials must be on file by the established admission deadlines, which are at least 60 days prior to the date that classes begin.
8. All international students will take a reading proficiency/placement test for the purpose of placement into appropriate courses. International students will complete the placement test remotely from their home country. Students must complete the placement test and meet minimum reading proficiency requirements (meaning an Accuplacer reading score of at least 232) in order to enroll in college-level coursework. Students who do not meet minimum reading proficiency scores are not guaranteed full-time enrollment, which could impact their ability to attend Jefferson College.
9. International students transferring to Jefferson College from an educational institution in the United States must meet all of the previously described requirements as well as complete the International Student Transfer Form. Transfer students must have a 2.0 or higher grade point average, have been enrolled as a full-time student at their previous institution, and must provide a copy of their I-94 (the Arrival and Departure Record filed at the Port of Entry) and their official college transcript(s). Applicants who have earned in excess of 45 semester hours from another college or university may be denied admission.

Applicants enrolling at Jefferson College as part-time visiting students, who are currently attending other U.S. higher education institutions on student visas, must provide the following: an Admissions application, proof of English proficiency, an official transcript from their home/main institution, and communication from the international student advisor at the institution where the applicant is currently attending that indicates the student is in good standing and is authorized to enroll at Jefferson College.

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

More detailed information can be found on the [Jefferson College International Student Admissions](#) webpage.

***Jefferson College is a participating SEVIS school.***



# Financial Information

## 2024-2025 Tuition and Fees

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

Beginning in the fall 2024 semester, Jefferson College is implementing a tiered tuition model. This makes calculating the cost of attendance easier due to the elimination of course fees. Common fees that will be eliminated include technology, activity, lab, online and hybrid fees. The textbook fee will not be incorporated into the tiered tuition, because students have the choice to opt out of the Viking Ready program. Although the Viking Ready Book Bundle provides course materials at a reduced rate, students still have the option to purchase materials from other sources instead.

### 2024-2025 Tiered Tuition Rates

	<b>In-District</b>	<b>Out-of-District</b>	<b>Out-of-State</b>
<b>Tier 1</b>	\$175	\$235	\$295
<b>Tier 2</b>	\$230	\$290	\$350
<b>Tier 3</b>	\$295	\$355	\$415

### 2024-2025 Tier Composition\* *Tiers are based on the instructional cost of the program.*

#### Tier One: Approximately 78% of all credit hours delivered

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

#### Tier Two: Approximately 14% of all credit hours delivered

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

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

Physical Therapist Assistant (PTA)	Radiologic Technology (RAD)
Practical Nursing (PNE)	Registered Nursing (RNR)

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

**Book Rental Fees:** \$24 per credit hour. Covers the rental cost of required course materials (books, lab manuals, access codes required for courses) making materials available to students on the first day of class. Note: Any returnable books will need to be returned to the bookstore by the end of the semester published return dates or when a student drops or withdraws from a class.

## SPECIAL FEES

Application Processing Fee for Programs with Selective Admission (for those programs not listed below) . . . . .	\$30
Graduation . . . . .	\$45
Second Diploma . . . . .	\$25
Official Transcript . . . . .	\$8
Student ID Replacement . . . . .	\$7
Parking Fee (per academic year) . . . . .	\$10
Student Housing Application Fee (security deposit, background check, application fee) . . . . .	\$330
Student Housing Single Room (four bedroom, single occupancy bed space, per person/per term) . . . . Fall & Spring Term	\$2303*
Student Housing Single Room (four bedroom, single occupancy bed space, per person/per term) . . . . Summer Term	\$1281*
Student Housing Private Room (two bedroom, single occupancy bed space, per person/per term) . . . . . Fall & Spring Term	\$2893*
Student Housing Private Room (two bedroom, single occupancy bed space, per person/per term). . . . . Summer Term	\$1611*
Student Housing Studio Room (single occupancy bed space, per person/per term) . . . . . Fall & Spring Term	\$3,100
Student Housing Studio Room (single occupancy bed space, per person/per term) . . . . . Summer Term	\$1,650
*An additional charge for all student housing is a mandatory meal plan (14 meals per week). . . . .	\$1250 Fall & Spring Term

## Books and Supplies

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



Learning Management System, Canvas. Costs for required materials have been included as a flat fee. At the end of the semester, students will receive email reminders to return their physical course materials to the bookstore.

## Laboratory Fees

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

## Midwest Student Exchange Program

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

## Motor Vehicle Registration and Traffic Regulations

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All faculty, staff, and students who drive a motorized vehicle must register the vehicle, regardless of its ownership, with 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. To purchase a parking permit, please bring your license plate information and photo identification. Parking permits are to be completely affixed to the lower portion of the front glass (passenger side) in plain view, with the permit number visible. All operators of motor vehicles are subject to [Jefferson College traffic regulations](#) while on campus. Parking permits for students with disabilities can be obtained by contacting the Accessibility Resources Office at 636-481-3169.

# Payment of Tuition and Registration Fees

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

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

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

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

## Fall 2024 Payment Plan Option Registration Deadlines:

- June 12 – No down payment, 5 payments July - November
- July 10 – No down payment, 4 payments August - November
- August 7 – 25% down payment, 3 payments September - November
- September 11 – 50% down payment, 2 payments October & November
- October 16 – 50% down payment, 1 payment November **only**

\*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.

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

## Refunds of Registration Fees

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During the 16-week semester, a student who officially drops a full-semester course **PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID**. A written request must be made on official College forms or through MyJeffco online prior to the beginning of the third week to obtain a refund. Official forms are available online or upon request by contacting the Office of Enrollment Services at 636-481-3209, 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. The forms must be returned to the Office of Enrollment Services, the appropriate dean's office, or at the offices at Jefferson College Arnold prior to the beginning of the third week of classes. Deductions from refunds may be made for laboratory materials used and for other financial obligations.

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

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

### *Tuition Refund Appeal*

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

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

The Tuition Refund Appeal form is available on the Jefferson College [website](#), and it can also be obtained from the Office of the Vice President of Student Services, the Office of Enrollment Services, or the offices at Jefferson College Arnold. A student should officially withdraw from classes before submitting an appeal. If the student is a financial aid recipient, he or she should check with the Financial Aid Office before withdrawing or submitting a Tuition Refund Appeal to discuss how his or her financial aid status/eligibility may be affected. The student should then submit the completed Tuition Refund Appeal form with required documentation to the Office of the Registrar. Incomplete appeals will automatically be denied. Tuition Refund Appeals must be received prior to the end of the following semester.

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

## Residency

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A student is charged in-district tuition rates if he or she is considered a resident of Jefferson County. A resident is described as a Jefferson County high school graduate, a dependent student whose parents have established residence within the District prior to the student's enrollment, or an independent and self-supporting student who has established legal residence within the District prior to enrollment in the College. 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 Registrar. 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 Financial Aid Office.

Students who wish to be considered for financial assistance must apply for admission to Jefferson College. Students may submit their FAFSA (Free Application for Federal Student Aid) to the Federal Processing Center by mail or online at <https://studentaid.gov/>.

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 the Jefferson College website under [Scholarships](#). 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

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

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 \$7,395 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:

- Be enrolled as a degree or certificate-seeking student;
- Be a U.S. citizen or an eligible non-citizen;
- Have valid social security number;
- Be making satisfactory academic progress;
- Not be in default on a student loan;
- Not owe a refund on any Title IV aid at any institution; and
- Have a High School Diploma or GED/HiSet Certificate

**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 Financial Aid Office 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.

### *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 636-481-3237.

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

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



# Federal Financial Aid - Overpayment Policy

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

Supplemental Educational Opportunity Grant (SEOG)	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

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Federal and state regulations require financial assistance recipients who receive funds from federal or state sources to maintain satisfactory academic progress. At minimum, federal aid recipients are required to maintain a cumulative grade point average of 2.0 or above, complete a cumulative total of 67% of all coursework attempted, and complete his/her specified degree program within 150% of the published length of the program. For further details, review Satisfactory Academic Progress (SAP) information on the Jefferson College website and 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.

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

## Jefferson College Scholarship Application Process

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Jefferson College awards a wide variety of scholarships 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 submit 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

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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\*

GED/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

## Foundation/Community Scholarship Program

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Ameren Missouri

ATS to AAS Pathway Endowed Scholarship

Barbara A Cleaver Scholarship

Barnes & Noble Scholarship

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

Health Occupations Scholarship

Homeless Youth Initiative

Howard C. Litton Scholarship

Housing 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\*

Jennifer & Justin Hansen Endowed Scholarship

Jimmy McCoy Scholarship

John & Arlene DeGonia Memorial Scholarship

Kurt L Loenig Endowed Scholarship

Joseph C. Kamp Memorial Scholarship

Leonard C. White Endowment Memorial Scholarship

Lucas and Mary Theresia Duffner Scholarship

Maddie Morlan Scholarship

Martha Reed Scholarship

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

# Academic Policies

## Academic Fresh Start

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

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

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

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

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

## Academic Load

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Jefferson College uses the semester hour as the unit of credit. Normally, one credit may be earned in a lecture course that meets for 50 minutes each week during a semester. In a laboratory course, one credit usually is granted for 100 minutes in a lab each week during a semester. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.

A full-time student normally enrolls for 15-16 credits during a semester. Full-time student status is recognized when a student enrolls in a minimum of 12 credit hours during the fall or spring semester and six credit hours during the summer term. Some career-technical programs will exceed the normal full-time load due to their clinical responsibilities. The Director of Advising and Retention must approve student schedules that exceed 19 credit hours during the fall or spring semester and 11 credit hours during the summer term, including both credit and non-credit courses. A student enrolling in winter intersession or summer intersession is limited to four credit hours.

## Academic Probation, Suspension, and Readmission

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

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

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

## Administrative Withdrawal

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

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

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

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

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

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

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

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

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

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

**Step 2:** Appeal of Reading Placement – If the student does not meet the Reading prerequisite score after an Accuplacer Next Gen test or ACT re-testing, he or she may appeal placement by completing an alternate assessment, the CLOZE test, to be evaluated by the College's English faculty. The student may begin this appeal process by contacting the 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 webpage](#).

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

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

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

## Auditing Courses

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

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

## Class Attendance Policy

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

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

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

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



# Credit for Prior Learning

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

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

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

## Standards for Awarding CPL

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

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

CPL may be applied toward the courses 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 transcribed on the student's record before any CPL can be awarded. The process may be initiated in advance, but the CPL credit will not be awarded until this credit hour requirement is met.

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

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

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

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

A student appealing a CPL decision should contact the Office of Enrollment Services at 636-481-3207. Prior learning experiences shall be evaluated only if requested by the student.

# Standardized Tests

## ❖ College Level Examination Program (CLEP)

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

When the exam is similar in content to a course offered by Jefferson College, credit will be equated to a specific course. When no course equivalent exists at Jefferson, credit may be granted as elective hours in the same field as the examination. Credit is recorded on the student's transcript and identified with "CPL" instead of a grade. Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course. CLEP charges an \$93 fee, and Jefferson College charges a \$30 fee to proctor the exam (the fee for the College Composition Modular is \$45).

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

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

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

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

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

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

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

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

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

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

## ❖ DANTES Subject Standardized Test (DSST)

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

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

## Institutional Challenge Examinations

### ❖ Departmental Examinations

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

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the department's 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

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Students who indicate that they have sufficient computer knowledge have the opportunity to meet the Computer Literacy Proficiency requirement for graduation by taking the Microsoft Digital Literacy Certificate Exam. This exam is administered in any Jefferson College [Testing Center](#). A testing fee of \$45 must be paid before the student takes this examination. The fee covers the cost of the test administration. Students must pass the exam with at least 80% mastery.

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

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

# Industry Credentials

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

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

## Approved\* Industry Credentials:

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

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

## Military Educational and Training Credit

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

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

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

### ❖ Joint Services Transcript

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From the Joint Services Transcript website:

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

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

## Apprenticeship Training

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

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

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

Students requesting credit for apprenticeship training must present their Journeyman card for verification to the 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 toward any degree or certificate sought at Jefferson College and only for the purpose of satisfying prerequisites or graduation requirements.
4. All work assessed for CPL must meet or exceed "C" level work. "C" level work criteria shall be determined by Jefferson College faculty, Associate Dean, or Evaluation Committee.

## **Policy & Procedures for Awarding CPL**

1. At least one credit hour must be successfully completed and transcribed 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 Enrollment Services at 636-481- 3207.
7. Prior learning experiences shall be evaluated only if requested by the student.

## **Cancellation of Courses**

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The College reserves the right to terminate courses for low enrollment. These decisions are typically made no later than three days prior to the first class session. The appropriate associate dean will approve a course cancellation.

## **Final Examination Policy**

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

# Grade Appeal Process

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1. If a student believes that a final grade for a course is not correct, the student should contact the instructor of record to determine why that grade was assigned. This communication may be conducted in person, in writing, or through electronic communication. This question should be asked as early as possible to allow for a rapid resolution of any administrative or clerical errors.
2. If no answer is received by the start of the next regular semester (Fall or Spring), or if the instructor's response is not satisfactory, the student may initiate a formal grade appeal. The deadline for initiating a formal grade appeal is the first business day of the second week of the next regular semester (Fall or Spring). The student will contact the instructor by e-mail using an official Jefferson College account. The student will copy the message to the instructor's 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 Academic Affairs. This should be initiated no later than 25 business days after the initial request for a formal grade appeal. The correspondence should be made through a Jefferson College e-mail account.
9. The Vice President of Academic Affairs will receive the same documentation provided to the dean (or designated institutional supervisor), with the additional inclusion of the response of the dean (or designated institutional supervisor). The Vice President of Academic Affairs then has five business days to investigate the issue and to transmit a response to the student through a Jefferson College e-mail account.
10. The determination of the Vice President of Academic Affairs is final.

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



# Grade Point Average

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The semester grade point average is calculated by:

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

# Grade Reports

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

# Grading Scale

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The College uses the following scale of evaluation:

<b>Grade</b>	<b>Designation</b>	<b>Honor Points</b>
<b>A</b>	Superior work	4 points
<b>B</b>	Above average work	3 points
<b>C</b>	Average work	2 points
<b>D</b>	Below average work	1 point
<b>F</b>	Failing work	0 points
<b>Grades not computed in grade point average:</b>		
<b>S</b>	Satisfactory work (A-C grades)	Credits accumulate
<b>U</b>	Unsatisfactory work (D,F,W grades)	
<b>P</b>	Passing work	Credits accumulate
<b>Enrollment Status</b>		
<b>H</b>	Audit	
<b>I</b>	Incomplete	
<b>W</b>	Student-initiated withdrawal	
<b>WC</b>	Student-initiated withdrawal due to crisis (Spring 2020 only)	
<b>WX</b>	Administrative withdrawal	

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

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

## Graduation

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This Catalog establishes the graduation requirements for the new student.

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

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

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

## Incomplete Grades

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

After one semester, the instructor will either change the original “I” grade, or the “I” grade will automatically become an “F” grade. Students receiving “I” grades in a spring semester have through that fall semester to resolve the “I” grade. Students receiving an “F” grade should follow the College’s policy on repeating courses.

## Official Student Records

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

## Repeating Courses

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

## Retroactive Credit for Foreign Language and Math

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

## Statement on Right to Privacy and Review

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

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

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

## Transcripts

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Official Jefferson College transcripts are available electronically through the National Student Clearinghouse. Financial obligations to the College must be met before a transcript is released. Each official transcript costs \$7.50, 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

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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

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A withdrawal from College is accomplished online through MyJeffco or by the completion of an official withdrawal form, which is available from the Office of Enrollment Services, the appropriate dean or Associate Dean's office, or the offices at Jefferson College Arnold. Failure to attend classes does not constitute a withdrawal. For tuition refund purposes, only official drops made during the first two weeks of a regular 16-week semester entitle the student to a refund of tuition. No tuition refunds will be made for withdrawal from full-semester classes after the second week of classes unless the tuition refund appeal stipulations have been met (see page 19). 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

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A student is officially a member of each class in which he or she has enrolled. To withdraw or drop a course, a student must complete the withdrawal process. Any student who does not attend classes and who has not officially dropped or withdrawn from a class will receive a failing grade at the end of the semester, or the student may be administratively withdrawn (see Administrative Withdrawal on page 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 office at Jefferson College Arnold. Copies can also be printed through the Student tab in MyJeffco. The signed and dated form must be filed in the Office of Enrollment Services, the appropriate dean or Associate Dean's office, or at the offices at Jefferson College Arnold by the appropriate deadline, or the add, drop, or withdrawal is not complete. Students may also access the Student tab in MyJeffco to drop/withdraw from courses during the first eight weeks of full-semester courses. During the first half of the course semester, i.e., the first eight weeks of a semester, a student can officially withdraw without the permission of the instructor or 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 Financial Aid Office prior to withdrawing from classes to discuss how their financial aid status/eligibility may be affected.

The Request for Medical Withdrawal form may be accessed on the Student tab in MyJeffco, and can also be obtained from the Office of the Vice President of Student Services, the Office of Enrollment Services, or the office at Jefferson College Arnold. To request a medical withdrawal, a student should submit the completed form with required documentation to the Registrar's Office. Requests submitted without supporting documentation will be denied. If medical necessity is validated, the student has not received federal/state gift aid, and his or her bill has been paid in full, the student may be issued a Dean's Waiver. The waiver would allow the student to re-enroll in the same courses in the following semester without having to pay the tuition charges again, provided the courses are offered that semester.

# Student Conduct

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

Upon enrolling in the College, each student assumes an obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by federal, state, and local governments and College rules. If this obligation is neglected or ignored by the student, the College will, in the interest of fulfilling its mission, institute appropriate disciplinary action. Examples of misconduct which may be subject to disciplinary action and the rules of procedure in student disciplinary matters can be found in the [Student Handbook](#) under the Student Code of Conduct.

The Student Conduct & Care Team Office is located on the top floor of the Student Center building and can be reached at 636-481-3262.

## Jefferson College Title IX Sexual Harassment Policy & Grievance Process

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

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

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

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

### **Title IX Coordinator:**

Dr. Kimberly Harvey-Manus, *Vice President of Student Services & Title IX Coordinator*  
Physical mailing address: 1000 Viking Drive, Student Center, Hillsboro, MO 63050  
Office location: Student Center, 2nd floor, Room 205  
Phone/Email: 636-481-3200/[kh Harvey@jeffco.edu](mailto:kh Harvey@jeffco.edu) (TTY Users dial 711)

### **Deputy Title IX Coordinators:**

**Employees:** Tasha Welsh, *Director of Human Resources*

Office location: Administrative Building  
Phone/Email: 636-481-3157/[twelsh@jeffco.edu](mailto:twelsh@jeffco.edu)

**Students:** Kristine Bogue, *Director of Student Compliance*

Office location: Student Center, 2nd floor, Room 209  
Phone/Email: 636-481-3258/[kbogue1@jeffco.edu](mailto:kbogue1@jeffco.edu)

**Faculty:** Dr. Kenneth Wilson, *Dean of Instruction*

Office location: CTE, Room 101B  
Phone/Email: 636-481-3400/[kwilso20@jeffco.edu](mailto:kwilso20@jeffco.edu)

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

## **Student Right to Know Information**

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

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At the end of each fall and spring semester, the College issues an honor list of students who have achieved a grade point average of 3.25 or better for 12 or more semester hours taken that semester. Part-time students may qualify for the Dean's List by accumulating 12 or more semester hours throughout the fall, spring, and summer semesters with a minimum 3.25 grade point average. Part-time students who believe they have met Dean's List requirements should notify the Office of the Vice President of Student Services, 636-481-3201, within 10 days of grade reporting to be added to the list. Names will be published on the College website and distributed to local newspapers for publication.

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

## **Graduation Honors**

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A candidate for an associate degree who has earned a cumulative grade point average of 3.50 or higher 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**

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

# Services to Students

## Academic Support

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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.



## Accessibility Resource Office

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Students with disabilities can utilize support services offered by the [Accessibility Resource Office](#) 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 Accessibility Resource Office Coordinator at 636-481-3169. TTY users may dial 711.





# Campus Safety

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## *Jefferson College Campus Police Department*

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

The Jefferson College Campus Police Department office is located on the Viking Woods Apartment Property, 802 Mel Carnahan Drive, #214.



## *Reporting a Crime*

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

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

## *Building and Parking Lot Safety*

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

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

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

## *Contact Information:*

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

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

## **Campus Police Department:**

On-Duty Officer	636-481-3500	
Beau Besancenez, <i>Police Sergeant</i>	636-481-3503	<a href="mailto:bbsance@jeffco.edu">bbsance@jeffco.edu</a>

## Care Team

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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.

Anyone can submit a concern regarding a student via the Maxient Incident Report Portal. The Maxient Incident Report Portal can be found under the MyJeffco, Student Tab, or the [Student Compliance webpage](#).

The Care Team meets weekly to assess incoming reports and implement appropriate intervention(s), as needed. The Student Conduct Office is located on the top floor of the Student Center building and can be reached at 636-481-3262 or visit their [webpage](#).

For further information regarding the Care Team, please contact 636-481-3215 or visit their [webpage](#).

## Counseling Services

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Jefferson College offers FREE counseling services, up to 6 sessions, for any currently enrolled student to address ongoing problems or concerns. Counseling Services is dedicated to student success and works with students to navigate barriers to access appropriate treatment and resources. Services can be provided in person through Comtrea on Campus or virtually through Central Methodist University. Comtrea on Campus provides individual sessions, drop-in hours, and crisis services for students. Consultation and outreach services are also available to students, faculty, and staff.

### **To schedule your appointment, please contact:**

- **Comtrea On-Campus Therapist**, Student Center RM 202,  
Phone: (636) 481-3215, Email: [counseling@jeffco.edu](mailto:counseling@jeffco.edu), Online: [www.calendly.com/hbond3](http://www.calendly.com/hbond3)
- **Central Methodist University's Clinical Counseling Center**,  
Email: [cccjeffco@centralmethodist.edu](mailto:cccjeffco@centralmethodist.edu)

All Counseling Services are voluntary and HIPAA compliant. For more information visit our [webpage](#).

## Cost of Attendance

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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

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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.

## Early Childhood Center

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The [Jefferson College Early Childhood Center](#) is licensed by the State of Missouri and accredited by the Missouri Accreditation of Programs for Children and Youth 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, or 636-481-3298.

## Employment Services

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



## Enrollment Services

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

Enrollment Services 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, or EDU105 Exploring the Field of Education. Students may schedule an appointment with an advisor through the MyJeffco student tab.

## Jefferson College Online

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

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

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

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

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

# Library Services

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



Examples of conduct which may subject a student to disciplinary action are itemized in the [Jefferson College Student Handbook](#), as well as the [Board of Trustees Policies Manual](#) and the Board of Trustees Procedures Manual (available in the Office of the Vice President of Student Services). The Office of the Behavioral Concerns and Student Conduct Coordinator, and Title IX Investigator are located on the top floor of the Student Center building and can be reached at 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. Library 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 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](mailto:refdesk@jeffco.edu), phone 636-481-3166, or via our Ask-A-Librarian chat or text at 636-486-0898.

Students at the **Arnold** location 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

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The Math Labs are located in the [Academic Success Center](#), Technology Center, room 105, and in the Academic Support Center at Jefferson College Arnold 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

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

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

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

## Residential and Student Life

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

## Student Athlete Success

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

## Student Development

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

# Student Support Services - Project SUCCESS

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



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

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

## Testing Services

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

## Veterans' Benefits

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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 636-481-3237.

## Vocational Rehabilitation Benefits

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Benefits are available to individuals who have physical or mental disabilities. Services include diagnostic physical/mental evaluations to determine eligibility, vocational guidance to determine a suitable employment goal, tuition for college and/or career 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

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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
- Theatre
- TV Production

## School of Business, Social Sciences and Public Services

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

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

## School of Math, Physics & Technology

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

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

## School of Science & Health

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

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

# General Degree Requirements

## Jefferson College Offers Five Associate Degrees

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

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

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

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

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

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

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

Three options for emphasis: Biology, Engineering, or Engineering Technology transferable to specific four-year institutions as part of a bachelor's degree

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

Designed for entry into a particular occupation

## And Several Career Education Certificates

The general graduation requirements for all degrees and certificates are detailed below. These are followed by a summary of the required components of the General Education Program. A summary of the statewide and institutional requirements for degrees and certificates follows. Specific requirements for each associate degree (A.A., A.F.A, A.A.T., and A.S.) are detailed on pages [72-95](#). Requirements for specific Career Education certificates and Associate of Applied Science degrees (A.A.S.) including departmental/program requirements are detailed on pages [107-128](#).

# 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 the A.F.A., and a minimum of 18 credit hours for A.A.S.).
  - b. Completion of specified curriculum for each degree/department/program/major.
2. Successful completion of institutional requirements:
  - a. Successful demonstration of computer literacy proficiency with a grade of “C” or better.
  - b. First Year Experience requirement.
3. A minimum cumulative grade point average of:
  - a. 2.00 (“C”) is required for the A.A., A.F.A, A.S. and most A.A.S. degrees
  - b. 2.75 overall and 2.75 in all education courses, with no grade lower than a “C” in education courses; an ACT Composite score of 20 or higher, or earning the required score on one of the teacher preparation assessments approved by DESE.

## 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 20, 2023. Please check the [Commencement webpage](#) for details.

## The following should be noted:

1. No degree or certificate credit will be given for developmental courses with numbers that begin with “0,” for example, English 099. Although they may be required of students to prepare for entering other courses, they will not apply as credit toward a degree or certificate.
2. No more than four hours of performance credit in music and/or four hours of physical activity courses may be counted toward an A.A. or A.A.T. degree.
3. All new, degree-seeking freshman for fall 2019 are required to pass the Missouri Higher Education Civics Examination as required by Missouri with the passage of Senate Bill 807 in 2018. The Missouri Higher Education Civics Examination will be administered through PSC001, zero credit hour course. New degree-seeking students must enroll in the course and pass the exam for graduation eligibility. Students are not required to complete the examination to be eligible for a career education certificate.
4. Multiple degrees/certificates: In most instances, a student may receive multiple degrees (A.A., A.A.T., A.S., A.F.A., A.A.S.). However, an A.A.T. degree recipient may not subsequently earn an A.A. An A.A. degree recipient may subsequently earn an A.A.T. degree if an additional 15 credit hours of applicable coursework is completed. A student may receive multiple certificates without limit.
5. The Associate of Applied Science (A.A.S.) degree and Career Education certificates are not limited by prior graduation.
6. Second degrees: Associate of Arts degrees satisfy the General Education program for the Associate of Applied Science degree. The technical departmental requirements are met on a course-by-course process. A transfer student with an earned Associate of Applied Science degree will satisfy the General Education program of Jefferson College’s Associate of Applied Science degree.
7. All degree or certificate-seeking students enrolling in nine or more hours of college credit courses as well as students who have accumulated nine or more hours of college credit are required to successfully complete the First Year Experience requirement. Students who do not successfully complete COL100 Freshman Seminar; COL101 Introduction to College: Strategies for Success; COL136 Mastering the College Experience, EDU105 Exploring the Field of Education; or EGR100 Introduction to Engineering during their first term of enrollment will be required to complete one of these courses during their second term. Students will not be allowed to enroll for a third term without successfully completing the First Year Experience requirement. Please note that transfer students with 15 credit hours and a 2.0 GPA or an equivalent First Year Experience course (as determined by the Registrar) are exempt from this requirement.

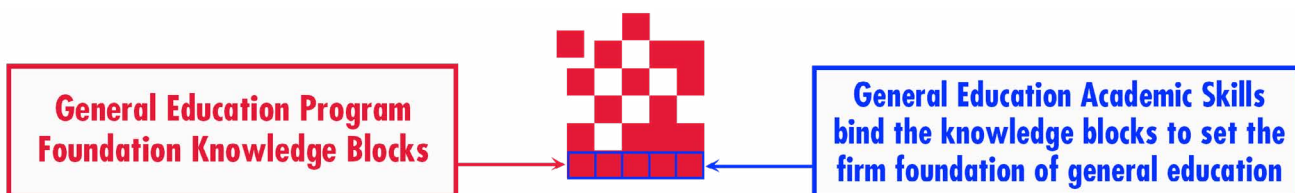
# General Education Program Requirements

## Building a Strong Foundation for Learning, Growth, and Success

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

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

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



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

<b>Jefferson College General Education Program Foundation Knowledge Blocks</b>				
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).				
<b>Social &amp; Behavioral Sciences Foundation Block</b>	<b>Written &amp; Oral Communications Foundation Block</b>	<b>Natural Sciences Foundation Block</b>	<b>Mathematical Sciences Foundation Block</b>	<b>Humanities and Fine Arts Foundation Block</b>

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://journeycollege.mo.gov/finish/transfer-credit/core-42/>.

## Missouri Transfer (MOTR) CORE 42 General Education Requirements

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

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

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

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

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

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

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

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


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

# Jefferson College 2024-25 Approved MOTR Core 42 Courses

Jefferson College Course by Knowledge Area	MOTR Course Equivalent
<b>COMMUNICATIONS</b>	<b>MOTR COURSE EQUIVALENT</b>
<b>Oral Communications</b>	
COM100(H) Fundamentals of Communication	MOTR COMM 100 Introduction to Communications
COM110 Public Speaking	MOTR COMM 110 Fundamentals of Public Speaking
COM220 Argumentation & Debate	MOTR COMM 220 Argumentation & Debate
<b>Written Communications</b>	
ENG101(H) English Composition I	MOTR ENGL 100 Composition I
ENG102(H) English Composition II	MOTR ENGL 200 Composition II
<b>HUMANITIES AND FINE ARTS</b>	<b>MOTR COURSE EQUIVALENT</b>
<b>Art</b>	
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
<b>Literature</b>	
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 18 <sup>th</sup> Century
ENG226 English Literature: After 1800	MOTR LITR 102B British Literature: Late 18 <sup>th</sup> Century to Present
ENG228 American Literature: Before 1865	MOTR LITR 101A American Literature – Pre-Civil War
ENG229 American Literature: After 1865	MOTR LITR 101B American Literature – Post-Civil War
ENG235(H) The Shakespeare Plays	MOTR LITR 107 Introduction to Shakespeare
ENG250(H) Mythology	MOTR LITR 201 Mythology
<b>Foreign Language</b>	
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
<b>Civilization and Culture</b>	
HST201 Ancient and Medieval Civilization	MOTR WCIV 101 Western Civilization I
HST202 Renaissance to Early Modern Europe	MOTR WCIV 102 Western Civilization II
<b>Music</b>	
MSC101 Fundamentals of Music	MOTR MUSC 101 Music Fundamentals
MSC131 Music Appreciation	MOTR MUSC 100 Music Appreciation
MSC133 Jazz Appreciation	MOTR MUSC 100J Music Appreciation – Jazz
MSC135 History of Rock and Roll	MOTR MUSC 100RP Music Appreciation – Rock/Pop
MSC137 World Music	MOTR MUSC 102 World Music
MSC231 Music Literature: Before 1750	MOTR MUSC 103 Music History I
MSC232 Music Literature: After 1750	MOTR MUSC 104 Music History II
<b>Philosophy/Religion</b>	
PHL101 Logic	MOTR PHIL 101 Introduction to Logic
PHL102(H) Introduction to Philosophy	MOTR PHIL 100 Introduction to Philosophy
PHL111 New Testament	MOTR RELG 101N Religious Texts – New Testament


10/15/2023

# Jefferson College 2024-25 Approved MOTR Core 42 Courses

PHL110 Old Testament	MOTR RELG 1010 Religious Texts – Old Testament
PHL201 World Religions	MOTR RELG 100 World Religion
PHL202(H) Ethics	MOTR PHIL 102 Introduction to Ethics
PHL204 Business & Professional Ethics	MOTR PHIL 102 Introduction to Ethics – Business and Professional
<b>Theater</b>	
THT100(H) Theatre Appreciation	MOTR THEA 100A Theater Appreciation
<b>Performance/Production of Creative Arts</b>	
ART115 Drawing I	MOTR PERF 105D Studio Art – Drawing
ART123 Ceramics/Pottery I	MOTR PERF 105C Studio Art – Ceramics
ART127 Digital Short Film	MOTR PERF 107 Introduction to Filmmaking
ART129 Sculpture I	MOTR PERF 105S Studio Art-Sculpture
ART141 Painting I	MOTR PERF 105P Studio Art – Painting
ART143 Landscape Painting	MOTR PERF 105P Studio Art – Painting
ART150 Digital Photography I	MOTR PERF 105GA Studio Art – Graphic Arts
ART160 Graphic Design I	MOTR PERF 105GA Studio Art – Graphic Arts
ENG104 Creative Writing	MOTR PERF 106 Creative Writing
MSC144 Woodwind Chamber Ensemble	MOTR PERF 102B Music Performance – Band
MSC145 Brass Chamber Ensemble	MOTR PERF 102B Music Performance – Band
MSC146 Percussion Ensemble	MOTR PERF 102B Music Performance – Band
MSC152 Wind Ensemble	MOTR PERF 102B Music Performance – Band
MSC241 Small Jazz Combo	MOTR PERF 102B Music Performance – Band
MSC251 Jazz Ensemble	MOTR PERF 102B Music Performance – Band
MSC259 Concert Chorale	MOTR PERF 102C Music Performance – Choir
THT110 Beginning Acting	MOTR PERF 100 Acting I
THT120 Stagecraft	MOTR PERF 104S Stagecraft
<b>MATHEMATICS AND NATURAL SCIENCES</b>	<b>MOTR COURSE EQUIVALENT</b>
	
<b>Mathematics</b>	
MTH131 Survey of College Mathematics	MOTR MATH 120 Mathematical Reasoning & Modeling
MTH132 Introductory Statistics	MOTR MATH 110 Statistical Reasoning
MTH134(H) College Algebra	MOTR MATH 130 Pre-Calculus Algebra
MTH141 Precalculus	MOTR MATH 150 Pre-Calculus
<b>Biological and Life Sciences</b>	
BIO101(H) General Biology	MOTR BIOL 100L Essentials in Biology with Lab
BIO102 Concepts in Biology	MOTR BIOL 100 Essentials in Biology
BIO103 Biology for Majors I	MOTR BIOL 150L Biology with Lab
BIO109 Ecology and Environmental Conservation	MOTR BIOL 100EC Essentials in Biology
BIO116 Anatomy and Physiology for Pre-Hospital Healthcare	MOTR LIFS 100AP Essentials in Human Biology
BIO120 Human Anatomy and Physiology	MOTR LIFS 150LAP Human Biology with Lab
BIO211 Anatomy and Physiology I	MOTR LIFS 150LAP Human Biology with Lab
<b>Physical Sciences</b>	
CHM101 Introductory Chemistry	MOTR CHEM 100L Essentials in Chemistry with Lab
CHM102 Concepts in Chemistry	MOTR CHEM 100 Essentials in Chemistry
CHM111(H) General Chemistry I	MOTR CHEM 150L Chemistry I with Lab
PHY101 Survey of Physical Science	MOTR PHYS 110L Essentials in Physical Sciences with Lab
PHY102 Topics in Physical Science	MOTR PHYS 110 Essentials in Physical Sciences
PHY105 Physical Geology	MOTR GEOL 100L Geology with Lab
PHY106 Introduction to Astronomy	MOTR ASTR 100L Astronomy with Lab
PHY111 Elementary College Physics I	MOTR PHYS 150L Physics I with Lab
PHY223 General Physics	MOTR PHYS 200L Advanced Physics I with Lab

10/15/2023

# Jefferson College 2024-25 Approved MOTR Core 42 Courses

SOCIAL AND BEHAVIORAL SCIENCES	MOTR COURSE EQUIVALENT	
<b>General</b>		
COM130 Introduction to Mass Media	MOTR SBSC 100 Introduction to Mass Communications	
<b>Criminal Justice</b>		
CRJ110 Introduction to Criminal Justice	MOTR CRJS Introduction to Criminal Justice	
<b>Economics</b>		
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	
<b>History</b>		
HST103(H) U.S. History I to Reconstruction [ <i>Civics course</i> ]	MOTR HIST 101 American History I	
HST104(H) U.S. History II from Reconstruction [ <i>Civics course</i> ]	MOTR HIST 102 American History II	
HST250 World History I	MOTR HIST 201 World History I	
HST260 World History II	MOTR HIST 202 World History II	
<b>Geography</b>		
GEO103 World Regional Geography	MOTR GEOG 101 World Regional Geography	
<b>Political Science</b>		
PSC102(H) U.S. and Missouri Govt and Const [ <i>Civics course</i> ]	MOTR POSC 101 American Government	
PSC155 International Relations	MOTR POSC 201 International Relations	
PSC202 Introduction to Comparative Politics	MOTR POSC 202 Introduction to Comparative Politics	
<b>Psychology</b>		
PSY101(H) General Psychology	MOTR PSYC 100 General Psychology	
PSY205 Life Span Human Development	MOTR PSYC 200 Life Span Human Development	
<b>Sociology/Anthropology</b>		
SOC101(H) General Sociology	MOTR SOCI 101 General Sociology	
SOC114 General Anthropology	MOTR ANTH 101 General Anthropology	
SOC115 Cultural Anthropology	MOTR ANTH 201 Cultural Anthropology	
SOC240 Marriage & Family	MOTR SOCI 204 Introduction to Family Studies	
SOC250 Social Problems	MOTR SOCI 201 Social Problems	



## COMMUNICATION

Writing and speaking clearly and concisely using edited American English.

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

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

### WRITTEN COMMUNICATIONS

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

### ORAL COMMUNICATIONS

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

## NATURAL AND MATHEMATICAL SCIENCES

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

<b>A.A.</b>	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)
<b>A.A.T.</b>	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)
<b>A.F.A.</b>	6 hours	(3 hours from mathematical sciences and 3 hours from natural sciences)
<b>A.S. Biology</b>	14 hours	(5 hours from mathematical sciences and 9 hours from physical sciences courses with both of those courses with laboratory)
<b>A.S. Engineering</b>	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
<b>A.S. Engineering Technology</b>	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
<b>A.A.S.</b>	6 hours	(6 hours from either mathematical sciences, biological sciences, OR physical sciences)

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

### BIOLOGICAL SCIENCES

*\*courses with laboratory*

Jefferson College	MOTR CORE 42
BIOLOGY	BIOLOGY
BIO102 Concepts in Biology	MOTR BIOL 100 Essentials in Biology
BIO103 Biology for Majors I	MOTR BIOL 150L Biology with Lab
BIO109 Ecology and Environmental Conservation	MOTR BIOL 100EC Essentials in Biology
BIO101(H) General Biology*	MOTR BIOL 100L Essentials in Biology with Lab
BIO205 General Botany*	MOTR BIOL 150L Biology with Lab
BIO206 General Zoology*	MOTR BIOL 150LZ Biology with Lab
LIFE SCIENCES	LIFE SCIENCES
BIO116 Anatomy and Physiology for Pre-Hospital Healthcare	MOTR LIFS 100AP Essentials in Human Biology
BIO120 Human Anatomy and Physiology*	MOTR LIFS 150LAP Human Biology with Lab
BIO211 Anatomy and Physiology I*	MOTR LIFS 150LAP Human Biology with Lab
PTA100 Anatomy and Physiology I for Physical Therapist Assistants* – for select A.A.S. degree only	<i>NO MOTR CORE 42 course equivalent</i>
BIO207 Vertebrate Anatomy* – for select A.A.S. degree only	<i>NO MOTR CORE 42 course equivalent</i>
BIO208 Vertebrate Physiology* – for select A.A.S. degree only	<i>NO MOTR CORE 42 course equivalent</i>
BIO212 Anatomy and Physiology II* – for select A.A.S. degrees only	<i>NO MOTR CORE 42 course equivalent</i>

**PHYSICAL SCIENCES***\*courses with laboratory*

<b>Jefferson College</b>	<b>MOTR CORE 42</b>
<b>ASTRONOMY</b>	<b>ASTRONOMY</b>
PHY106 Introduction to Astronomy*	MOTR ASTR 100L Astronomy with Lab
<b>CHEMISTRY</b>	<b>CHEMISTRY</b>
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
<b>GEOLOGY</b>	<b>GEOLOGY</b>
PHY105 Physical Geology*	MOTR GEOL 100L Geology with Lab
<b>PHYSICAL SCIENCES</b>	<b>PHYSICAL SCIENCES</b>
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
<b>PHYSICS</b>	<b>PHYSICS</b>
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.

<b>A.A.</b>	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)
<b>A.A.T.</b>	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)
<b>A.F.A.</b>	6 hours	(3 hours from mathematical sciences and 3 hours from natural sciences)
<b>A.S. Biology</b>	14 hours	(5 hours from mathematical sciences and 9 hours from physical sciences courses with both of those courses with laboratory)
<b>A.S. Engineering</b>	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
<b>A.S. Engineering Technology</b>	15 hours	(5 hours from mathematical sciences and 10 hours from physical sciences courses with both of those courses with laboratory)
<b>A.A.S.</b>	6 hours	(6 hours from either mathematical sciences, biological sciences, OR physical sciences)

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

### MATHEMATICAL SCIENCES

Jefferson College	MOTR CORE 42
MGT103 Business Math – for select A.A.S. degrees only	<i>NO MOTR CORE 42 course equivalent*</i>
MTH105 Industrial Math – for select A.A.S. degrees only	<i>NO MOTR CORE 42 course equivalent*</i>
MTH110 Introductory Algebra – for select A.A.S. degrees only	<i>NO MOTR CORE 42 course equivalent*</i>
MTH121 Technical Math I – for select A.A.S. degrees only	<i>NO MOTR CORE 42 course equivalent*</i>
MTH128 Intermediate Algebra – for select A.A.S. degrees only	<i>NO MOTR CORE 42 course equivalent*</i>
MTH130 Structure of the Real Number System - for A.A.T. Elementary/Early Childhood degree and select A.A.S. degree only	<i>NO MOTR CORE 42 course equivalent*</i>
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**	<i>NO MOTR CORE 42 course equivalent*</i>
MTH168 Probability and Statistics**	<i>NO MOTR CORE 42 course equivalent*</i>
BUS168 Business Statistics**	<i>NO MOTR CORE 42 course equivalent*</i>
MTH172 Linear Algebra	<i>NO MOTR CORE 42 course equivalent*</i>
MTH180 Calculus I**	<i>NO MOTR CORE 42 course equivalent*</i>
<p><i>**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.</i></p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>Students have the option of having the prerequisite course credit hours posted to their transcript for the normal credit hour posting fee.</i></li> </ul>	<p><i>* 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.</i></p> <p><i>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.</i></p>
<p><b>**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.</b></p>	
<p><b>**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.</b></p>	
<p><b>**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.</b></p>	
<p><b>**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.</b></p>	

## HUMANITIES AND FINE ARTS

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

<b>A.A.</b>	9 hours	(Three courses from at least two disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts)
<b>A.A.T.</b>	9 hours	(Three courses from at least two disciplines with a limit of 3 hours of performance classes applied to Humanities and Fine Arts)
<b>A.F.A.</b>	9 hours	(Three specific courses - ART101, ART103, ART105; other ART performance classes apply to degree requirements/options)
<b>A.S. Biology</b>	6 hours	(Two courses from either Humanities and Fine Arts OR Social and Behavioral Sciences; performance classes do not apply to either Humanities and Fine Arts and/or total general education)
<b>A.S. Engineering</b>	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)
<b>A.S. Engineering Technology</b>	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)
<b>A.A.S.</b>	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
<b>ART</b>	<b>ART</b>
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
<b>CIVILIZATION AND CULTURE</b>	<b>CIVILIZATION</b>
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	<i>NO MOTR CORE 42 course equivalent*</i>
<b>FOREIGN LANGUAGE</b>	<b>FOREIGN LANGUAGE</b>
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
<b>LITERATURE</b>	<b>LITERATURE</b>
EDU245 Literature for Children - for A.A.T. Elementary/ Early Childhood degree only	<i>NO MOTR CORE 42 course equivalent*</i>
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

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

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

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

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

### **Communication**

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

### **Civic Engagement**

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

### **Creativity and Innovation**

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

### **Critical Thinking**

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

### **Ethical and Social Responsibility**

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

### **Information Literacy**

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

### **Technology Literacy**

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

### **Understanding and Engaging Diverse Perspectives**

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

# Statewide and Institutional Requirements

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

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

## **Academic Preparedness - Reading, Writing, and Mathematics Proficiency:**

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

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

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

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

## **First Year Experience:**

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

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

- I. Associate of Arts Degree – Statewide general studies liberal arts degree – minimum 62 credit hours:**
  - a. General education requirements – 42 credit hours as mandated by the Missouri Higher Education Core Transfer Act
  - b. Institutional Requirements – 20 credit hours to include computer literacy and first year experience, if applicable
  
- II. Associate of Arts in Teaching Degree – Statewide teacher education transfer degree – minimum 62 credit hours:**
  - a. General education requirements – minimum 42 credit hours
  - b. Required core education courses, including computer literacy – 13 credit hours
  - c. Required approved electives – 7 credit hours
  
- III. Associate of Fine Arts in Art Degree – Fine Arts transfer degree – minimum 67 credit hours:**
  - a. General education requirements – minimum 27 credit hours
  - b. Required core art courses, including computer literacy – 18 credit hours
  - c. Required approved electives, including first year experience, if applicable – 22 credit hours
  
- IV. Associate of Fine Arts in Music Degree – minimum 66 credit hours:**
  - a. General education requirements – minimum 27 credit hours
  - b. Required core music courses, including computer literacy – 32 credit hours
  - c. Required approved electives – 6 credit hours
  - d. First year experience, if applicable 1 – 3 credit hours
  
- V. Associate of Science Degree – Engineering Emphasis – minimum 64 credit hours**
  - a. General education requirements to include computer literacy – 27 credit hours
  - b. Required courses – 27 hours
  - c. Required approved technical electives – 9 hours
  - d. First year experience, if applicable – 1-3 credit hours
  
- VI. Associate of Science Degree – Engineering Technology Emphasis – minimum 65 credit hours**
  - a. General education requirements to include computer literacy – 42 credit hours
  - b. Required technical courses – 22 hours
  - c. First year experience, if applicable – 1-3 credit hours
  
- VII. Associate of Science Degree – Biology – minimum 63 credit hours**
  - a. General education requirements – 29 hours
  - b. Required elective courses and computer literacy – 33 hours
  - c. First year experience, if applicable – 1-3 credit hours
  
- VIII. Associate of Applied Science Degree – hours will vary depending on degree**
  - a. General education requirements – minimum 18 credit hours
  - b. Required electives – will vary by degree
  - c. First year experience, if applicable – 1-3 credit hours
  - d. Computer literacy – 3 credit hours
  
- IX. 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 55-68. 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://journeycollege.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 ( <i>see Associate of Fine Arts degree</i> )	Life Sciences	Economics
Communications	Communication	Biology	Geography
Computer Science	Foreign Language	Botany	History
Criminal Justice	Journalism	Ecology	Political Science
Education ( <i>see Associate of Arts in Teaching degree</i> )	Music	Zoology	Psychology
English	Philosophy	Mathematics	Sociology
Engineering ( <i>see Associate of Science degree</i> )	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, 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 55-68 for a list of courses with MOTR equivalents in each of these knowledge areas.

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

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

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



### General Education Option

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

## Associate of Arts Institutional Requirements:

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### 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:

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### 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	GUD
BIO	HPE ( <i>No more than four hours of physical education activity courses may be counted toward a degree</i> )
BUS101,120,150,168,240,241,245,246,261,265	HST
CHM	HUM
CIS125,129,153,155	MSA/C ( <i>No more than four hours of performance credit in music courses may be counted toward a degree</i> )
COL	MTH110,128+ ECE102,103,108,212
COM	PHL
CRJ110,112,114,120,130,135,140,220,222,224,230,242	PHY
ECO	PSC
EDU	PSY
EGR	SOC
ENG	SPN
FRN	SWK
GEO	THT
GRM	

## Global Studies Program

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

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

## Honors Program

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

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

- a 3.30 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, for more information.

## Pre-Social Work Program

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

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



## Associate of Arts Transfer (62 Credits) 2024 – 2025 Degree Plan

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

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
<b>Associate of Arts General Education CORE42 Degree Requirements – 42 credits</b>	Communications	6 credits	Written Communications	ENG101(H) ENG102(H)		
		3 credits	Oral Communications	COM100(H), 110, 220		
		9 credits from 2 or more areas	Art	ART101, 103, 105		
	Civilization		HST201, 202			
	Foreign Language		FRN101, 102; GRM101, 102; SPN101, 102			
	Literature/Film		ENG105, 106, 122, 215(H), 216(H), 225, 226, 228, 229, 235(H), 250(H)			
	Music		MSC101, 131, 133, 135, 137, 231, 232			
	Philosophy/Religion		PHL101, 102(H), 110, 111, 201, 202(H), 204			
	Theatre		THT100(H)			
	Performance/Production of Creative Arts	ART115, 123, 127, 129, 141, 143, 150, 160; ENG104; MSC144, 145, 146, 152, 241, 251, 259, THT110				
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH131, 132, 134(H), 141, 161*, 168*, 180*; BUS168*		
	Natural Science (*includes a lab)	7 credits from 2 areas with 1 lab	Biological Science	BIO101*, 102, 103*, 109, 116, 211*		
			Physical Science	CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*		
	Social and Behavioral Sciences	9 credits from 2 areas including 1 Civics course	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
			Communications	COM130		
			Criminal Justice	CRJ110		
			Economics	ECO100, 101, 102		
Geography			GEO103			
History			HST103(H), 104(H), 250, 260			
Political Science			PSC102(H), 155, 202			
Psychology			PSY101(H), 205			
Sociology/Anthropology	SOC101(H), 114, 115, 240, 250					
General Education Electives	5 credits	HPE138; Choose any course from the courses listed above except performance classes.				
<b>Associate of Arts Electives and Institutional Requirements (First Year Experience and Computer Literacy) – 20 credits</b>	Institutional Requirements	Computer Literacy	CIS125; EDU205			
		First Year Experience	COL100, 101, 136; EDU105			
	Electives (including Institutional requirements)	20 credits	Courses # >= 100: ART; BIO; BUS101, 120, 150, 168, 240, 241, 245, 246, 261, 265; CHM; CIS125, 129, 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			

# 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 earning the required score on one of the teacher preparation assessments approved by DESE. 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 teacher preparation assessment scores, or additional course requirements. Most education majors will transfer with more than the 62 credit hours in order to meet certification requirements.

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

## Associate of Arts in Teaching Institutional Requirements:

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### **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:

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### **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:

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### **Elective Courses 7 credit hours**

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

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

The Associate of Arts in Teaching (A.A.T.) transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 55-68 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
<p>9 credit hours minimum from at least 2 disciplines, including at least one Civics course</p> <hr/> <p>A.A.T. requires: Courses with MOTR equivalence</p> <p>One Civics course</p> <p><b>Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.</b></p> <p>AND</p> <p>PSY101(H)</p> <p>AND</p> <p>PSY205</p>	<p>6 credit hours minimum</p> <hr/> <p>A.A.T. requires: Courses with MOTR equivalence</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum</p> <hr/> <p>A.A.T. requires: Courses with MOTR equivalence</p> <p><b>Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.</b></p>	<p>7 credit hours minimum from at least 2 disciplines (Biological <u>and</u> Physical), including one course with a lab component</p> <hr/> <p>A.A.T. requires: Courses with MOTR equivalence</p> <p>A.A.T. may require second lab depending on area of certification and/or four-year program.</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum**</p> <hr/> <p>A.A.T. requires: Courses with MOTR equivalence (MTH134 required for UMSL Elementary education) or ** successful completion of MTH161, 168, 180 or BUS168.</p> <p><u>With exception of MTH130</u> Structure of the Real Number System for Elementary Education or Early Childhood Education only</p> <p><b>Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.</b></p>	<p>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</p> <hr/> <p>A.A.T. requires: Courses with MOTR equivalence</p> <p>With exception of:  <ul style="list-style-type: none"> <li>• EDU240</li> <li>• EDU245 for Elementary Education or Early Childhood Education only</li> </ul> </p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.</b></p>



### General Education Option

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





**Associate of Arts in Teaching Transfer  
(62 Credits)  
2024 – 2025 Degree Plan**

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

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future
Associate of Arts in Teaching General Education Degree Requirements – 42 credits (AAT General Education credit hours may or may not be from MOTR aligned courses. MOTR Core42 completion not required for AAT degree.)	Communications	6 credits	Written Communications	ENG101(H)		
				ENG102(H)		
		3 credits	Oral Communications	COM100(H), 110		
	Humanities and Fine Arts (*not a MOTR course)	9 credits from 2 or more areas	Art	ART101, 103, 105		
			Civilization	HST201, 202		
			Culture	EDU240*		
			Foreign Language	FRN101, 102; GRM101, 102; SPN101, 102		
			Literature/Film	EDU245* (for Elem/Early Child only); ENG105, 106, 122, 215(H), 216(H), 225, 226, 228, 229, 235(H), 250(H)		
			Music	MSC101, 131, 133, 135, 137, 231, 232		
			Philosophy/Religion	PHL101, 102(H), 110, 111, 201, 202(H), 204		
			Theatre	THT100(H)		
	Performance/Production of Creative Arts	ART115, 123, 127, 129, 141, 143, 150, 160; ENG104; MSC144, 145, 146, 152, 241, 251, 259, THT110				
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH130* (for Elem/Early Child only), 131, 132, 134(H), 141, 161*, 168*, 180*; BUS168*		
	Natural Science (*includes a lab)	7 credits from 2 areas with 1 lab	Biological Science	BIO101*, 102, 103*, 109, 116, 211*		
Physical Science			CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*			
Civics	3 credits	MO Civics Exam	PSC001			
		Civics	HST103(H), 104(H); PSC102(H)			
Social and Behavioral Sciences	6 credits	Psychology	PSY101(H)			
	PSY205					
General Education Electives	5 credits	HPE138; Choose any course from the courses listed above except performance classes.				
Associate of Arts in Teaching Education Requirements and Electives – 20 credits	Computer Literacy requirement met with required Teacher Education course EDU205.					
	First Year Experience requirement met with required Teacher Education course EDU105.					
	Education Courses	13 credits (All courses must be completed with a grade of “C” or better.)	Exploring the Field of Educ	EDU105		
			Educational Technology	EDU205		
			Found of Educ in Diverse Soc	EDU210		
			Educational Psychology	EDU225		
			Teaching Prof Field Exp	EDU230		
	Electives	7 credits	Courses # >= 100: ART; BIO; BUS101, 120, 150, 168, 240, 241, 245, 246, 261, 265; CHM; CIS125, 129, 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 EDU235 recommended			

# 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

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### 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  
EDU105 Exploring the Field of Education

## Associate of Fine Arts-Art Major Course Requirements

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### 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

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

ART107 Modern Art	ART217 Watercolor II
ART117 Watercolor I	ART223 Drawing III
ART123 Ceramics Pottery I	ART225 Watercolor III
ART127 Digital Short Film	ART243 Painting III
ART141 Painting I	ART250 Digital Photography II
ART142 Painting II	ART252 Printmaking II
ART143 Landscape Painting	ART260 Graphic Design III
ART151 Printmaking I	ART262 Ceramics Pottery II
ART160 Graphic Design I	ART263 Ceramics Pottery III
ART170 Graphic Design II	ART265 Digital Photography III
ART180 History of Photography	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 55-68 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
<p>6 credit hours minimum, including at least one Civics course</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum written communications and 3 credit hours minimum either written or oral communications</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence</p> <p>ENG101, 101H English Composition I</p> <p><b>AND</b></p> <p>ENG102(H) English Composition II <b>OR</b></p> <p>COM100(H) Fundamentals of Communication</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence</p> <p><b>Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum**</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence or ** successful completion of MTH161, 168, 180 or BUS168.</p> <p><b>Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.</b></p>	<p>9 credit hours minimum</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence</p> <p>ART103 Survey of Art I</p> <p><b>AND</b></p> <p>ART105 Survey of Art II</p> <p><b>AND</b></p> <p>ART115 Drawing I</p>



**Associate of Fine Arts in Art Transfer  
(67 Credits)  
2024 – 2025 Degree Plan**

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

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/ In Progress	Future	
Associate of Fine Arts in Art General Education Degree Requirements – 27 credits (MOTR CORE42 completion not required for AFA degree.)	Communications	6 credits	Written Communications	ENG101(H)			
			Communications	COM100(H) or ENG102(H)			
	Humanities and Fine Arts	9 credits	Art		ART103		
					ART105		
			Performance	ART115			
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH131, 132, 134(H), 141, 161*, 168*, 180*; BUS168*			
	Natural Science (*includes a lab)	3 credits	Biological Science	BIO101*, 102, 103*, 109, 116, 211*			
			Physical Science	CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*			
	Civics	3 credits	MO Civics Exam	PSC001			
			Civics	HST103(H), 104(H); PSC102(H)			
	Social and Behavioral Sciences	3 credits	Communications	COM130			
			Economics	ECO100, 101, 102			
Geography			GEO103				
History			HST103(H), 104(H), 250, 260				
Political Science			PSC102(H), 155, 202				
Psychology			PSY101(H), 205				
Sociology/Anthropology	SOC101(H), 114, 115, 240, 250						
Associate of Fine Arts in Art Core Requirements, Electives, and Institutional Requirements (First Year Experience and Computer Literacy) – 40 credits	Institutional Requirements	Computer Literacy is met with required Art courses ART150 and ART152.					
		1 credit	First Year Experience	COL100, 101, 136; EDU105			
	Core Art Courses	18 credits	Drawing (3)	ART146 or ART147			
			Design I (3)	ART120			
			Design II (3)	ART121			
			Digital Photography I (3)	ART150			
			Digital Art Studio (3)	ART152			
	Studio Practices (3)	ART290					
Art Electives	21 credits	ART107, 117, 123, 127, 129, 141, 142, 143, 146, 147, 151, 160, 170, 180, 217, 223, 225, 243, 250, 252, 260, 263, 265, 270, 281					

# Associate of Fine Arts – Music Degree

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

## Associate of Fine Arts - Music Institutional Requirements

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### 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

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### Required Fine Arts Major Courses 28 credit hours

#### Music Theory – 16 credit hours

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

#### Applied Lessons – 8 credit hours

*(course number depends on type of lesson)*

MSA17x  
MSA18x  
MSA27x  
MSA28x

#### Large Ensemble – 4 credit hours

MSC152  
MSC259

## Associate of Fine Arts – Music Elective Requirements

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

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

## Associate of Fine Arts-Music General Education Program Requirements:

The Associate of Fine Arts-Music (A.F.A.) transfer degree requires completion of a degree specific General Education program curriculum distributed among the Knowledge Areas as listed below. See pages 55-68 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
<p>6 credit hours minimum, including at least one Civics course</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum written communications <b>AND</b> 3 credit hours minimum either written or oral communications</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence</p> <p>ENG101, 101H English Composition I</p> <p><b>AND</b></p> <p>ENG102(H) English Composition II</p> <p><b>OR</b></p> <p>COM100(H) Fundamentals of Communication</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence</p> <p><b>Consult your advisor for assistance in selecting course for your specific degree, major, and transfer institution requirements.</b></p>	<p>3 credit hours minimum**</p> <hr/> <p>A.F.A. requires: Courses with MOTR equivalence or ** successful completion of MTH161, 168, 180 or BUS168.</p> <p><b>Consult your advisor for assistance in selecting the Mathematical Sciences course for your specific degree, major, and transfer institution requirements.</b></p>	<p>9 credit hours minimum</p> <hr/> <p>A.F.A. requires: Courses with FRN101, FRN102, GRM101, GRM102, SPN101, SPN102, ART101, ART103, OR ART105</p> <p><b>AND</b></p> <p>MSC231 Music Literature Before 1750</p> <p><b>AND</b></p> <p>MSC232 Music Literature After 1750</p>



**Associate of Fine Arts in Music Transfer  
(68 Credits)  
2024 – 2025 Degree Plan**

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

	Degree Requirement	Credits Required	Course Area	Course Options	Completed/In Progress	Future
Associate of Fine Arts in Music General Education Degree Requirements – 27 credits (MOTR CORE42 completion not required for AFA degree.)	Communications	6 credits	Written Communications	ENG101(H)		
			Communications	COM110(H) or ENG102(H)		
	Humanities and Fine Arts	9 credits	Art or Foreign Language	ART101, 103, 105		
				FRN101, 102; GRM101, 102; SPN101, 102		
	Music	MSC231				
		MSC232				
	Mathematical Science (*not a MOTR course)	3 credits	Mathematical Science	MTH131, 132, 134(H), 141, 161*, 168*, 180*; BUS168*		
	Natural Science (*includes a lab)	3 credits	Biological Science	BIO101*, 102, 103*, 109, 116, 211*		
			Physical Science	CHM101*, 102, 111*; PHY101*, 102, 105*, 106*, 111*, 223*		
	Civics	3 credits	MO Civics Exam	PSC001		
			Civics	HST103(H), 104(H); PSC102(H)		
	Social and Behavioral Sciences	3 credits	Communications	COM130		
			Criminal Justice	CRJ110		
Economics			ECO100, 101, 102			
Geography			GEO103			
History			HST103(H), 104(H), 250, 260			
Political Science			PSC102(H), 155, 202			
Psychology			PSY101(H), 205			
Sociology/Anthropology	SOC101(H), 114, 115, 240, 250					
Associate of Fine Arts in Music Core Requirements, Electives, and Institutional Requirements – 41 credits (First Year Experience and Computer Literacy)	Institutional Requirements	Computer Literacy is met with required Music courses MSC104 and MSC204.				
		1 credit	First Year Experience	COL100, 101, 136; EDU105^		
	Core Music Courses	28 credits	Music Theory I (4)	MSC103		
			Music Theory II (4)	MSC104		
			Music Theory III (4)	MSC203		
			Music Theory IV (4)	MSC204		
			Applied Lessons I (2)	MSA17X^		
			Applied Lessons II (2)	MSA 18X^		
			Applied Lessons III (2)	MSA27X^		
			Applied Lessons IV (2)	MSA28X^		
Large Ensemble (4)	MSC152 or MSC259					
Music Electives	12 credits	MSA17X, 18X, 27X, 28X; MSC126, 131, 133, 135, 137, 144, 145, 146, 152, 161^, 162^, 168, 169, 210, 211, 235, 241, 248, 250, 251, 259, 261^				

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

# Associate of Science Degree

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

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

## Associate of Science in Biology

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

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



## Associate of Science in Biology General Education Program Requirements:

**The Associate of Science (A.S.) in Biology transfer degree requires completion of a degree specific General Education program curriculum** distributed among the Knowledge Areas as listed below. See pages 55-68 for a list of courses within each of these knowledge area as well as the notes below regarding specific courses recommended/required for this A.S. with engineering emphasis degree. General education credits should be carefully selected with the help of an engineering advisor/faculty to meet degree requirements and prerequisites.

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

Social & Behavioral Sciences and Humanities & Fine Arts	Written Communications	Natural Sciences	Mathematical Sciences
<p>9 credit hours minimum from at least 2 disciplines, including at least one Civics course</p> <hr/> <p>A.S. in Biology requires: Courses with MOTR equivalence</p> <p><b><i>Civics (select one): 3</i></b>            HST103(H) U.S. History I            HST104(H) U.S. History II            PSC102(H) U.S. and Missouri Governments and Constitutions</p> <p><b>AND</b></p> <p><b><i>Humanities &amp; Fine Arts and/or Social &amp; Behavioral Sciences (select two): 6</i></b>            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)</p>	<p>6 credit hours minimum</p> <hr/> <p>A.S. Engineering Emphasis requires: Courses with MOTR equivalence</p> <p>ENG101(H) English Composition I</p> <p><b>AND</b></p> <p>ENG102(H) English Composition II</p>	<p>9 credit hours minimum from Natural Sciences, including two courses with a lab component*</p> <hr/> <p>A.S. in Biology requires: Courses with MOTR equivalence</p> <p>BIO103 Biology for Majors I</p> <p><b>AND</b></p> <p>CHM111(H)* General Chemistry I</p>	<p>5 credit hours minimum</p> <hr/> <p>A.S. in Biology requires:</p> <p>MTH141 Precalculus or higher</p>

## Associate of Science with Engineering Emphasis

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

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

## Associate of Science Engineering Emphasis General Education Program Requirements:

**The Associate of Science (A.S.) Engineering Emphasis transfer degree requires completion of a degree specific General Education program curriculum** distributed among the Knowledge Areas as listed below. See pages 59-65 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 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
<p>9 credit hours minimum from at least 2 disciplines, including at least one Civics course</p> <hr/> <p>A.S. Engineering Emphasis requires: Courses with MOTR equivalence</p> <p><b><i>Civics (select one): 3</i></b>                      HST103(H) U.S. History I                      HST104(H) U.S. History II                      PSC102(H) U.S. and Missouri Governments and Constitutions</p> <p><b>AND</b></p> <p><b><i>Economics (select one): 3</i></b>                      ECO101 Macroeconomics                      ECO102 Microeconomics</p> <p><b>AND</b></p> <p><b><i>Humanities &amp; Fine Arts and/or Social &amp; Behavioral Sciences (select one): 3</i></b>                      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)</p>	<p>3 credit hours minimum</p> <hr/> <p>A.S. Engineering Emphasis requires: Courses with MOTR equivalence</p> <p>ENG101(H) English Composition I</p>	<p>10 credit hours minimum from Physical Sciences, including two courses with a lab component*</p> <hr/> <p>A.S. Engineering Emphasis requires: Courses with MOTR equivalence</p> <p>CHM111(H)* General Chemistry I</p> <p><b>AND</b></p> <p>PHY223* General Physics I (NOTE: PHY223 also meets Computer Literacy Proficiency Requirement)</p>	<p>5 credit hours minimum</p> <hr/> <p>A.S. Engineering Emphasis requires:</p> <p>MTH180 Calculus I (not a MOTR course but meets general education requirement for mathematical sciences).</p>

## Associate of Science Institutional Requirements:

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### 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

EGR100 Introduction to Engineering

## Associate of Science Engineering Emphasis Engineering Course Requirements

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### 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

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### Associate of Science Technical Electives 9 credit hours

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

CHM112 General Chemistry II

CHM200 Organic Chemistry I

EGR250 Engineering Mechanics-Dynamics

EGR261 Circuit Analysis I

MTH172 Linear Algebra

MTT148 Introduction to Metallurgy

PHY105 Physical Geology

Advanced Communications (3 credit hours)

COM110 Public Speaking (MOTR COMM110 Fundamentals of Public Speaking) or

ENG102(H) English Composition II (MOTR ENGL 200 Composition II)

# Associate of Science with Engineering Technology Emphasis

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

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

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

## Associate of Science Institutional Requirements

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### **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

EGR100 Exploring the Field of Engineering

## Associate of Science Engineering Technology Emphasis Engineering Technology Course Requirements

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### **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 55-68 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
<p>15 credit hours minimum, including at least one Civics course</p> <hr/> <p>A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence</p> <p><b>Civics: 6</b> HST103(H) U.S. History I <b>AND</b> PSC102(H) U.S. and Missouri Governments and Constitutions <b>AND</b> <b>Economics (select one): 3</b> ECO101 Macroeconomics ECO102 Microeconomics <b>AND</b> <b>Philosophy (Logic): 3</b> PHL101 Logic <b>AND</b> <b>Humanities &amp; Fine Arts and/or Social &amp; Behavioral Sciences (select one): 3</b> 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)</p>	<p>6 credit hours minimum</p> <hr/> <p>A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence</p> <p>ENG101(H) English Composition I <b>AND</b> ENG102(H) English Composition II</p>	<p>3 credit hours minimum</p> <hr/> <p>A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence</p> <p>COM110 Public Speaking</p>	<p>10 credit hours minimum from Physical Sciences, including two courses with a lab component*</p> <hr/> <p>A.S. Engineering Technology Emphasis requires: Courses with MOTR equivalence</p> <p>CHM111(H)* General Chemistry I <b>AND</b> PHY223* General Physics I (NOTE: PHY223 also meets Computer Literacy Proficiency Requirement)</p>	<p>5 credit hours minimum</p> <hr/> <p>A.S. Engineering Technology Emphasis requires:</p> <p>MTH180 Calculus I (not a MOTR course but meets general education requirement for mathematical sciences).</p>



### General Education Option

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



**Associate of Science in Engineering Transfer  
(64 Credits)  
2024 – 2025 Degree Plan**

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

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



**Associate of Science in  
Engineering Technology Transfer (65 Credits)  
2024 – 2025 Degree Plan**

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

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



# 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

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

See Career Education Requirements for specific certificates and A.A.S. degrees on pages [107-128](#). 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
  - Computer Support Option
  - Criminal Justice Cyber Forensics Option
  - Cyber Security Option
- Culinary Arts (One or two year)
- Emergency Medical Technology
- Heating, Refrigeration, and Air Conditioning Technology (Installer & Technician)
- Law Enforcement Academy
- Practical Nursing
- Precision Machining Technology
- Radiologic Technology
- Welding Technology

# Associate of Applied Science Degrees

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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
  - Accounting
  - Marketing
- Child Care/Early Childhood Education
- Computer Information Systems
  - Computer Support Option
  - Criminal Justice Cyber Forensics Option
  - Cyber Security Option
- Law Enforcement Academy
- Culinary Arts
- Emergency Medical Technology
- Health Information Technology
- Heating, Refrigeration, and Air Conditioning Technology
- Nursing
- Occupational Therapy Assistant (*No longer accepting applications*)
- Physical Therapist Assistant
- Precision Machining Technology
- Radiologic Technology
- Veterinary Technology
- Welding Technology

## Program Career and Salary Information

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

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

## Associate of Applied Science General Education Program Requirements:

The Associate of Applied Science (A.A.S.) degree requires completion of a degree specific portion of the General Education program curriculum distributed among the Knowledge Areas as listed below. See page 93 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 93-125 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
<p>6 credit hours minimum including at least one Civics course</p> <hr/> <p>A.A.S. degrees require/recommend specific courses: See Career Education Requirements for specific A.A.S. degrees for specific courses for each degree.</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree.</b></p> <p><u>May include courses that are not MOTR CORE courses.</u></p>	<p>3 credit hours minimum</p> <hr/> <p>A.A.S. requires: Courses with MOTR equivalence</p> <p>ENG101, 101H English Composition I</p>	<p>3 credit hours minimum; performance classes do not apply to either Humanities and Fine Arts and/or total general education</p> <hr/> <p>A.A.S. degrees require/recommend specific courses: See Career Education Requirements for specific A.A.S. degrees for specific courses for each degree.</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree.</b></p> <p><u>May include courses that are not MOTR CORE courses.</u></p>	<p>6 credit hours minimum</p> <hr/> <p>A.A.S. degrees require/recommend specific courses: See Career Education Requirements for specific A.A.S. degrees for specific courses for each degree.</p> <p><b>Consult your advisor for assistance in selecting courses for your specific degree.</b></p> <p><u>May include courses that are not MOTR CORE courses.</u></p>

## 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:

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See Career Education Requirements for specific certificates and A.A.S. degrees on pages 106-125 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)

### **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)

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

## Apprenticeship Training

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

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

A key element of the program involves recognizing the value and worth of apprenticeship and on-the-job training by granting college credit for this work experience. There is a fee for posting apprenticeship training credits on the student's transcript, which is equivalent to five credit hours of in-district tuition at Jefferson College. The program's Associate of Applied Science degree not only elevates the significance of individual apprenticeship training in the eyes of the community, but it also allows individuals to pursue an advanced degree and to increase their technical and related skills.

For additional information, please contact the Office of Business and Workforce Development at 636-481-3221.

### **Degree Composite:**

Apprenticeship Core	45 hours
General Education Core	18 hours

<b>TOTAL</b>	<b>63 hours</b>
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[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 Forensics Option**

(Associate of Applied Science degree or certificate)

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

Certification fees are included in their respective courses.

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

## ❖ Cyber Security Option

(Associate of Applied Science degree or certificate)

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

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

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

## Law Enforcement

(Associate of Applied Science degree or certificate)

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

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



## ❖ Jefferson College Law Enforcement Academy

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

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

## Culinary Arts

(Associate of Applied Science degree or certificate)

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

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

## Emergency Medical Technology

(Associate of Applied Science degree or certificate)

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



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

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

## Health Information Technology

(Associate of Applied Science degree or certificate)

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



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

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

## Healthcare Professions

See the following programs: [Emergency Medical Technology/Paramedic](#), [Health Information Technology](#), [Nursing](#), [Physical Therapist Assistant](#), [Radiologic Technology](#), or [Veterinary Technology](#) listed in this catalog.

## Heating, Refrigeration, and Air Conditioning Technology

(Associate of Applied Science degree or certificate)

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

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

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



## 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 *(No longer accepting applications)*

(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 clo AOTA is (301)652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.*

*Note that a felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure.*

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

## **Physical Therapist Assistant** *(No longer accepting applications)*

(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](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).*

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

## **Precision Machining Technology (Formerly Computer Integrated Manufacturing)**

(Associate of Applied Science degree or certificate)

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

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

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



## Radiologic Technology

(Associate of Applied Science degree or certificate)

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

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

The Associate of Applied Science degree in Radiologic Technology prepares graduates to perform x-ray examinations in a wide variety of settings. The radiographer applies complex techniques to create radiographic images used to diagnose health problems. Upon completion of the program, the graduate is eligible for certification through the American Registry of Radiologic Technologists (ARRT). A minimum cumulative GPA of 2.5 is required to graduate from this program. Additionally, the Radiologic Technology program offers a certificate track for select individuals already holding an 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](http://www.jeffco.edu/rad).

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

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



## Veterinary Technology

(Associate of Applied Science degree only)

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

All applicants must have completed high school level biology and chemistry with laboratory sessions, or college-level General Biology (BIO101) and college-level Introductory Chemistry (CHM101) with a grade of "C" or better within the previous five years of registration date into the Veterinary Technology program. All Veterinary Technology program students are required to achieve a "C" or better in all Veterinary Technology coursework to advance and complete the program.

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



## Welding Technology

(Associate of Applied Science degree or certificate)

The [Welding Technology](#) Program combines advanced welding training and related technical courses designed to prepare students for employment as welders, welder-fitters, specialist welders, or ultimately, welding supervisors, analysts, inspectors, and welding technicians. The American Welding Society standards are stressed.

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



## Accounting 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

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

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Electives	9	BUS120^, BUS150^, BUS168^, BUS265^, ECO101, ECO102, MGT125^, MGT132^, MGT145^, MGT295^, PHL202(H), PHL204
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	ECO101, ECO102
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^ and MTH131, MTH132, MTH134(H)*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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

\*MGT103 is required for Mathematical Science AND/OR Natural Science requirement.



## Applied Technology 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

		Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree	
<b>Core Electives – 20 credits from one area</b>		AUT – Automotive Technology						
		BET – Biomedical Electronics Technology						
		BIT – Business Information Technology						
		BUS, MGT – Business Management						
		CIS – Computer Information Systems						
		ECE – Childcare/Early Childhood Education						
		EMT – Emergency Medical Technology				X	X	
		ETC, ETI – Electronics Technology						
		FST – Fire Science Technology						
		HRA – Heating, Refrigeration, and AC Technology						
		PMT – Precision Machining Technology						
		VAT – Veterinary Technology						
		WLD – Welding Technology						
<b>General Education and Institutional Requirements</b>		Communications (3)	ENG101(H)				X	
		Communications OR Humanities (3)					X	
		Social and Behavioral Sciences (3)					X	
		Civics (3)					X	
		MO Civics Exam	PSC001				X	
		Mathematical Science AND/OR Natural Science (6)					X	
							X	
		Computer Literacy (3)	CIS125^			X	X	
	First Year Experience (1)				X	X		
<b>Technical Electives – 21 credits</b>		Principles of Management (3)	BUS120^			X	X	
		Select 18 credits from any combination of areas below: AUT, BET, BIT, BUS, CDA, CDD, CDM, CIS, CVL, ECE, EMT, ETC, ETI, FST, HRA, MGT, MTT, PMT, VAT, WLD				X	X	
						<b>Total Credits</b>	<b>45</b>	<b>63</b>

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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



**Apprenticeship Training  
2024 – 2025  
Associate of Applied Science Degree**

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

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

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices*
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101^, COL136^

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

\*PSY101 is recommended for Social and Behavioral Sciences requirement.

\*MGT103 is recommended for Mathematical AND/OR Natural Science requirement for AAS degree. MTH134 is recommended for Mathematical AND/OR Natural Science requirement for transfer to a bachelor's degree.

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



## Automotive Technology 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree	
<b>Core Requirements</b>	Automotive Shop Safety (1)	AUT100			X	X	
	Automotive Brake Systems (2)	AUT131			X	X	
	Automotive Brake Systems Lab (4)	AUT132			X	X	
	Automotive Steering and Suspension Systems (3)	AUT141			X	X	
	Automotive Steering and Suspension Systems Lab (3)	AUT142			X	X	
	Automotive Engine Repair (1)	AUT151			X	X	
	Automotive Engine Repair Lab (3)	AUT152			X	X	
	Introduction to Engine Performance (1)	AUT161			X	X	
	Introduction to Engine Performance Lab (3)	AUT162			X	X	
	Basic Electrical/Electronics Systems (4)	AUT201				X	
	Basic Electrical/Electronics Systems Lab (5)	AUT202				X	
	Advanced Engine Performance (2)	AUT211				X	
	Advanced Engine Performance Lab (3)	AUT212				X	
	Advanced Electrical/Electronics Systems (2)	AUT221				X	
	Advanced Electrical/Electronics Systems Lab (3)	AUT222				X	
	Driveline Diagnosis and Service (2)	AUT231				X	
	Driveline Diagnosis and Service (3)	AUT232				X	
	Automotive Heating/AC Systems (2)	AUT251				X	
	Automotive Heating/AC Systems (3)	AUT252				X	
	Automotive Industry Management Fundamentals (2)	AUT258				X	
Technical Internship (1-3 – optional)	INT191,192, 193						
<b>General Education and Institutional Requirements</b>	Communications (3)	ENG101(H)				X	
	Communications OR Humanities (3)					X	
	Social and Behavioral Sciences (3)					X	
	Civics (3)					X	
	MO Civics Exam	PSC001				X	
	Mathematical Science AND/OR Natural Science (6)	MTH105^				X	X
							X
	Computer Literacy (3)					X	
First Year Experience (1)					X	X	
<b>Total Credits</b>					<b>25</b>	<b>74</b>	

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MTH105^ and MGT103^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101^, COL136^

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

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



**Business Management  
2024 – 2025 Associate of Applied Science  
Degree/Certificate Plan**

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

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

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Electives	6/9	Accounting Concentration: BUS240, BUS241, BUS245, BUS246, MGT243; Marketing Concentration: MGT133, MGT220, MGT230; No Concentration: BUS265, MGT120, MGT125, PHL202, PHL204*
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	ECO101, ECO102
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^ and MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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

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

\*MGT103 is required for the Mathematical AND/OR Natural Science requirement.





**Child Care/Early Childhood Education  
2024 – 2025 Associate of Applied Science  
Degree/Certificate Plan**

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
<b>Core Requirements</b>	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 and CPR (3)	HPE132				X
Child Development (3)	PSY201				X	
<b>General Education and Institutional Requirements</b>	Communications (6)	ENG101(H)				X
		ENG102(H)				X
	Social and Behavioral Sciences (3)	PSY101(H)				X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)					X
	Natural Science (3)					X
	Computer Literacy (3)	EDU205^				X
First Year Experience (1)				X	X	
<b>Total Credits</b>					<b>29</b>	<b>65</b>

General Education/Institutional Requirements	Credits Required	Course Options
Communications	6	ENG101(H) and 102(H)
Social and Behavioral Sciences	3	PSY101(H)
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices
Natural Science	3	See <a href="#">MOTR webpage</a> for a list of choices
Computer Literacy	3	EDU205^
First Year Experience	1	COL100^, COL101^, COL136^

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



**Computer Information Systems  
Computer Support Option  
2024 – 2025 Associate of Applied Science  
Degree/Certificate Plan**

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

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

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS252^
First Year Experience	1	COL100^, COL101^, COL136^

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

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



**Computer Information Systems  
Criminal Justice Cyber Forensics  
2024 – 2025 Associate of Applied Science  
Degree/Certificate Plan**

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

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

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)*
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices*
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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

\*PHL101 is recommended for Humanities OR Communications.

\*PSY101 or SOC101 are recommended for Social and Behavioral Sciences requirement.

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



**Computer Information Systems  
Cyber Security  
2024 – 2025 Associate of Applied Science  
Degree/Certificate Plan**

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree	
<b>Core Requirements</b>	Networking I (4)	CIS147			X	X	
	MS Server I (5)	CIS154			X	X	
	MS Server II (5)	CIS220				X	
	Virtualization and the Cloud (4)	CIS221				X	
	Enterprise Client Administration (3)	CIS252			X	X	
	Information Systems Security (4)	CIS260			X	X	
	Network Security (4)	CIS263			X	X	
	Advanced Information Systems Security (4)	CIS264			X	X	
	Linux OS (3)	CIS275				X	
	Penetration Testing (5)	CIS277				X	
	Security Projects (4)	CIS284				X	
<b>General Education and Institutional Requirements</b>	Communications (3)	ENG101(H)				X	
	Communications OR Humanities (3)					X	
	Social and Behavioral Sciences (3)					X	
	Civics (3)					X	
	MO Civics Exam	PSC001				X	
	Mathematical Science AND/OR Natural Science (6)						X
							X
	Computer Literacy (3)	CIS252^			X	X	
First Year Experience				X	X		
<b>Total Credits</b>					<b>25</b>	<b>64</b>	

General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), 104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS252^
First Year Experience	1	COL100^, COL101^, COL136^

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

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



## Culinary Arts 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	C1+	C2+	Degree+
<b>Core Requirements and Electives</b>	ServSafe Sanitation (1)	CUL100				X	X
	Culinary Arts I (4)	CUL101			X	X	X
	Culinary Arts II (4)	CUL102			X	X	X
	Culinary Arts III (4)	CUL103				X	X
	Culinary Arts IV (4)	CUL104				X	X
	Hospitality and Restaurant Management (2)	CUL210				X	X
	Cost Control (2)	CUL211				X	X
	Human Resource Management and Supervision (2)	CUL212				X	X
	Nutrition (2)	CUL213					X
	Introduction to Business (3)	BUS101			X	X	X
	Principles of Management (3)	BUS120				X	X
	Marketing (3)	BUS150					X
	Business Communications (3)	BUS261			X	X	X
	Advertising (3)	MGT133					X
Electives (3)						X	X
<b>General Education and Institutional Requirements</b>	Written Communications (3)	ENG101(H)			X	X	X
	Oral Communications (3)	COM100(H)				X	X
	Social and Behavioral Sciences (3)						X
	Civics (3)						X
	MO Civics Exam	PSC001					X
	Mathematical Science AND/OR Natural Science (6)	MGT103^			X	X	X
							X
	Computer Literacy (3)	CIS125^			X	X	X
First Year Experience (1)				X	X	X	
				<b>Total Credits</b>	<b>24</b>	<b>48</b>	<b>65</b>

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Electives	3	Courses # >=100*
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^ and MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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

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

\*MGT103 is required for Mathematical Science AND/OR Natural Science.

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



## Emergency Medical Technology 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree	
<b>Core Requirements</b>	Emergency Medical Technician I (4)	EMT110			X	X	
	Emergency Medical Technician II (4)	EMT120			X	X	
	Emergency Medical Technician Clinical/Internship I (1)	EMT125			X	X	
	Physical Fitness I (1)	HPE101			X	X	
	Physical Fitness II (1)	HPE201			X	X	
	Paramedic Advanced Care and Terminology (3)	PAR200			X	X	
	Paramedic Pharmacology (3)	PAR205			X	X	
	Paramedic Medical Emergencies (3)	PAR210			X	X	
	Paramedic Advanced Cardiology (4)	PAR215			X	X	
	Paramedic Clinical Practicum I (4)	PAR220			X	X	
	Paramedic Internship I (1)	PAR225			X	X	
	Paramedic Trauma Emergencies (3)	PAR230			X	X	
	Paramedic Special Considerations (2)	PAR235			X	X	
	Paramedic Ambulance Operations (1)	PAR240			X	X	
	Paramedic Clinical Practicum II (4)	PAR245			X	X	
<b>General Education and Institutional Requirements</b>	Paramedic Internship II (4)	PAR250			X	X	
	Paramedic Internship III (4)	PAR255			X	X	
	Written Communications (3)	ENG101(H)			X	X	
	Oral Communications (3)					X	
	Social and Behavioral Sciences (3)					X	
	Civics (3)					X	
	MO Civics Exam	PSC001				X	
	Mathematical Science AND/OR Natural Science (6)	BIO116				X	X
						X	
	Computer Literacy (3)					X	
	First Year Experience (1)				X	X	
					<b>Total Credits</b>	<b>54</b>	<b>69</b>

General Education/Institutional Requirements	Credits Required	Course Options
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101^, COL136^

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

\*BIO116 is required for Mathematical Science AND/OR Natural Science requirement.



## Health Information Technology 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

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

General Education/Institutional Requirements	Credits Required	Course Options
Written Communications	3	ENG101(H)
Oral Communications	3	COM100(H), COM110
Social and Behavioral Sciences	3	PSY101(H)
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	3	MTH128^, MTH131 or higher
Natural Science	3	BIO116
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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



## Heating, Refrigeration, and Air Conditioning Technology 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	C1+	C2+	Degree+	
<b>Core Requirements</b>	Electricity for HVAC (5)	HRA101			X	X	X	
	Principles of Refrigeration (5)	HRA105			X	X	X	
	Refrigeration and A/C Mechanical Systems (5)	HRA125			X	X	X	
	Introduction to International Mechanical Code (3)	HRA135				X	X	
	Piping Design, Sizing, and 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, and 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, 193							
<b>General Education and Institutional Requirements</b>	Communications (3)	ENG101(H)					X	
	Communications OR Humanities (3)						X	
	Social and Behavioral Sciences (3)						X	
	Civics (3)						X	
	MO Civics Exam	PSC001					X	
	Mathematical Science AND/OR Natural Science (6)	MTH105^				X	X	X
								X
	Computer Literacy (3)						X	
First Year Experience (1)				X	X	X		
<b>Total Credits</b>					<b>24</b>	<b>52</b>	<b>70</b>	

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	6	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MTH105^ and MGT103^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101^, COL136^

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

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

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





**Law Enforcement Academy  
2024 – 2025 Associate of Applied Science  
Degree/Certificate Plan**

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

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

Electives/General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)*
Social and Behavioral Sciences	6	SOC101(H) and SOC250
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101^, COL136^

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

\*COM100(H) is recommended for Humanities OR Communications requirement.

\*MGT103 and PHY102 are recommended for Mathematical Science AND/OR Natural Science requirement.



**Level II Registered Nursing  
2024 – 2025  
Associate of Applied Science Degree**

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Degree
<b>Core Requirements</b>	Licensure as a Licensed Practical Nurse – LPN (18)				X
	Introduction to Bridging – RN Bridge Students Only (1)	RNR138			
	Nursing Transitions and Trends (1)	RNR210			X
	Pediatric/High Risk Obstetrical Nursing (2.75)	RNR220			X
	Pediatric/High Risk Obstetrical Nursing Clinical I (1.25)	RNR221			X
	Psychiatric Nursing (3)	RNR225			X
	Adult Health Nursing I (5)	RNR230			X
	Adult Health Nursing I Clinical (1)	RNR231			X
	Adult Health Nursing II (5)	RNR250			X
	Adult Health Nursing II Clinical (1)	RNR251			X
	Capstone Professional Nursing (2)	RNR260			X
Capstone Professional Nursing Clinical (2)	RNR261			X	
<b>General Education and Institutional Requirements</b>	Communications (6)	ENG101(H)			X
					X
	Social and Behavioral Sciences (6)	PSY101(H)			X
		PSY205			X
	Civics (3)				X
	MO Civics Exam	PSC001			X
	Natural Science (12)	BIO113^			X
		BIO211			X
		BIO212^			X
Computer Literacy (3)	CIS125^			X	
First Year Experience (1)				X	
				<b>Total Credits</b>	<b>73</b>

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	6	ENG101(H) and ENG102(H) or COM100(H)
Social and Behavioral Sciences	6	PSY101(H) and PSY205*
Civics	3	HST103(H), HST104(H), PSC102(H)
Natural Science	12	BIO113^ and BIO211 and BIO212^*
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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

\*PSY101(H) is required with a grade of “C” or better prior to admission to the nursing program. PSY205 is required with a grade of “C” or better.

\*BIO113, BIO211, and BIO212 are required with a grade of “C” or better within five years prior to admission to the nursing program.



## Level I Practical Nursing 2024 – 2025 Certificate

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate
<b>Core Requirements</b>	Fundamentals of Nursing (6)	PNE141			X
	Fundamentals of Nursing Clinical (1)	PNE142			X
	Intro to Nursing Pharmacology (3)	PNE144			X
	Personal Vocational Concepts (1.5)	PNE145			X
	Mental Health (2)	PNE148			X
	Mental Health Clinical (0.5)	PNE149			X
	Pharmacology I (3)	PNE163			X
	Pharmacology II (3)	PNE164			X
	Medical Surgical Nursing I (5)	PNE171			X
	Medical Surgical Nursing II (5)	PNE172			X
	Maternal-Child Nursing (2.5)	PNE174			X
	Medical Surgical Nursing I Clinical (1.25)	PNE181			X
	Medical Surgical Nursing II Clinical (1.25)	PNE182			X
	Capstone Practical Nursing (2)	PNE195			X
Capstone Practical Nursing Clinical (1)	PNE196			X	
<b>General Education/ Institutional Requirements</b>	Social and Behavioral Sciences (6)	PSY101(H)			X
		PSY205			X
	Natural Science (8)	BIO211			X
		BIO212^			X
	First Year Experience (1)				X
				<b>Total Credits</b>	<b>53</b>

General Education/ Institutional Requirements	Credits Required	Course Options
Social and Behavioral Sciences	6	PSY101(H) and PSY205*
Natural Science	8	BIO211 and BIO212^*
First Year Experience	1	COL100^, COL101^, COL136^

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

\*PSY101(H) is required with a grade of "C" or better prior to admission to the nursing program. PSY205 is required with a grade of "C" or better.

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



**Precision Machining Technology  
2024 – 2025 Associate of Applied Science  
Degree/Certificate Plan**

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

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

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	6	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science	6	MTH105^ and MTH121^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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

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



## Radiologic Technology 2024 – 2025 Associate of Applied Science Degree/Certificate

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

	Course Titles and General Education/ Institutional Requirements	Course Number	Completed/ In Progress	Future	Certificate	Degree
<b>Core Requirements</b>	Radiation Protection (2)	RAD101			X	X
	Introduction to Radiography (1)	RAD105			X	X
	Image Evaluation (2)	RAD111			X	X
	Radiographic Positioning I (3)	RAD115			X	X
	Radiology Positioning Lab (1)	RAD121			X	X
	Radiographic Positioning II (3)	RAD125			X	X
	Patient Care Management (2)	RAD130			X	X
	Radiographic Positioning III (3)	RAD135			X	X
	Radiographic Exposures (3)	RAD140			X	X
	Radiographic Positioning IV (3)	RAD145			X	X
	Cross-Sectional Anatomy (3)	RAD150			X	X
	Radiographic Biology (3)	RAD155			X	X
	Radiographic Physics (3)	RAD160			X	X
	Radiographic Pharmacology (3)	RAD165			X	X
	Radiographic Pathology (3)	RAD170			X	X
	Image Intensification and QA/QC (3)	RAD176			X	X
	Introduction to Advanced Imaging Modalities (1)	RAD182			X	X
	Radiographic Curriculum Review and Prof Development (3)	RAD185			X	X
	Clinical Practicum I (3)	RAD200			X	X
	Clinical Practicum II (1.5)	RAD210			X	X
Clinical Practicum III (1.5)	RAD220			X	X	
Clinical Practicum IV (4.5)	RAD230			X	X	
Clinical Practicum V (4.5)	RAD240			X	X	
Radiologic Technology Independent Study	Optional				Optional	Optional
<b>General Education and Institutional Requirements</b>	Communications (3)	ENG101(H)			X	X
	Humanities (3)	PHL203^				X
	Social and Behavioral Sciences (3)					X
	Civics (3)					X
	MO Civics Exam	PSC001				X
	Mathematical Science (3)				X	X
	Natural Science (8)	BIO211			X	X
		BIO212^			X	X
	Computer Literacy (3)	CIS125^			X	X
First Year Experience (1)				X	X	
<b>Total Credits</b>					<b>78</b>	<b>87</b>

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)*
Humanities	3	PHL203^*
Social and Behavioral Sciences	3	PSY101(H), SOC101(H)*
Civics	3	HST103(H), HST104(H), PSC102(H)*
Mathematical Science	3	MTH128^ or higher*
Natural Science	8	BIO211 and BIO212^*
Computer Literacy	3	CIS125^*
First Year Experience	1	COL100^, COL101^, COL136^*

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



**Veterinary Technology  
2024 – 2025  
Associate of Applied Science Degree**

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

	Course Titles and General Education/Institutional Requirements	Course Number	Completed/ In Progress	Future	Degree
<b>Core Requirements</b>	Introduction to Veterinary Technology (2)	VAT101			X
	Applied Pharmacology (3)	VAT106			X
	Principles of Clinical Medicine I (4)	VAT113			X
	Principles of Clinical Medicine II (4)	VAT114			X
	Veterinary Technology Internship (6)	VAT199			X
	Veterinary Hospital Technology I (5)	VAT250			X
	Applied Radiology (2)	VAT252			X
	Veterinary Hospital Technology II (5)	VAT256			X
	Clinical Pathological Techniques (5)	VAT258			X
	Laboratory animal Technology (3)	VAT264			X
	Large Animal Technology I (3)	VAT266			X
	Large Animal Technology II (3)	VAT267			X
<b>General Education and Institutional Requirements</b>	Veterinary Technology Capstone (1)	VAT270			X
	Communications (3)	ENG101(H)			X
	Communications OR Humanities (3)				X
	Social and Behavioral Sciences (3)				X
	Civics (3)				X
	MO Civics Exam	PSC001			X
	Natural Science (12)	BIO113^			X
		BIO207^			X
		BIO208^			X
	Computer Literacy (3)	CIS125^			X
First Year Experience (1)				X	
				<b>Total Credits</b>	<b>74</b>

General Education/ Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications or Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Natural Science	12	BIO113^ and BIO207^ and BIO208^
Computer Literacy	3	CIS125^
First Year Experience	1	COL100^, COL101^, COL136^

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



## Welding Technology 2024 – 2025 Associate of Applied Science Degree/Certificate Plan

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

Course Titles and General Education/Institutional Requirements		Course Number	Completed/ In Progress	Future	Certificate	Degree	
<b>Core Requirements</b>	Industrial Blueprint Reading (3)	MTT108			X	X	
	Dimensional Metrology (3)	MTT116			X	X	
	Introduction to Metallurgy (3)	MTT148			X	X	
	Gas and Beginning Arc Welding (5)	WLD141			X	X	
	Advanced Arc Welding (5)	WLD142			X	X	
	Gas Metal Arc Welding MIG (5)	WLD243			X	X	
	Gas Tungsten Arc Welding TIG (5)	WLD244			X	X	
	Advanced Welding Techniques I (5)	WLD245				X	
	Advanced Welding Techniques II (5)	WLD246				X	
	Introduction to Business (3)	BUS101				X	
Technical Internship (1-3 – optional)	INT191, 192, 193						
<b>General Education and Institutional Requirements</b>	Communications (3)	ENG101(H)				X	
	Communications OR Humanities (3)					X	
	Social and Behavioral Sciences (3)					X	
	Civics (3)					X	
	MO Civics Exam	PSC001				X	
	Mathematical Science AND/OR Natural Science (6)	MTH105^			X	X	
						X	
	Computer Literacy (3)					X	
First Year Experience (1)					X	X	
					<b>Total Credits</b>	<b>33</b>	<b>64</b>


General Education/Institutional Requirements	Credits Required	Course Options
Communications	3	ENG101(H)
Communications OR Humanities	3	See <a href="#">MOTR webpage</a> for a list of choices (cannot use Performance/Production of Creative Arts courses)
Social and Behavioral Sciences	3	See <a href="#">MOTR webpage</a> for a list of choices
Civics	3	HST103(H), HST104(H), PSC102(H)
Mathematical Science AND/OR Natural Science	6	MGT103^, MTH105^, MTH110^, MTH128^; See <a href="#">MOTR webpage</a> for a list of choices*
Computer Literacy	3	CIS125^, EDU205^
First Year Experience	1	COL100^, COL101^, COL136^

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

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

# 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  symbol indicated course is an approved Missouri MOTR CORE42 course.

## **ART101 Art Appreciation** **3**

Prerequisite: Reading proficiency

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

 MOTR ARTS100 Art Appreciation

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

Prerequisite: Reading proficiency

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

 MOTR ARTS101 Art History I

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

Prerequisite: Reading proficiency

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

 MOTR ARTS102 Art History II

## **ART107 Modern Art** **3**

Prerequisite: Reading proficiency

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

## **ART115 Drawing I** **3**

Prerequisite: None

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

 MOTR PERF 150D Studio Art - Introduction to Drawing

## **ART117 Watercolor I** **3**

Prerequisite: ART115

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

## **ART120 Design I** **3**

Prerequisite: None

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

## **ART121 Design II** **3**


Prerequisite: None

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

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

Prerequisite: None

Ceramics/Pottery I introduces basic clay techniques, including coil and slab construction, wheel throwing, glazing, and firing. Ceramics/Pottery I students will gain a strong sense of three-dimensional design and will learn the sculptural aspects of functional pottery. This course is recommended for all art majors. (F,S)

 MOTR PERF 105C Studio Art - Ceramics



### **ART127 Digital Short Film** 3

Prerequisite: None

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



MOTR PERF 107 Intro to Filmmaking

### **ART129 Sculpture I** 3

Prerequisite: None

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



MOTR PERF 105S Studio Art - Sculpture

### **ART141 Painting I** 3

Prerequisite: None

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



MOTR PERF 105P Studio Art - Painting

### **ART142 Painting II** 3

Prerequisite: ART141

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

### **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: ART115

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



MOTR PERF 105GA Studio Art - Graphic Arts

### **ART170 Graphic Design II** **3**

Prerequisite: ART160

Pre-/corequisite: ART146 or ART151

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

### **ART180 History of Photography** **3**

Prerequisite: Reading proficiency

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

### **ART217 Watercolor II** **3**

Prerequisite: ART117

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

### **ART223 Drawing III** **3**

Prerequisite: ART146

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

### **ART225 Watercolor III** **3**

Prerequisite: ART217

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

### **ART243 Painting III** **3**

Prerequisite: ART142

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

### **ART250 Digital Photography II** **3**

Prerequisite: ART150

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

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

Prerequisite: ART151

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

**ART260 Graphic Design III 3**

Prerequisite: ART170

Pre-/corequisite: ART117 or ART141

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

**ART262 Ceramics/Pottery II 3**

Prerequisite: ART123

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

**ART263 Ceramics/Pottery III 3**

Prerequisite: ART262

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

**ART265 Digital Photography III 3**

Prerequisite: ART250

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

**ART270 Graphic Design IV 3**

Prerequisite: ART260

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

**ART281 Studio Art 3**

Prerequisite: ART142, ART146, or ART151

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

**ART290 Studio Practices 3**

Prerequisite: Permission of full-time faculty and reading proficiency

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

**AUT100 Automotive Shop Safety 1**

Pre-/corequisite: Reading proficiency

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

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

## **AUT131 Automotive Brake Systems 2**

Prerequisites: AUT100 with a grade of “C” or better

Corequisite: AUT132 and reading proficiency

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

## **AUT132 Automotive Brake Systems Lab 4**

Prerequisites: AUT100 with a grade of “C” or better

Corequisite: AUT131 and reading proficiency

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

## **AUT141 Automotive Steering and Suspension Systems 3**

Prerequisites: AUT100, AUT131, and AUT132 (all courses must be completed with a grade of “C” or better)

Corequisite: AUT142 and reading proficiency

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

## **AUT142 Automotive Steering and Suspension Systems Lab 3**

Prerequisites: AUT100, AUT131, and AUT132 (all courses must be completed with a grade of “C” or better)

Corequisite: AUT141 and reading proficiency

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

## **AUT151 Automotive Engine Repair 1**

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

Corequisite: AUT152

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

## **AUT152 Automotive Engine Repair Lab 3**

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

Corequisite: AUT151

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

## **AUT161 Introduction to Engine Performance 1**

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

Corequisite: AUT162

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

### **AUT162 Introduction to Engine Performance Lab 3**

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

Corequisite: AUT161

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

### **AUT201 Basic Electrical/Electronics Systems 4**

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

Corequisite: AUT202

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

### **AUT202 Basic Electrical/Electronics Systems Lab 5**

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

Corequisite: AUT201

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

### **AUT211 Advanced Engine Performance 2**

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

Corequisite: AUT212

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

### **AUT212 Advanced Engine Performance Lab 3**

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

Corequisite: AUT211

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

### **AUT221 Advanced Electrical/Electronics Systems 2**

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

Corequisite: AUT222

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

### **AUT222 Advanced Electrical/ Electronics Systems Lab** 3

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

Corequisite: AUT221

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

### **AUT231 Driveline Diagnosis and Service** 2

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

Corequisite: AUT232

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

### **AUT232 Driveline Diagnosis and Service Lab** 3

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

Corequisite: AUT231

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

### **AUT251 Automotive Heating and Air Conditioning Systems** 2

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

Corequisite: AUT252

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

### **AUT252 Automotive Heating and Air Conditioning Systems Lab** 3

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

Corequisite: AUT251

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

### **AUT258 Automotive Industry Management Fundamentals** 2

Prerequisites: MTH105 and reading proficiency

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

### **BIO101 General Biology** 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 can apply only BIO101, BIO102 or BIO103 toward graduation. (F,S,Su)



[MOTR BIOL 100L 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 can apply only BIO101, BIO102, or BIO103 toward graduation. (F,S,Su,O)



[MOTR BIOL100 Essentials in Biology](#)

## **BIO103 Biology for Majors I** **4**

Prerequisite: Reading Proficiency  
Description: Biology for Majors I is a comprehensive introduction to the Biological World and the major themes driving its study. This course focuses on the unifying principles of evolution and the cell theory to inform a 2-semester sequence that encompasses all aspects of modern Biology from the chemistry of living things to the biosphere and all its ecosystems. Areas of special focus include microbiology, botany, and zoology. Laboratory time is required. Students can apply only BIO101, BIO102, or BIO103 toward graduation. (F, S, Su)



[MOTR BIOL150L Biology with Lab](#)

## **BIO104 Biology for Majors II** **4**

Pre/Co-requisite: BIO103 and reading proficiency  
Biology for Majors is a comprehensive introduction to the Biological World and the major themes driving its study. This course focuses on the unifying principles of evolution and the cell theory to inform a 2-semester sequence that encompasses all aspects of modern Biology from the chemistry of living things to the biosphere and all its ecosystems. Areas of special focus include microbiology, botany, and zoology. Laboratory time is required. (F,S)

## **BIO109 Ecology and Environmental Conservation** **3**

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



[MOTR BIOL100EC Essentials in Biology](#)

## **BIO113 Microbiology for the Health Sciences** **4**

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of “C” or better within the previous five years of registration date, and reading proficiency  
Microbiology for the Health Sciences explores microorganisms associated with health and disease and stresses concepts associated with transmission, infection, control, and the immune system. Laboratory time is required. Students cannot apply both BIO113 and BIO215 toward graduation. (F,S,Su)

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

Prerequisite: Reading proficiency  
Anatomy 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](#)

## **BIO201 Genetics** **4**

Prerequisites: BIO103, CHM111, CHM112, and reading proficiency  
Pre-/Corequisite: BIO104  
Genetics explores the molecular basis for life. The structure/function and means of expression of the gene and its basis as the unit of heredity are included. Classical Mendelian genetics, as well as modern molecular biological techniques and interpretations of genetic data will be considered, particularly as they apply to humans, plants, and animals. Laboratory time is required. (D)

## **BIO207 Vertebrate Anatomy** **4**

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of “C” or better within the previous five years of registration date, and reading proficiency  
Vertebrate Anatomy compares members of the vertebrate classes in taxonomy, anatomy, and evolutionary relationships. All major organ systems are examined, as are many special modifications for specific life styles. Laboratory time is required. (F)

## **BIO208 Vertebrate Physiology** **4**

Prerequisites: BIO207 with a grade of “C” or better and 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)

**BIO215 General Microbiology** 5

Prerequisites: High school biology and chemistry or equivalent (BIO101), with a grade of “C” or better within the previous five years of registration date, and reading proficiency  
General Microbiology examines the structure, growth, nutrition, metabolism, genetics, diversity, & ecology of microorganisms, as well as basic knowledge of pathogenesis and immunology, and familiarity with medical, agricultural, and other aspects of the field of microbiology. Students will utilize twice weekly labs to perform techniques related to lecture material, including safe and aseptic handling and manipulation of live microorganisms, media preparation, microscopy, staining, use of differential and selective media, and isolation and determination of unknown microorganisms. Lecture will meet 3 hours per week, lab will meet twice weekly. (S)

**BUS101 Introduction to Business** 3

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

**BUS120 Principles of Management** 3

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

**BUS150 Marketing** 3

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

**BUS168 Business Statistics** 3

Prerequisites: ACCUPLACER elementary algebra score of at least 116 or college level math score of at least 46 or higher, ACT math score of 25 or higher within the past two years, or MTH134/134H with a grade of “C” or better and reading proficiency  
Business Statistics introduces students to the fundamental principles of statistics. This course includes a study of descriptive statistics, probability and probability distributions, statistical inference (e.g., sampling distributions, interval estimation, and hypothesis testing), and simple linear regression and correlation analysis. This course includes business applications of statistical concepts and methodology. Business Statistics fulfills a program requirement for students transferring to a four-year school to earn bachelor’s degrees in business and economics. Students cannot apply both BUS168 and MTH168 toward graduation. This course fulfills the general education math requirement, but is not a MOTR course. (F,S)

**BUS240 Financial Accounting** 3

Prerequisites: BUS101 or MGT 107 with a grade of “C” or better and reading proficiency  
Financial Accounting represents a first-semester course in accounting, the focus of which lies in the study of various accounting principles, concepts, procedures, and financial statements associated with financial accounting. Financial accounting represents the branch of accounting intended to provide information that is useful for external decision makers (i.e., decision makers who are outside of the business). This course is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor’s degree. (F,S)

**BUS241 Managerial Accounting** 3

Prerequisites: BUS240 with a grade of “C” or better and reading proficiency  
Managerial Accounting continues the study of accounting but from the standpoint of management. This course is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor’s degree. (F,S)

**BUS245 Cost Accounting** 3

Prerequisites: BUS241 with a grade of “C” or better and reading proficiency  
Cost Accounting continues the study of accounting from the standpoint of management. Emphasis is placed on planning, cost control systems, costing methods, and cost-benefit analyses. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. Cost Accounting may transfer to other institutions. (S)

**BUS246 Tax Accounting** 3

Prerequisites: MGT107 or BUS240 with a grade of “C” or better and reading proficiency  
Tax Accounting is a comprehensive course designed to study taxation of individuals including: introduction to taxation, basic individual taxation, business, and investment-related transaction and specialized topics. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. Tax Accounting may transfer to other institutions. (S)

**BUS261 Business Communications** 3

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

**BUS265 Business Law** 3

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



## **CHM101 Introductory Chemistry** **5**

Prerequisites: Reading proficiency and one of the following math requirements:

- 3.0+ HS GPA within 7 years
- MTH002 with a grade of "C" or better
- ACT math score of 18+ within two years
- Accuplacer Next Gen advanced algebra functions score of 230+ within two years
- Accuplacer Next Gen quantitative reasoning score of 230+ within two years
- Accuplacer elementary algebra test score of 75+ within two years

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



**MOTR CHEM100L Essentials in Chemistry with Lab**

## **CHM102 Concepts in Chemistry** **3**

- 3.0+ HS GPA within 7 years
- MTH002 with a grade of "C" or better
- ACT math score of 18+ within two years
- Accuplacer Next Gen advanced algebra functions score of 230+ within two years
- Accuplacer Next Gen quantitative reasoning score of 230+ within two years
- Accuplacer elementary algebra test score of 75+ within two years

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



**MOTR CHEM100 Essentials in Chemistry**

## **CHM111 General Chemistry I** **5**

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

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



**MOTR CHEM150L Chemistry I with Lab**

## **CHM112 General Chemistry II** **5**

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

## **CHM200 Organic Chemistry I** **5**

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

## **CHM201 Organic Chemistry II** **5**

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

### **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

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

### **CIS130 Introduction to Information Technology** 5

Prerequisite: Reading Proficiency  
Introduction to Information Technology will train students to perform tasks such as installation, configuration, diagnosing, networking, security, and virtualization. It will prepare students for the CompTIA A+ Certification. (F,S)

### **CIS135 Introduction to PhotoShop CS** 3

Pre-/corequisites: CIS125 and reading proficiency  
Introduction to PhotoShop CS allows students to master the skills and techniques to design and construct basic graphics which could be added to web pages or graphics which could be used to work as a form background for a programming project. Students should be able to perform basic editing techniques on photographs for correction, restoration, and color management. This course also teaches students to master tools to alter and apply filters and effects, channels, layers, and text graphic development. In addition, students will develop a basic understanding of InDesign to see how Web integration of various software is performed. (F,S,O)

### **CIS147 Networking I** 4

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 Intro to Computer Support** 5

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)

### **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)

## **CIS233 Advanced Database Concepts** **4**

Prerequisite: CIS130 and Reading Proficiency

Advanced Database Concepts will teach students about both Structured Query Language (SQL) and Not Only SQL (NOSQL) databases, relational databases, SQL basics, working with multiple tables, summarizing, and grouping sets of data, database requirements, key-value terminology, and designing document/column/graph databases. (F,S)

## **CIS235 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)

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

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

Advanced Computer Support trains students to perform tasks such as installation, configuration, diagnosis, preventive maintenance, and basic networking. This course will prepare students for the A+ 220-802 exam, the second of two exams required for CompTIA A+ certification. (F,S)

## **CIS247 Networking II** **4**

Prerequisites: CIS147 with a grade of “C” or better and reading proficiency

Networking II teaches advanced concepts in computer networking. Activities include building, troubleshooting, and correcting a complex LAN. The course will focus on concepts and operations of routers and routing. (F)

## **CIS252 Enterprise Client Administration** **3**

Prerequisite: None

This course presents a working knowledge on troubleshooting and resolving desktop, networking, and application issues in an enterprise environment. This course will prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate which consists of the MD-100 and MD-101 Exams. This course also fulfills the Computer Literacy Proficiency requirement for CIS Computer Support Option and CIS Cyber Security Option AAS degrees.

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

Prerequisites: CIS147 and CIS130 (both courses must be completed with a grade of “C” or better) and reading proficiency

Information Systems Security trains students in network security; compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The curriculum maps directly to each of the CompTIA Security+ exam objectives. (F)

## **CIS263 Network Security** **4**

Prerequisites: CIS260 Information Systems Security with a grade of “C” or better and Reading proficiency

Network Security trains students in applying fundamental skills and techniques to prevent and defend against cyberattacks as part of a Security Operations Center team. Students will learn skills to perform Security Operations Center analyst duties.

### **CIS264 Advanced Information System Security** 4

Prerequisites: CIS260 Information Systems Security with a grade of “C” or better and reading proficiency  
Advanced Information Systems Security trains students in applying behavioral analytics to networks to improve the overall state of security through identifying and combating malware and advanced persistent threats and enhancing threat visibility across a broad attack surface. Students will learn skills to proactively defend and continuously improve the security of an organization. The curriculum maps directly to the CompTIA CySA+ Cybersecurity Analyst exam objectives.

### **CIS275 Linux OS** 3

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

### **CIS277 Penetration Testing** 5

Prerequisites: CIS264 Advanced Info Systems Security with a grade of “C” or better and Reading Proficiency  
Penetration Testing trains students in penetration testing, vulnerability, and management skills necessary to determine the resiliency of the network against attacks. Students will learn penetration testing skills for cloud, hybrid environments, web applications, Internet of Things (IoT), and traditional on-premises. The curriculum maps directly to the CompTIA PenTest+ exam objectives.

### **CIS282 Networking/Support Projects** 3

Prerequisites: CIS150, CIS154, CIS243, CIS247, and reading proficiency  
Pre-/corequisite: CIS275  
Networking/Support Projects focuses on installing, configuring, and supporting a computer network based on “client” needs. (S)

### **CIS284 Information Security Projects** 3

Prerequisite: CIS264 Advanced Information Systems Security and Reading Proficiency  
Students will design, install, configure, and attempt to defeat network security based on given criteria using blue/red teams on dedicated Data Center infrastructure. (F,S)

### **COL100 Freshman Seminar** 1

Prerequisite: None  
Freshman Seminar provides students with an opportunity to build relationships, skills, and knowledge needed for success in college in the context of an area of interest. This course emphasizes application of skills and active learning. Students cannot apply both COL100 and COL101 toward graduation. (F,S,O)

### **COL101 Introduction to College: Strategies for Success** 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 explores interpersonal, small group, computer mediated, and public communication through a combination of collaborative learning strategies. Students will demonstrate an understanding of personal communication concepts through Internet exploration, class discussions, and group projects and presentations. Students will learn to analyze personal communication competencies, identify challenges to effective communication, and devise strategies to manage the challenges. Public communication concepts will be demonstrated through a persuasive speech presentation. Students cannot apply both COM100 and COM100H toward graduation. (F,S)



[MOTR COMM100 Introduction to Communications](#)

### **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

### **COM198 Media Communication Practicum** 3

Perequisite and/or Corequisite: COM130, and COM150  
Media Production Practicum provides hands-on experience in media production work for Jefferson College. Students will work with Media Communication faculty to set up their practicum before enrolling in this course. Grade is dependent on completion of 120 verified hours and course content. (D)

### **COM220 Argumentation and Debate** 3

Prerequisite: Reading proficiency  
Argumentation and Debate focuses on recognition, creation, support, and evaluation of arguments in persuasive communication and debate. Students will learn how to construct an argument and defend a position, as well as engage in debate and discussion with those who hold differing viewpoints. Students will also evaluate and utilize research, critique arguments, and deliver persuasive speeches in individual and small group formats. (F,S)



MOTR COMM220 Argumentation and Debate

### **COM130 Introduction to Mass Media Communications** 3

Prerequisite: Reading proficiency  
Introduction to Mass Media Communications examines mass media as well as its role in our lives and society. Topics include media theory and literacy, law and ethics, history, current trends, and convergence. Students will analyze a variety of media including print, radio, television, film, advertising, public relations, social media, gaming, and the Internet. (F,S)



MOTR SBSC 100 Introduction to Mass Communications

### **COM150 Introduction to Television Production** 3

Prerequisite: Reading proficiency  
Introduction to Television Production is a survey of all the basic skills and disciplines necessary for television production. This course includes experience with studio and remote cameras, lighting, audio, producing, directing, video continuity, interviewing, and news. Introduction to Television Production students produce a final project which combines the use of all skills of television production. Laboratory time is required. (F,S)

### **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)

### **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 a banquet. (S)

### **CUL103 Culinary Arts III 4**

Prerequisite: CUL102  
Culinary Arts III re-emphasizes the key elements in professionalism and leadership. Students will be introduced to elements of food classification, nutrition, and beverage service. Students will learn skills in garde manger and global cuisine, as well as honing skills learned in CUL101 and CUL102. (F)

### **CUL104 Culinary Arts IV 4**

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

### **CUL115 Baking and Pastry 4**

Prerequisite: Reading proficiency  
Baking is the study of the age-old process of this staple food product. Pastry work involves a more in-depth and artistic application of baking skills along with some specialties like sugar work and chocolate work. This course is an in-depth focus of the process of baking and pastry, its diverse potential, and experimentation in the various methods and techniques used in all parts of the world. This course will involve actual production of breads, baked products, plated desserts and experimentation in baking and pastry production. Each student will be involved in all aspects of the course and furnish individual renditions of the topics studied. This is primarily a laboratory instructed course. (F,S)

### **CUL210 Hospitality and Restaurant Management & Supervision 2**

Prerequisites: CUL100, CUL101 and reading proficiency  
This class is designed to teach students about the ten pillars of restaurant management. The ten pillars were created with input and validation from the industry and clearly state what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certificate from the National Restaurant Association. (F)

### **CUL211 Cost Control 2**

Prerequisites: CUL100, CUL101 and reading proficiency  
Cost Control is designed to teach students how to manage and forecast profitability. This class was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certification from the National Restaurant Association. (F)

### **CUL212 Human Resource Management and Supervision 2**

Human Resource Management and Supervision is designed to teach students how to manage team members and comply with legal requirements. This class was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certification from the National Restaurant Association. (F)

## **CUL213 Nutrition** **2**

Prerequisites: CUL100, CUL101 and reading proficiency  
Nutrition is designed to teach students nutritional impacts of food and how nutrition plays a major part in today's culinary industry. This course was created with input and validation from the industry and clearly states what a manager needs to run a safe and profitable operation. There is an exam at the end for a ManageFirst certificate from the National Restaurant Association. (S)

## **ECE102 Introduction to Early Childhood Education** **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 to put theories into action. (F, S, SU,O)

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

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

## **ECE107 School Age Child Care** **3**

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

## **ECE108 Infant/Toddler Care** **3**

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

## **ECE120 Integrating Children with Special Needs** **3**

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

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

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

## **ECE201 Early Childhood Education Laboratory** **2**

Pre-/corequisite: ECE102  
Early Childhood Education Laboratory involves six hours per week during the fall or spring semester and 12 hours per week during the summer session of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S)

## **ECE202 Early Childhood Education Practicum I** **2**

Prerequisite: ECE201  
Early Childhood Education Practicum I involves six hours per week during the fall or spring semester and 12 hours per week during the summer session of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S)

## **ECE205 Early Childhood Education Practicum II** **2**

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

## **ECE210 Curriculum Strategies for Preschool Classrooms** **3**

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

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

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



### **ECE214 Early Childhood Education Administration** **3**

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

### **ECO100 Introduction to Economics** **3**

Prerequisite: Reading proficiency  
A survey course of economics intended for non-business majors. Students will be introduced to the basic tools of economic so that they can develop a general framework within which a variety of economic topics can be analyzed. Some of the topics covered include: opportunity costs, supply and demand, economic growth, inflation, unemployment, role of government, banking, fiscal policy and monetary policy. Students seeking a bachelor's degree in business should take Macroeconomics and Microeconomics. (F,S,Su,O)



**MOTR ECON100 Introduction to Economics**

### **ECO101 Macroeconomics** **3**

Prerequisite: Reading proficiency  
Macroeconomics is an introductory survey of economic principles related to the economy as a whole. It includes the study of the interaction between supply and demand of a service or product, the concept of opportunity costs, how to measure our economy and other nations' economies, how consumption and savings affect the economy, the impact of fiscal and monetary policy, trade, inflation, unemployment, and economic growth. (F,S,Su)



**MOTR ECON101 Introduction to Macroeconomics**

### **ECO102 Microeconomics** **3**

Prerequisite: Reading proficiency  
Microeconomics is an introductory survey of economic principles relating to individuals, firms and markets. It includes the study of the interaction between supply and demand of a service or product in which equilibrium market prices are determined, the concept of opportunity costs, the concept of elasticity, how consumers make decisions, how profit-maximizing firms make production choices, and different types of competition. (F,S,Su)



**MOTR ECON102 Introduction to Microeconomics**

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

Pre-/corequisite: Reading proficiency  
This course serves as the formal entrance into the AAT degree program. After students have successfully completed this course and ENG 101, they may register for additional education courses. This course is an introduction to the field of education and to certification requirements. Students will explore state standards for teachers and for P-12 students. The required field experience is a minimum of six (6) hours of classroom observation and two interviews. Each student must complete a background check that includes records from both the Missouri State Highway Patrol and the FBI and receive clearance prior to entering any P-12 school to begin field experiences. (F, S, Su, O)

### **EDU205 Educational Technology** **3**

Pre-/corequisites: reading proficiency  
Educational Technology prepares students in learning how to integrate instructional and assistive technology into P- 12 classrooms. Students will study a variety of software programs, presentation technology, telecommunication tools, and assistive technology. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. Course must be completed with a grade of "C" or better to meet the Computer Literacy requirement. (F,S,Su,O)

### **EDU210 Foundations of Education in a Diverse Society** **3**

Prerequisites: EDU105 completed with a grade of "C" or better) and reading proficiency  
Pre-/Corequisite: ENG101(H) with a grade of "C" or better  
Foundations of Education in a Diverse Society is designed to examine educational practice from diverse historical, philosophical, sociological, economic, and legal perspectives. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. Students will explore the nature of school environments, the fundamental goals of education in the American public school, English Language Learners, the relationship between school and a diverse society, the organization of school curricula, and characteristics of effective schools and instruction in grades P-12. (F, S, O)

### **EDU225 Educational Psychology** **3**

Prerequisites: EDU105, PSY101(H) and ENG101 completed with a grade of "C" or better, and reading proficiency  
Educational Psychology is designed to help students relate theories and principles of educational psychology to teaching, learning, and assessment. This course focuses on the diversity of learners and learning processes, as well as teacher characteristics, classroom strategies, and data analysis in P-12 classrooms. Appropriate strategies for increasing motivation, multi-dimensional development, and academic achievement for all learners are introduced. (F,S,O)

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

Prerequisites: EDU105, EDU205, EDU210, and ENG101 (all courses must be completed with a grade of “C” or better) and reading proficiency

Pre-/corequisites: EDU225 with a grade of “C” or better and PSY201, PSY202, or PSY205

Teaching Profession with Field Experience includes a minimum 30 hours of school field experience in accredited P-12 classroom(s) that provide opportunities to observe and contribute to teaching and learning. This course allows preservice teachers to connect firsthand school experience with an emerging professional knowledge base. The course develops professional knowledge of diverse educational settings through observation, instruction, experience, and reflection. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Requirements for teacher preparation and certification are reviewed. (F,S)

### **EDU235 Education of Exceptional Learners** 3

Prerequisites: EDU105 and ENG101 (both courses must be completed with a grade of “C” or better), PSY101(H), and reading proficiency

Pre-/corequisite: PSY201, PSY202, or PSY205

Education of Exceptional Learners is an introduction to exceptional learners and their education in grades P-12. Students will gain a comprehensive understanding of the characteristics of people with special needs in addition to strategies of educating and including all learners in general education and special education settings. Students will research and discuss complex issues related to compliance with state and federal education laws, such as the Individuals with Disabilities Educational Act (IDEA) and the Americans with Disabilities Act (ADA) as well learn to navigate special education processes, such as referral, eligibility, re-evaluation, and Individual Education Program (IEPs.) This course requires a 15-hour special education field experience component. (F,S,O)

### **EDU240 Multicultural Education** 3

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

Multicultural Education is designed to examine the multicultural context of education and prepare students to understand and teach learners from diverse backgrounds, with diverse characteristics, and with differing social identities. The course will address issues of educational equity, sociocultural influences on teaching and learning, and how teachers and schools can contribute to interpersonal and intercultural understanding and respect, social justice, and democratic citizenship. (F,S,Su,O)

### **EDU245 Literature for Children** 3

Prerequisites: ENG101 (both courses must be completed with a grade of “C” or better) and reading proficiency

Literature for Children introduces students to methods of sharing quality literature for young children. Students will learn criteria for evaluating literature, enrichment activities, and storytelling techniques. Literature for Children is required for the Child Care/Early Childhood Education AAS degree and is a recommended elective for early childhood/elementary education majors seeking an AAT degree. (F,S,Su,O)

### **EGR100 Exploring the Field of Engineering** 1

Prerequisites: None

Exploring the Field of Engineering serves as the formal entrance into the Associate of Science (AS) engineering degree programs. However, students will be permitted to enroll in EGR100 and EGR101 during the same semester. This course is an introduction to the field of engineering and to engineering transfer programs at various universities. (F, S)

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

Prerequisites: High school geometry and reading proficiency  
Computer-Aided Engineering Design introduces principles and processes of engineering design and relevant software for these processes. Students are expected to apply these processes and software in a significant project inspired by an authentic engineering design problem. Laboratory time is required. This course is required for the Associate of Science degree. (F,S)

### **EGR228 Engineering Mechanics-Statics** 3

Prerequisites: MTH180 and reading proficiency

Pre-/corequisite: MTH185 and PHY223

Engineering Mechanics-Statics is a course which applies principles of mechanics to engineering problems of equilibrium. There is a heavy emphasis on three-dimensional problems and vector methods to deal with the conditions for equilibrium. This course is required for the Associate of Science degree. (F)

### **EGR250 Engineering Mechanics-Dynamics** 3

Prerequisites: EGR228, MTH185, PHY223, and reading proficiency

Engineering Mechanics-Dynamics is a course which applies principles of mechanics to engineering problems of accelerated motion. Emphasis is given to three dimensional problems using the concepts of force, mass, acceleration, work, energy, impulse, and momentum. (S)

### **EGR261 Circuit Analysis I** 3

Prerequisite: Reading proficiency

Corequisite: MTH205 and PHY224

Circuit Analysis I is a beginning course in the mathematical modeling of an electrical circuit. Emphasis is placed on circuit elements, Kirchoff’s laws, mesh and nodal analysis, and the response of resistors, inductors, and capacitors to various signals. (S)

### **EMT110 Emergency Medical Technician I 4**

Prerequisite: The current requirements of our affiliates to include vaccinations, cleared background checks, cleared drug tests, or any other similar requirements, and reading proficiency.

Corequisite: EMT125

Emergency Medical Technician I prepares an individual in all phases of Emergency Medical Services (EMS) care with the focus on general emergency care, patient assessment, handling, and transport as related to airway and breathing and cardiac assessment. (F, S)

### **EMT120 Emergency Medical Technician II 4**

Prerequisites: The current requirements of our affiliates to include vaccinations, background checks, drug tests, or any other similar requirements, and reading proficiency

Corequisite: EMT110 and EMT125

Emergency Medical Technician II builds on the Emergency Medical Technician I coursework as it prepares an individual in all phases of Emergency Medical Services (EMS) care with the focus on general emergency care, patient assessment, handling, and transport as related to traumatic injuries for pediatric and adult patients, orthopedic injuries, in depth ambulance and hospital processes, and unique issues associated with obstetric, neonatal, pediatric, and geriatric patient care. (F, S)

### **EMT125 Emergency Medical Technician Clinical/Internship I 1**

Prerequisites: The current requirements of our affiliates to include vaccinations, background checks, drug tests, or any other similar requirements, and reading proficiency.

Corequisites: EMT 110 and EMT 120

Emergency Medical Technology (EMT) Clinical/Internship I prepares an Emergency Medical Services (EMS) individual in all phases of emergency care. The clinical/internship course work requires a minimum of 10 patient contacts during a minimum of 48 hours at local contracted hospitals (clinical) and/or ambulance (internship) providers. (F,S)

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

Prerequisites: ACCUPLACER ESL language score of 45 and below within the past two years, ACCUPLACER ESL listening score of 50 and below within the past two years, ACCUPLACER ESL reading score of 45 and below within the past two years.

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

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

Prerequisite(s): ACCUPLACER ESL language score of 46-70 within the past two years, ACCUPLACER ESL listening score of 51-80 within the past two years, ACCUPLACER ESL reading score of 46-75 within the past two years, or ENG031 with a grade of "C" or better

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

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

Prerequisite(s): ACCUPLACER ESL language score of 71-99 within the past two years, ACCUPLACER ESL listening score of 81-95 within the past two years, ACCUPLACER ESL reading score of 76-101 within the past two years, 475 TOEFL (computer 150) score within the past two years; or ENG032 with a grade of "C" or better

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

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

Prerequisite(s): ACCUPLACER ESL language score of 100 or higher within the past two years, ACCUPLACER ESL listening score of 96 or higher within the past two years, ACCUPLACER ESL reading score of 102 or higher within the past two years; 500 TOEFL (computer 173) score within the past two years; or ENG033 with a grade of "C" or better

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

### **ENG090 College Reading and Writing 5**

Prerequisites: must meet one of the following:

- ACT Reading 15-17 within two years
- Accuplacer Reading 50-84 and Accuplacer Sentence Skills 57-91 within two years
- Accuplacer Next Gen Reading 232-245 within two years
- Completion of ENG098 with a grade of "B" or better

College Reading and Writing prepares students for college-level reading and writing through review and practice of academic literacy skills. The course connects critical reading and thinking skills to paragraph and essay writing. (F, S, Su)

### **ENG099 Foundations of English Composition 3**

Prerequisite: Reading proficiency and one of the following:

- GED score of 165-174 within five years
- Accuplacer Next Gen Reading score of 246 or higher within two years
- ACCUPLACER Sentence Skills (English) score of 57-91 within two years
- ACT English score of 17 or less within the past two years

Corequisite: ENG101


Foundations of English Composition is taken concurrently with English Composition I (ENG 101) to give students additional practice with the writing skills, reading skills, and contextualized study skills necessary for successful, independent completion of academic writing projects. (F,S,Su)

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

Prerequisites: Reading proficiency and one of the following:

- 3.0+ high school GPA
- HiSET College/Career Readiness or GED score of 175+
- ACT English score of 18+ within two years
- Accuplacer Next Gen Reading score of 254+ within the past two years
- ENG099 with a grade of “C” or better, or ENG034 with a grade of “C” or better and reading proficiency

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

 [MOTR ENGL100 Composition I](#)

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

Prerequisites: Honors Program admission, reading proficiency, and one of the following:

- 3.3+ high school GPA
- HiSET College/Career Readiness or GED score of 175+
- ACT English score of 24+ and ACT Reading 18+ within two years

Honors Composition I 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 teaches methods for writing clear exposition and techniques for reading the writings of great thinkers of the world. Students will be given the opportunity to define their values and to discover their unique voices as writers. Honors Composition II fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG102 and ENG102H toward graduation. (F,S)

 [MOTR ENGL200 Composition II](#)

### **ENG104 Creative Writing 3**

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

 [MOTR PERF 106 Creative Writing](#)

### **ENG105 Poetry and Short Story 3**

Prerequisite: Reading proficiency  
Poetry and Short Story examines the essential elements of poetry and the short story. Students will identify poetic terms, language, and meaning and will read and study short stories to locate thematic purposes and connections. This course will be offered thematically, with each course section focusing on a specific theme, such as love, death, sports, comedy, or crime. (F,S,O)

 [MOTR LITR100P Introduction to Literature - Poetry](#)

### **ENG106 Drama and Short Novel 3**

Prerequisite: Reading proficiency  
Drama and Short Novel examines the essential elements of drama and the short novel. Students will be introduced to works of drama and short novels, learning to identify dimensions of structure and theme in drama, and techniques and themes found in short novels. Each section will focus on a particular theme, such as The Villain or The Environment, and reading selections will address how such themes are addressed over time and across cultures. (F,S,O)

 [MOTR LITR100D Introduction to Literature - Drama](#)

### **ENG110 Journalism I** 3

Prerequisites: ENG101/101H and reading proficiency  
Journalism I analyzes the forms, purposes, and ethics of journalistic communications with practical work in writing and editing copy for the College newspaper. (F,S)

### **ENG111 Journalism II** 1

Prerequisites: ENG110 and reading proficiency  
Journalism II continues the work of Journalism I including writing for the student newspaper. The students will receive formal instruction in a writing laboratory environment. (F,S)

### **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. Students will study the historical, philosophical, and cultural influences on American writers from our early explorers to Whitman. (F,O)



MOTR LITR101A American Literature I –  
Pre-Civil War Through the End of the Civil War

### **ENG229 American Literature: After 1865 3**

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



MOTR LITR101B American Literature II –  
Post Civil War to the Present

### **ENG235 The Shakespeare Plays 3**

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



MOTR LITR 107 Introduction to Shakespeare

### **ENG235H Honors Shakespeare 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Shakespeare is a combination literature and film course. Students will read representative Shakespearean plays, design paper projects, and conduct class discussion of a selected play. Students cannot apply both ENG235 and ENG235H toward graduation. (F)



MOTR LITR 107 Introduction to Shakespeare

### **ENG250 Mythology 3**

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



MOTR LITR 201 Mythology

### **ENG250H Honors Mythology 3**

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



MOTR LITR 201 Mythology

### **ENG255 Poems and Their Makers 3**

Prerequisites: Reading proficiency  
Poems and Their Makers includes the lives of influential American modernists from Whitman to Plath. Students relate essential elements that contribute to poetry's insights and possibilities with Voices and Visions sources. (F,S,O)

### **ENG255H Honors Poetry Poems 3**

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

### **FRN101 Beginning French 5**

Prerequisite: Reading proficiency  
Beginning French allows the students to develop fundamental oral and written skills in French. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (D)



MOTR LANG101 French I

### **FRN102 Intermediate French 5**

Prerequisites: FRN101 or equivalent skills and reading proficiency  
Intermediate French students learn how to express themselves and communicate effectively in French. Labs are conducted online. Students who complete this course with a "C" or higher as their first French course at Jefferson College will be eligible to receive five hours retroactive credit for the course bypassed (Beginning French). Students who have completed two to four years of high school French should inquire with the foreign language instructor for further details. Note: Many transfer institutions require three semesters of foreign language. (D)



MOTR LANG102 French II

### **FRN201 French Grammar and Composition 3**

Prerequisites: FRN102 or equivalent skills and reading proficiency

French Grammar and Composition consists of a progressive review of grammatical constructions. The students will continue to develop their linguistic skills through both oral and written exercises. Note: Many transfer institutions require three semesters of foreign language. (D)

### **FRN253 French Reading 3**

Prerequisites: FRN201 or equivalent skills and reading proficiency

French Reading students will expand their reading skills and vocabulary and will be introduced to French literature. Note: Many transfer institutions require three semesters of foreign language. (D)

### **FST101 Introduction to the Fire Service 3**

Pre-/corequisite: Reading proficiency

Introduction to the Fire Service provides a detailed look and explanation into the fire service by examining educational expectations, fire department administration and operations, professional requirements, and the general public's expectations of today's fire service professional. (D)

### **FST110 Fire Fighter I and II 8**

Prerequisites: FST101 and reading proficiency

Pre-/corequisite: FST116

Fire Fighter I and II covers fire protection characteristics, fire behavior, building construction, fire chemistry, extinguishing agents, water supply, in-depth fire streams, auto extrication, basic EMS, forcible entry, communications, fire theory, and much more. Successful completion of this course and FST116, Hazardous Materials Awareness and Operations, and subsequent passing of the state exams connected with each course, will certify the individual to the NFPA 1001-2013 Fire Fighter Professional Qualification Standards. This is a state certification course. (D)

### **FST116 Haz Mat Awareness & Operations 2**

Prerequisite: Reading proficiency

Corequisite: FST110

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

### **GEO103 World Regional Geography 3**

Prerequisite: Reading proficiency

World Regional Geography is an introduction to the academic discipline of Geography including a world survey, presenting the essential physical and cultural characteristics, key issues, and problems of the major regions of the world: the Americas, Europe, Russia, North Africa, Southwest Asia, Sub-Saharan Africa, South Asia, East Asia, and the Pacific. Special attention is given to selected countries. (F,S,O)



MOTR GEOG101 World Regional Geography

### **GEO120 Seminar in Global Studies 1**

Prerequisite: Reading proficiency

Seminar in Global Studies consists of a student driven seminar style course within the Jefferson College Global Studies Program and must be completed by all program enrollees. This course will examine global events and issues using guest speakers, research projects, extracurricular activities, and student presentations. (S,O)

### **GRM101 Beginning German 5**

Prerequisite: Reading proficiency

Beginning German students develop their abilities to communicate in spoken and written German. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (F)



MOTR LANG 105 Foreign Language I

### **GRM102 Intermediate German 5**

Prerequisites: GRM101 with a grade of "C" or better, or equivalent skills as determined by the instructor, and reading proficiency

Intermediate German students continue to develop their abilities to communicate more effectively in German. Students who complete this course with a "C" or higher as their first German course at Jefferson College will be eligible to receive five hours retroactive credit for GRM101, Beginning German. Students who have completed two to four years of high school German should inquire with the instructor for further details. Labs are conducted online. Note: Many transfer institutions require three semesters of foreign language. (S)



MOTR LANG 106 Foreign Language II

### **GRM201 German Grammar and Composition 3**

Prerequisites: GRM102 with a grade of "C" or better, or equivalent skills as determined by the instructor, and reading proficiency

German Grammar and Composition students continue to develop their abilities to communicate more effectively in German. Note: Many transfer institutions require three semesters of foreign language. (D)

### **GRM253 German Reading 3**

Prerequisites: GRM201, or equivalent skills, and reading proficiency  
German Reading students will continue to develop their understanding of the German language by expanding their reading skills, vocabulary, and understanding of German grammar and culture. Note: Many transfer institutions require three semesters of foreign language. (D)

### **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)

### **HIT100 Introduction to Health Information Technology 3**

Prerequisite: Reading proficiency  
Pre-/corequisite: HIT122  
Introduction to Health Information Technology provides an introduction to this field and the organization of healthcare delivery in the acute care setting. Analysis of health records in paper, hybrid, and electronic formats will form the basis of classroom discussion. Emphasis is on the documentation requirements for licensure, accreditation, and certification. Other topics include data sets, storage and retrieval, and the use and structure of healthcare data, record assembly and analysis, chart location, master patient index, physician documentation, and release of information. (F,S,O)

### **HIT115 Healthcare Statistics 3**

Prerequisite: Reading proficiency  
Pre-/corequisites: HIT100 with a grade of "C" or better and MTH110 or MTH128 with a grade of "C" or better  
Healthcare Statistics entails a study of healthcare statistics with a focus on the commonly used rates and percentages computed principally on hospital inpatients. This course will also include an in-depth study of hospital statistics, sources, definitions, collection, reporting, and presentation of data. Non-acute care data and examples will also be included in the lessons. (F,S,O)

### **HIT122 Medical Terminology 3**

Pre-/corequisite: Reading proficiency  
Medical terminology provides a broad survey of the language of medicine and health technologies. Students learn to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. The class emphasizes the formation, definition, and pronunciation of medical terms and the use of reference materials. A brief presentation of anatomy and physiology precedes the content concerning disorders. (F,S,O)

### **HIT130 Healthcare Legal and Ethical Issues 3**

Prerequisite: Reading proficiency  
Pre-/corequisite: HIT100 with a grade of "C" or better  
Healthcare Legal and Ethical Issues investigates ethical issues in healthcare while examining the procedures and laws that regulate the content, confidentiality, disclosure, use, and retention of health information. Patient rights/advocacy, advanced directives, privacy, release of information, and security policies and procedures of healthcare organizations will be emphasized. (F,S,O)

### **HIT150 Introduction to Pharmacology 3**

Prerequisites: BIO116 with a grade of "C" or better and reading proficiency  
Introduction to Pharmacology is an online introductory course that covers basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems. (Su,O)

### **HIT155 Basic Principles of Disease 3**

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency  
Corequisite: HIT150  
Basic Principles of Disease is an in-depth study of common pathological conditions of the human body. The course focus is on description of conditions and diseases of the organ systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Expected student outcomes include ability to pronounce disease terminology, to analyze signs and symptoms in identifying disease entities and ability to describe appropriate diagnostic and treatment modalities. Communication skills and techniques for the workplace are emphasized throughout the course. (Su, O)

### **HIT200 Classification Systems I 3**

Prerequisites: BIO116, HIT100, HIT150, and HIT155 (all courses must be completed with a grade of "C" or better) and reading proficiency  
Classification Systems I is an introduction to the ICD-10-CM data set used for reporting diagnoses and other reasons why health care professionals care for patients. This course will also include instruction (theory and hands-on) on how the classify and index diagnoses in the health care setting. The various uses for diagnoses codes will also be discussed. (F,S,O)

### **HIT205 Healthcare Quality and Performance Improvement 3**

Prerequisites: HIT100 with a grade of "C" or better and reading proficiency  
Healthcare Quality and Performance Improvement introduces students to the theory, practice, and management of quality performance and improvement. Examination of peer review processes, collection tools, data analysis, and reporting techniques will be reviewed. Utilization, risk, and case management are blended concepts used throughout this course. Regulatory quality monitoring requirements and outcome measures monitoring are addressed. (F,S,O)





### **HIT220 Electronic Health Systems 3**

Prerequisites: HIT100 with a grade of “C” or better and reading proficiency  
Electronic Health Systems emphasizes the role of information technology in healthcare, describes key elements of health information systems, defines the electronic health record (EHR), and establishes the context of the EHR within the scope of health information technology (HIT). (F,S,O)

### **HIT230 Classification Systems II 3**

Prerequisites: HIT200 with a grade of “C” or better and reading proficiency  
Classification Systems II introduces the theory, structure, and organization of the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) Level II coding systems and ICD-10-PCS.. The application of coding principles used to accurately assign CPT and HCPCS Level II, and IDC-10-PCS codes to health records forms the basis of class discussion. (F,S,O)

### **HIT250 Healthcare Billing and Reimbursement 3**

Prerequisites: HIT100 and HIT115 (both courses must be completed with a grade of “C” or better) and reading proficiency  
Healthcare Billing and Reimbursement prepares students to review health care payment, illustrate the reimbursement cycle, and comply with regulatory guidelines. Chargemaster maintenance and reimbursement monitoring and reporting are emphasized. Ambulatory Payment Classification Codes (APCs) and other prospective payment systems, the revenue cycle, chargemaster, Resource Based Relative Value Scale (RBRVS), regulatory guidelines, and billing processes will be covered. (F,S,O)

### **HIT255 Healthcare Management and Supervision 3**

Prerequisites: HIT100 with a grade of “C” or better and reading proficiency  
Healthcare Management and Supervision covers Management and Supervision in Healthcare to stay in line with the curriculum requirements established by CAHIM. This course will utilize multiple case studies to give real world examples regarding this topic. Healthcare Management and Supervision will also review supervision, decision making, hiring, and management’s role within a healthcare setting. (F,S,O)

### **HIT260 Health Information Technology Professional Practice 2**

Prerequisites: HIT100, HIT115, HIT130, HIT150, HIT200, HIT205, and HIT220 (all courses must be completed with a grade of “C” or better) and reading proficiency  
Corequisites: HIT230, HIT250, and HIT255  
Health Information Technology Professional Practice is designed to help the student gain the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). The student can utilize health information technology experiences both in acute care facilities and alternate health care settings, such as nursing homes, ambulatory clinics, physician offices, and hospice agencies. The Jefferson College HIT Faculty and the health care facility staff will guide the students during this offsite learning experience. All students will participate in a mandatory online orientation provided by the Jefferson College HIT Faculty before beginning their coursework outside the college. Students will be required to complete 40 hours at a clinical site during this course. (F,S,O)

### **HIT261 Health Information Technology Capstone 1**

Prerequisite: HIT100, HIT115, HIT122 or HIT122, HIT130, HIT150, HIT200, HIT205, and HIT220 (all courses must be completed with a grade of “C” or better) and reading proficiency  
Corequisites: HIT230, HIT250, and HIT255 and HIT260  
Health Information Technology Capstone course is designed to help the student review the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). The student will utilize health information technology skills to address keys items including professional dress attire, resume/ cover letter creation, Management driven case scenarios, etc. During the course, a review regarding the components for the Registered Health Information Technician Exam will be covered. (F,S,O)

### **HPE101 Physical Fitness I 1**

Prerequisite: None  
Physical Fitness I promotes overall personal physical fitness. Students may select a fitness program geared for their particular needs. (F,S,Su)

### **HPE106 Weight Training I 1**

Prerequisite: None  
Weight Training I introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)

### **HPE130 Personal Health** **3**

Pre-/corequisite: Reading proficiency  
Personal Health explores health problems relevant to the past, present, and the future. The student will have the opportunity to learn stress management, nutrition, health behaviors, and weight control through study and practice. (F,S,Su,O)

### **HPE132 First Aid and C.P.R.** **3**

Pre-/corequisite: Reading proficiency  
First Aid and C.P.R. covers the necessary First Aid and Cardiopulmonary Resuscitation skills required to give proper care for someone who experiences injury or sudden illness. Students will learn how to recognize, respond to, and give appropriate care during an emergency. The skills covered in this class will enable the student to earn certification cards in First Aid and C.P.R./A.E.D. for Adult and Child and C.P.R. for the infant. Students must purchase Red Cross certification cards. (F,S,Su)

### **HPE138 Lifetime Fitness and Wellness** **2**

Pre-/corequisite: Reading proficiency  
Lifetime Fitness and Wellness survey course will examine the anatomy and body systems required for physical wellness, along with dietary choice and behaviors. Coping strategies will be explored to prepare students to remain healthy despite challenges in their lives. Students learn how to ensure they are working towards a healthy approach to life, both physically and mentally. (F,S)

### **HPE140 Foundations of Sport Management** **3**

Pre-/corequisite: Reading proficiency  
Foundations of Sport Management introduces students to basic concepts of sports administration, professional preparation, and professional opportunities. (S)

### **HPE150 Care and Prevention of Athletic Injuries** **3**

Prerequisite: Reading proficiency  
Care and Prevention of Athletic Injuries is designed for future athletic trainers, physical educators, coaches, physical therapists, pre-med majors, and anyone else who plans on working with active individuals who are prone to injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries. (F,S)

### **HPE201 Physical Fitness II** **1**

Prerequisite: HPE101  
Physical Fitness II is a continuation of Physical Fitness I at an advanced level, promoting overall personal physical fitness and emphasizing knowledge pertinent to cardiorespiratory fitness. Advanced training techniques are included. The student selects a fitness program geared for his/her particular needs. (F,S)

### **HPE206 Weight Training II** **1**

Prerequisite: HPE106  
Weight Training II introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)

### **HPE230 Tournament and Event Management** **3**

Prerequisites: HPE140 and reading proficiency  
Tournament and Event Management examines the processes, methods, and practices involved in event management, including sport tournaments, sport team events, and individual sporting events. (S)

### **HRA101 Electricity for HVAC** **5**

Prerequisite: Accuplaer elementary algebra score of at least 45 within the past two years, ACT math score of at least 16 within the past two years, or completion of MTH002.  
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, ACT math score of 16 or higher within the past two years, or MTH002. 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; ACT math score of 16 or higher within the past two years, or completion of MTH002. 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, ACT math score of 16 or higher within the past two years, or completion of MTH002; and reading proficiency  
Residential Air Conditioning Systems covers the theory, installation, diagnosis, and service of residential air conditioning systems. (F,S)

### **HRA230 Advanced Electricity for HVAC** 3

Prerequisites: HRA125 with a grade of "C" or better; Accuplacer elementary algebra score of 45 or higher within the past two years, ACT math score of 16 or higher within the past two years, or completion of MTH002; and reading proficiency  
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, ACT math score of 16 or higher within the past two years, or completion of MTH002; 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 survey that examines the political, social, economic, and cultural aspects of the first half of western civilization. Beginning at prehistory and continuing up to the Renaissance, the course analyzes the creation and evolution of the western tradition. (F,S,O)



MOTR WCIV101 Western Civilization I

### **HST202 Renaissance to Early Modern Europe 3**

Prerequisite: Reading proficiency

Renaissance to Early Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the second third of the western civilization sequence. Beginning with the Renaissance and continuing to the cusp of the 20th century, this course analyzes the creation and the evolution of the western tradition. (F,S,Su,O)



MOTR WCIV102 Western Civilization II

### **HST203 Modern Europe 3**

Prerequisite: Reading proficiency

Modern Europe is a general survey course that examines the political, social, economic, and cultural aspects of the 20th century. Starting at the cusp of the 20th century and continuing to the present, this course continues to analyze the evolution of the western tradition. (F,S,Su,O)

### **HST205 African-American History 3**

Prerequisite: Reading proficiency

African-American History is a general survey of the major political, economic, social, and cultural themes in the African-American experience from the 1500's with the beginning of the African Diaspora to modern, contemporary times. (S)

### **HST210 Asian Civilization 3**

Prerequisite: Reading proficiency

Asian Civilization is a general introduction to the political, social, religious, and cultural history of the Indian subcontinent, China, and other countries of Asia. This course traces development from the beginning of civilization to the present. Asian Civilization is a "nonwestern" history course. (F,S)

### **HST230 Women in History 3**

Prerequisite: Reading proficiency

Women in American History is a history of women in American society from colonial times to the present. Emphasis is on the roles, status, and achievements of American women and their contribution and relationship to American traditions. (S)

### **HST240 Missouri History 3**

Prerequisite: Reading proficiency

Missouri History provides an introduction to the history of Missouri emphasizing economic, political, and social growth. Students are encouraged to specialize in topics of personal interest. This course is especially of interest to those majoring in secondary social studies and elementary education. (S)

### **HST250 World History I** **3**

Prerequisite: Reading Proficiency

World History I: From Prehistory to 1500 CE is a survey of the formation and development of the world's major societies and cultures with emphasis on global cross-cultural interactions. This course covers world history from Prehistory to the 15th century. (F,S,Su,O)



[MOTR HIST 201 World History I](#)

### **HST260 World History II: From 1400 CE to Present** **3**

Prerequisite: Reading proficiency

World History II: From 1400 CE to the Present will survey the formation and development of the diverse societies of Africa, Asia, Europe, the Americas, and Oceania from the 1400s to the modern day. This course will emphasize global cross-cultural connections that have been the most effective agents of change in world history. (F,S,Su,O)



[MOTR HIST 202 World History II](#)

### **INT191 Technical Internship** **1**

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (1 credit hour) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 40 clock hours is required for the technical internship. Technical Internship is an elective course for the following Associate of Applied Science degrees and corresponding certificates: Automotive Technology; Biomedical Electronics Technician; Computer Information Systems; Computer Integrated Manufacturing; Electronics Technology; Heating, Refrigeration, and Air Conditioning Technology; and Welding Technology. (F, S, Su)

### **INT192 Technical Internship** **2**

Prerequisite: Instructor consent, cumulative GPA of 2.0 or better, and reading proficiency

Technical Internship (2 credit hours) is a supervised occupational experience with a business partner that enables students to become acquainted with and more proficient in day-to-day work experiences under the direct supervision of a qualified supervisor in a location approved by the instructor. A total of 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, multi-cultural communities. (D)

### **LEA111 Firearms for Law Enforcement** **1**

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency.

Firearms for Law Enforcement I addresses safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the hand gun. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

### **LEA112 Criminal Law for Law Enforcement** **3**

Prerequisite: Admissions to the Law Enforcement Academy and reading proficiency.

Criminal Law for Law Enforcement studies criminal, common, and statutory law within the context of law enforcement and the administration of justice, including the hierarchy and function of the courts, other organizations, and officials. This course utilizes the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

### **LEA114 Rules of Criminal Evidence for Law Enforcement** 3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency

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

### **LEA120 Juvenile Justice for Law Enforcement** 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency.

Juvenile Justice for Law Enforcement examines the development, present structure, function and philosophy of the juvenile justice system overall. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum to study the ethical considerations, juvenile crime definitions by nature and impact, as well as an overview of the intent, application, and procedures of the Missouri Juvenile code. Juvenile case disposition, crime prevention methods and reporting procedures and the organization and functions of jurisdiction of juvenile agencies are also identified and discussed. (D)

### **LEA135 First Responder First Aid for Law Enforcement** 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

First Responder First Aid for Law enforcement teaches the necessary first aid and CPR skills needed for proper care to someone who is experiencing injury or serious illness. Students will learn how to recognize, respond and give appropriate care during an emergency. This course focus include trauma care for oneself and/or other first responders. The skills covered in class will enable the student to earn certification in First Aid and CPR/AED for adults, children and infants. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to trauma response and first aid for law enforcement. (D)

### **LEA147 Ethics & Professionalism for Law Enforcement** 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Ethics and Professionalism for Law Enforcement provides the student with the information needed to solve ethical dilemmas faces in law enforcement. The course begins with a candid and frank presentation of the major ethical systems and leadership styles followed by a discussion of moral development and the ideal of justice. The course will include not only philosophical information but practical applications as well, allowing each student the opportunity to make individual decisions. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

### **LEA155 Report Writing for Law Enforcement** 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Report Writing for Law Enforcement includes the study and application of the process of effective law enforcement report writing. Proper formal written communications formats with an emphasis on report writing techniques, including the latest formats used by law enforcement agencies. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum to prepare the student for current law enforcement report writing methods. (D)

### **LEA211 Firearms for Law Enforcement II** 1

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Firearms for Law Enforcement II covers advanced training devoted to safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the shotgun, stress combat courses and shooting decisions. Training also includes night (low-light) shooting with the handgun and shotgun. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

### **LEA215 Patrol Operations and Tactics** 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency

Patrol Operations and Tactics studies the foundations of police operations, providing patrol coverage and calls-for-service, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Included is an understanding of basic police responsibilities and liabilities. The student participates in mock calls-for-service, crime scene investigations, and defense tactics training. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

### **LEA220 Law Enforcement Internship** 3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency

Law Enforcement Internship for Academy students is a supervised training experience in all facets of the law enforcement environment. Students are immersed in the law enforcement environment throughout the academy experience. Students complete mandatory ride along hours, community service hours, and court observation hours outside of the scheduled academy classroom hours. During the academy, students wear uniforms, duty web gear, soft body armor, participate in inspections and expected to maintain law enforcement demeanor. Students write a number of papers related to stress in law enforcement and National Law Enforcement Memorial video series. This course uses the current Missouri Peace Officer Standards and Training (POST) curriculum and objectives. (D)

**LEA222 Criminal Investigation for Law Enforcement** 3

Prerequisite: Admission to the Law Enforcement Academy and reading proficiency  
Criminal Investigation for Law Enforcement studies the criminal act and its investigation including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

**LEA224 Law Enforcement Organizational Leadership** 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency  
Law Enforcement Organizational Leadership is the study of organization and administration systems used in modern law enforcement agencies. Emphasis will be on the characteristics of organizations and personnel, control and responsibility of a cohesive working structure and general principles of public administration. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

**LEA242 Advanced Criminal Investigation for Law Enforcement** 3

Prerequisites: Admission to the Law Enforcement Academy and reading proficiency  
Advanced Criminal Investigation for Law Enforcement studies the criminal act and its investigation including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. In Advanced Criminal Investigation the student takes an active part in these facets by participating in the mock crime scene. Processing evidence, identifying clues, and establishing the elements of the crime involved. This coursework uses the current Missouri Peace Officer Standards and Training (POST) curriculum related to criminal investigation. (D)

**MGT103 Business Mathematics** 3

Prerequisite: ACCUPLACER elementary algebra of 31 or higher within the past two years, COMPASS pre-algebra score of 33 or higher within the past two years, ACT math score of 16 or higher within the past two years, or MTH001 with a grade of "B" or better  
Pre-/corequisite: Reading proficiency  
Business Mathematics deals with applying math to business situations. Topics covered include trade and cash discounts, merchandise pricing, depreciation, financial statement analysis, and simple and compound interest. Business Mathematics will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,Su,O)

**MGT105 Spreadsheet Applications** 3

Pre-/corequisite: Reading proficiency  
Spreadsheet Applications is designed to teach students to learn a powerful spreadsheet program. Students will create and edit spreadsheets and manipulate numerical data to resolve issues related to finance, education, business, and personal numerical data for decision making purposes. (F,S,O)

**MGT107 Bookkeeping** 3

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

**MGT120 Human Resource Management** 3

Pre-/corequisite: Reading proficiency  
Human Resource Management is a comprehensive course designed to study how to manage the needs of a company's employees. This includes how to develop and manage employment programs, salary compensation, job evaluations, benefits, promotions, equal opportunity initiatives, and education and training programs. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

**MGT125 Personal Finance** 3

Pre-/corequisite: Reading proficiency  
Personal Finance is a comprehensive study of personal financial information that is current, accurate, and relevant to help students make financial decisions that will lead to long-term financial security. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

**MGT132 Personal Selling** 3

Pre-/corequisite: Reading proficiency  
Personal Selling examines selling as a process that provides benefits to both buyers and sellers. This course places emphasis on retail and industrial presentations. Personal Selling will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

### **MGT133 Advertising** 3

Pre-/corequisite: Reading proficiency  
Advertising is a study of the advertising industry in relation to our economy. The student will explore advertising's impact on buying habits, communication styles, and media usage. Advertising will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

### **MGT145 Entrepreneurship** 3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better, MGT150 with a grade of "C" or better, and reading proficiency  
Entrepreneurship introduces the concept of entrepreneurship and its relationship with small business. This course focuses on activities involved in planning, organizing, establishing, and controlling a small business. Entrepreneurship includes procedures and problems in starting a business, managerial functions, marketing, and financing a new enterprise as well as governmental regulation. Entrepreneurship will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

### **MGT199 Business Internship I** 3

Prerequisites: BUS150 and reading proficiency  
Business Internship I involves supervised paid work experience in a variety of industries: marketing, management, sales, finance, accounting, or advertising. The student is required to work within an approved and cooperating industry. Students may use their current employment if approved by instructor. Business Internship I will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,Su)

### **MGT220 Web Marketing** 3

Prerequisites: BUS150 with a grade of "C" or better and reading proficiency  
Web Marketing explores how the Internet has become an indispensable tool for business and the role that web sites play in marketing products and services. Emphasis will be given to integrating online and offline strategies. Web Marketing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

### **MGT230 Social Media Marketing** 3

Prerequisites: BUS150 with a grade of "C" or better and reading proficiency  
Social Media Marketing examines "social media" and its impact on traditional marketing. Emphasis will be given to existing and emerging paradigms, values, best practices, and tools that impact business. Social Media Marketing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

### **MGT243 Payroll Accounting** 3

Prerequisites: MGT107 or BUS240 and reading proficiency  
Payroll Accounting is an in-depth study of payroll accounting and bank reconciliation. This course will not count toward the Associate of Arts degree at Jefferson College. Payroll Accounting may transfer to other institutions as elective credit. (S)

### **MGT244 Computerized Accounting** 3

Prerequisites: MGT107 or BUS240, and reading proficiency  
Computerized Accounting is a comprehensive study of Excel and Access as used in the accounting field. Students will use the software to prepare financial statements, track business accounts, and prepare various reports used both internally and externally. (F,S)

### **MGT245 QuickBooks** 3

Prerequisites: MGT107 or BUS240 with a grade of "C" or better, CIS125 with a grade of "C" or better, and reading proficiency  
QuickBooks familiarizes students with QuickBooks software for daily bookkeeping. Mastery of this course will allow students to effectively utilize QuickBooks software in the small-business environment. QuickBooks will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

### **MGT262 Financial Management** 3

Prerequisites: MGT103 with a grade of "C" or better, BUS107 or BUS240 with a grade of "C" or better, and reading proficiency  
Financial Management develops a conceptual understanding of investment and financial decisions toward maximizing the business owner's wealth. The students are exposed to the environment in which financial decisions are made and examine the analytical techniques used in finance. Financial Management will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,O)

### **MGT295 Accounting Internship** 3

Prerequisites: BUS246 or MGT245 with a grade of "C" or better and reading proficiency  
Accounting Internship involves supervised work experience in Accounting. The student is required to work 280 hours per semester with an approved and cooperating business. Accounting Internship will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to other institutions. (F,S,Su)



**MSA001 Recital and Concert Attendance 0**

Corequisite: MSA100 or higher  
Recital and Concert Attendance requires students to attend at least 12 recitals, concerts, seminars, or workshops sponsored by the music department. The fulfillment of any part of these requirements by nondepartmental events must be approved by the student's applied teacher or the course coordinator. (F,S)

**MSA002 Voice Studio Class 0**

Prerequisite: None  
Corequisite: MSA171, MSA181, MSA271, or MSA281  
Voice Studio is a weekly, required lab/performance class for all students enrolled in Applied Voice Lessons. Each week, students will perform memorized vocal repertoire in front of their peers to gain onstage experience in a positive performance environment, receive constructive criticism related to improving upon the tenets of singing: posture, breath control, tone development, technique and diction, as well as the interpretation of text and acting. Repertoire for Voice Studio will be assigned during Applied Voice Lessons (see applied voice syllabus). Voice Studio is only for students enrolled in Applied Voice Lessons, and is required for students enrolled in Applied Voice Lessons I, II, III, and IV. (F,S)

**MSA071 Prep Voice Lessons (Applied Music) 1**

Prerequisite: Permission of instructor  
Prep Voice Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

**MSA072 Prep Guitar/Bass Lessons (Applied Music) 1**

Prerequisite: Permission of instructor  
Prep Guitar/Bass Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

**MSA073 Prep Woodwind Lessons (Applied Music) 1**

Prerequisite: Permission of instructor  
Prep Woodwind Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

**MSA074 Prep Brass Lessons (Applied Music) 1**

Prerequisite: Permission of instructor  
Prep Brass Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

**MSA075 Prep Percussion Lessons (Applied Music) 1**

Prerequisite: Permission of instructor  
Prep Percussion Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

**MSA076 Prep Piano Lessons (Applied Music) 1**

Prerequisite: Permission of instructor  
Prep Piano Lessons involves one 30-minute private lesson and five practice hours per week. (F,S,Su)

**MSA171 Voice Lessons I (Applied Music) 2**

Prerequisite: Permission of instructor  
Corequisites: MSA001 and MSA002  
Voice Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA172 Guitar/Bass Lessons I (Applied Music) 2**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Guitar/Bass Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA173 Woodwind Lessons I (Applied Music) 2**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Woodwind Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA174 Brass Lessons I (Applied Music) 2**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Brass Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA175 Percussion Lessons I (Applied Music) 2**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Percussion Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA176 Piano Lessons I (Applied Music) 2**

Prerequisite: Permission of instructor  
Corequisite: MSA001  
Piano Lessons I involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA181 Voice Lessons II (Applied Music) 2**

Prerequisite: MSA171 and permission of instructor  
Corequisites: MSA001 and MSA002  
Voice Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA182 Guitar/Bass Lessons II  
(Applied Music) 2**

Prerequisite: MSA172 and permission of instructor  
Corequisite: MSA001  
Guitar/Bass Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA183 Woodwind Lessons II  
(Applied Music) 2**

Prerequisite: MSA173 and permission of instructor  
Corequisite: MSA001  
Woodwind Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA184 Brass Lessons II (Applied Music) 2**

Prerequisite: MSA174 and permission of instructor  
Corequisite: MSA001  
Brass Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA185 Percussion Lessons II  
(Applied Music) 2**

Prerequisite: MSA175 and permission of instructor  
Corequisite: MSA001  
Percussion Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA186 Piano Lessons II (Applied Music) 2**

Prerequisite: MSA176 and permission of instructor  
Corequisite: MSA001  
Piano Lessons II involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA271 Voice Lessons III (Applied Music) 2**

Prerequisite: MSA181 and permission of instructor  
Corequisites: MSA001 and MSA002  
Voice Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA272 Guitar/Bass Lessons III  
(Applied Music) 2**

Prerequisite: MSA182 and permission of instructor  
Corequisite: MSA001  
Guitar/Bass Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA273 Woodwind Lessons III  
(Applied Music) 2**

Prerequisite: MSA183 and permission of instructor  
Corequisite: MSA001  
Woodwind Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA274 Brass Lessons III (Applied Music) 2**

Prerequisite: MSA184 and permission of instructor  
Corequisite: MSA001  
Brass Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA275 Percussion Lessons III  
(Applied Music) 2**

Prerequisite: MSA185 and permission of instructor  
Corequisite: MSA001  
Percussion Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA276 Piano Lessons III (Applied Music) 2**

Prerequisite: MSA186 and permission of instructor  
Corequisite: MSA001  
Piano Lessons III involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA281 Voice Lessons IV (Applied Music) 2**

Prerequisite: MSA271 and permission of instructor  
Corequisites: MSA001 and MSA002  
Voice Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA282 Guitar/Bass Lessons IV  
(Applied Music) 2**

Prerequisite: MSA272 and permission of instructor  
Corequisite: MSA001  
Guitar/Bass Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

**MSA283 Woodwind Lessons IV  
(Applied Music) 2**

Prerequisite: MSA273 and permission of the instructor  
Corequisite: MSA001  
Woodwind Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

## **MSA284 Brass Lessons IV (Applied Music) 2**

Prerequisite: MSA274 and permission of instructor

Corequisite: MSA001

Brass Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

## **MSA285 Percussion Lessons IV (Applied Music) 2**

Prerequisite: MSA275 or MSA279 and permission of instructor

Corequisite: MSA001

Percussion Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

## **MSA286 Piano Lessons IV (Applied Music) 2**

Prerequisite: MSA276 or MSA280 and permission of instructor

Corequisite: MSA001

Piano Lessons IV involves a one-hour private lesson and seven practice hours per week. Music seminar time is required. (F,S)

## **MSC101 Fundamentals of Music 3**

Prerequisite: Reading proficiency

Fundamentals of Music involves the notation of melody, rhythm, and basic harmony, including scales, intervals, triads, and harmonization of simple melodies. This course is for both non-music majors and those preparing for Music Theory I. (F,S,Su,O)

 [MOTR MUSC 101 Music Fundamentals](#)

## **MSC103 Music Theory I 4**

Prerequisites: High school music theory or MSC101, and reading proficiency

Music Theory I begins sight singing and aural training and introduces rhythm, intervals, scales, melody, harmony, triads and their inversions, and non-harmonic tones. This course is required for music majors. (F)

## **MSC104 Music Theory II 4**

Prerequisites: MSC103 and reading proficiency

Music Theory II continues development in sight singing and aural perception. This course also studies secondary triads, seventh chords, and harmonic analysis and introduces secondary dominant chords and elementary modulation. Music Theory II is required for music majors. (S)

## **MSC120 Introduction to Music Education 1**

Prerequisite: None

This course is an introduction to Music Education and is designed to assist the student in determining if a career in music education is an appropriate goal. Membership in C-MENC and an FBI background check are required. (F,S)

## **MSC126 Community Chorale 1**

Prerequisite: None

Community Chorale is a large mixed chorus composed of mostly community singers with some high school and college students. Community Chorale performs a variety of music and is open to all students. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

## **MSC131 Music Appreciation 3**

Prerequisite: Reading proficiency


Music Appreciation is a study of selected composers and representative examples of their music from the medieval period to the present with emphasis on active listening to enable understanding, appreciation, and discussion of music. Music Appreciation is designed for non-music majors. (F,S,Su,O)

 [MOTR MUSC100 Music Appreciation](#)

## **MSC133 Jazz Appreciation 3**

Prerequisite: Reading proficiency

Jazz Appreciation is a survey of the stylistic and historical elements of jazz. This course is also the aural analysis of significant musical qualities and influential musicians of the different periods of jazz. Jazz Appreciation is designed for non-music majors. (F,S,O)

 [MOTR MUSC100J Music Appreciation - Jazz](#)

## **MSC135 History of Rock and Roll 3**

Prerequisite: Reading proficiency

History of Rock and Roll is a survey of the major trends, styles, and genres of rock music and its roots from the 1940s to the present day. This course will also focus on concurrent historical and cultural influences that shaped the music, with attention given to those artists and groups who have proven to be of the most enduring significance. History of Rock and Roll is designed for non-music majors. (F,S)

 [MOTR MUSC100RP Music Appreciation – Rock/Pop](#)

## **MSC137 World Music 3**

Prerequisite: Reading proficiency

World Music involves the study of international music introducing students to the music of high cultures outside the limits of urban European art music through discussion, performance, and observation. The emphasis is on developing listening skills. This class is directed to non-majors, but music majors may enroll. (F)

 [MOTR MUSC102 World Music](#)

## **MSC144 Woodwind Chamber Ensemble 1**

Prerequisites: Proficiency in playing at least one woodwind instrument and audition during or before the first week of classes

Woodwind Chamber Ensemble involves performance of literature for small combinations of woodwind instruments and usually draws on members of the Band. (F,S)



MOTR PERF102B Music Performance - Band

## **MSC145 Brass Chamber Ensemble 1**

Prerequisites: Proficiency in playing at least one brass instrument and audition during or before the first week of classes

Brass Chamber Ensemble involves performance of literature for small combinations of brass instruments and usually draws on members of the Band. (F,S)



MOTR PERF102B Music Performance - Band

## **MSC146 Percussion Ensemble 1**

Prerequisites: Proficiency in playing at least one percussion instrument; audition required

Percussion Ensemble studies and performs on a variety of percussion instruments using various ethnic, classical, and contemporary percussion ensemble repertoires. Percussion Ensemble is open to all students. (F,S)



MOTR PERF102B Music Performance - Band

## **MSC152 Wind Ensemble 1**

Prerequisite: Proficiency in playing at least one band instrument as determined by the instructor during the first rehearsal or at a scheduled audition time.

Wind Ensemble involves the study and public performance of the highest quality band literature available at an appropriate level of college performance. Wind Ensemble will perform two concerts per semester at the college. Wind Ensemble may also perform at various community functions as determined each semester. Wind Ensemble is open to all students and community members, contingent upon director's approval. (F,S)



MOTR PERF102B Music Performance - Band

## **MSC161 Class Piano I 2**

Prerequisites: Permission of instructor and reading proficiency  
Class Piano I is for the beginner and includes note reading, scales, and music theory designed to build basic piano proficiencies for music majors. This course is required for all music majors, except piano majors. Class Piano I is open to non-music majors with instructor approval. (F,S)

## **MSC162 Class Piano II 2**

Prerequisites: MSC161 or instructor approval, and reading proficiency

Class Piano II is a continuation of Class Piano I and continues to build basic proficiencies for music majors. Class Piano II adds chord reading and transposition. This course is required for all music majors, except piano majors. Class Piano II is open to non-music majors with instructor approval. (F,S)

## **MSC168 Jazz Improvisation I 2**

Prerequisites: Understanding of basic music theory, proficiency at playing a musical instrument, and reading proficiency

Jazz Improvisation I introduces materials and practices in extemporaneous performance. This course introduces aural and analytical approaches in the standard jazz repertoire and contains historical context of improvisational techniques. (F,S)

## **MSC169 Jazz Improvisation II 2**

Prerequisites: MSC168 or equivalent, and reading proficiency

Jazz Improvisation II is a continuation of Jazz Improvisation I. This course studies jazz improvisatory playing with increased concentration on performance and includes detailed harmonic analysis of standard jazz literature. Jazz Improvisation II also introduces advanced melodic concepts and contains historical context of improvisational techniques. (F,S)

## **MSC203 Music Theory III 4**

Prerequisites: MSC104 and reading proficiency

Music Theory III further develops sight singing and aural skills. This course continues the study of secondary dominant chords with introduction to altered dominant, augmented sixth chords, and other chromatic harmony. Music Theory III also covers harmony through its application to music literature of various style periods. Music Theory III is required for all music majors. (F)

## **MSC204 Music Theory IV 4**

Prerequisites: MSC203 and reading proficiency

Music Theory IV is advanced study in sight singing and aural perception. This course also further studies chromatic harmony, contemporary musical practice and techniques, and elementary formal analysis. Music Theory IV is required for all music majors. (S)

## **MSC210 Lyric Diction I: English and Italian 2**

Prerequisites: Permission of instructor

Corequisites: MSA001, MSA002 Voice Studio Class, and MSA171, MSA181, MSA271, or MSA281 Applied Voice Lessons

Lyric Diction I: English and Italian will develop proficiency in lyric diction for the aspiring singer or music educator. The course will explore phonetics, enunciation, and transcription of English and Italian as applied to lyric diction. Focus will be on the basics of the International Phonetic Alphabet with particular emphasis on practical application through critical listening and performance. (F)

## **MSC211 Lyric Diction II: French and German 2**

Prerequisites: Permission of instructor

Corequisites: MSA001, MSA002 Voice Studio Class, and MSA171, MSA181, MSA271, or MSA281 Applied Voice Lessons

Lyric Diction II: French and German will develop proficiency in lyric diction for the aspiring singer or music educator. The course will explore phonetics, enunciation, and transcription of French and German as applied to lyric diction. Focus will be on the basics of the International Phonetic Alphabet with particular emphasis on practical application through critical listening and performance. (S)

## **MSC231 Music Literature: Before 1750 3**

Prerequisites: MSC103 or equivalent, and reading proficiency  
Music Literature: Before 1750 covers the development of Western Civilization music from the time of the ancient Greeks through the Baroque and Pre-Classical periods. This course is required for all music majors. (S)

 [MOTR MUSC 103 Music History I](#)

## **MSC232 Music Literature: After 1750 3**

Prerequisites: MSC103 or equivalent, and reading proficiency  
Music Literature: After 1750 covers the musical literature of the Classical, Romantic, and Modern eras. This course is required for all music majors. (S)

 [MOTR MUSC 104 Music History II](#)

## **MSC235 Conducting I 3**

Prerequisite: Reading Proficiency

Pre-/Corequisite: MSC103

Conducting I will cover the basic concepts of ensemble conducting. This includes basic conducting patterns, cueing and other physical conducting skills, score reading and analysis, and musical interpretation/expression. (F)

## **MSC241 Small Jazz Combo 1**

Prerequisite: Proficiency at playing a musical instrument common to the small jazz idiom; an audition may be required  
Small Jazz Combo is the study and performance of the small jazz group repertoire. Concurrent enrollment in Jazz Improvisation I or Jazz Improvisation II is encouraged. Small Jazz Combo is open to all students. (F,S)

 [MOTR PERF102B Music Performance - Band](#)

## **MSC248 Chamber Choir 1**

Prerequisite: Instructor permission required. Students must also be concurrently enrolled in MSC259. Auditions take place during MSC259.

Chamber Choir is a small select mixed ensemble composed of college students who are currently enrolled in the Concert Chorale. Chamber Choir performs a variety of music and placement is determined by audition starting on the first day of Concert Chorale. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

## **MSC250 Music Education 3**

Prerequisite: MSC103 and reading proficiency

Introduction to Music Education will examine pertinent aspects of music education as a profession (MOSPE 8). Topics will include basic methodologies and their purposes, as well as historical perspectives of music education. This course will explore innovative possibilities of teaching music by considering various philosophical, curricular and pedagogical concepts. (S)

## **MSC251 Jazz Ensemble 1**

Prerequisite: Proficiency at playing a musical instrument common to the big band idiom

Jazz Ensemble provides for the study and performance of big band jazz literature. Proficiency at playing a musical instrument common to the big band idiom required. Jazz Ensemble performs a public concert each semester. Audition required. (F,S)

 [MOTR PERF102B Music Performance - Band](#)

## **MSC259 Concert Chorale 1**

Prerequisite: Audition during or before the first week of classes. Students must be able to demonstrate the ability to match pitch and to sing a simple melody without assistance.

Concert Chorale is a large mixed chorus composed of college students currently enrolled at Jefferson College. Concert Chorale performs a variety of music and is open to all students contingent upon audition results. A cross-section of several areas are developed simultaneously in this performing ensemble. Course content is determined by the ability and needs of the individuals in the group as well as the demands of the performance situation. (F,S)

 [MOTR PERF102B Music Performance - Band](#)

## **MSC261 Class Piano III 2**

Prerequisite: MSC162 or instructor approval

Class Piano III is a continuation of Class Piano II and will prepare students to take piano proficiency exams as part of their transfer process to the university. Class Piano III expands on the development of chord progressions and extended chords. Class Piano III also includes choral score reading, accompaniment, harmonizing melodies, and transposition. (F,S)

### **MTH002 Beginning Algebra** 3

Pre-/Corequisite: Reading Proficiency

Prerequisite: Math requirement met by one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 175+ within five years
- ACT Math 16+ within two years
- Accuplacer: Arithmetic 60+ within two years
- Accuplacer: Elementary Algebra 31-74 within two years
- Accuplacer Next Gen: Arithmetic 230+ within two years

Beginning Algebra is designed for the student who has had no prior instruction in algebra. The student will work with operations of signed numbers, exponents, rational expressions, graphs, and linear equations. Beginning Algebra is not applicable toward the associate degree. (F,S,Su,O)

### **MTH091 Support for Survey of College Math** 3

Prerequisites: Reading Proficiency and one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready Level, or GED 165+ within seven years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- MTH002 with a minimum grade of a “C”

Corequisite: MTH131

Support for 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
- 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 with a minimum grade of “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
- Accuplacer: College Level Math 20+ within two years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- MTH002 with a minimum grade of a “C”

Corequisite: MTH134

Support for College Algebra is taken concurrently with MTH134 College Algebra to give students additional practice with the numerical, algebraic, and study skills necessary for successful, independent completion of College Algebra. (F,S,Su)

### **MTH105 Industrial Math** 3

Pre-/corequisite: Reading proficiency

Industrial Math provides students with the practical mathematical skills needed for a variety of trades and occupations, focusing on the application of these skills to specific areas such as; allied health, automotive trades, manufacturing, electronics, etc. Skills covered include; numerical computation, plane and solid geometry, basic algebra, triangle trigonometry, and statistics. (F,S)

### **MTH121 Technical Mathematics I** 3

Pre-/Corequisite: Reading proficiency

Prerequisite: Math requirement met by one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 165+ within five years
- ACT Math 18+ within two years
- Accuplacer: Elementary Algebra 75+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 completed with a “C” or better

Technical Mathematics I is a study of selected topics from algebra and trigonometry with technical applications. Technical Mathematics I is only applicable toward the Associate of Applied Science degree. (D)

### **MTH128 Intermediate Algebra** 3

Prerequisite: Reading Proficiency and one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 165+ within five years
- ACT Math 18+ within two years
- Accuplacer: Elementary Algebra 75+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
- MTH002 with a minimum grade of a “C”

Intermediate Algebra continues the development of the algebraic skills introduced in Beginning Algebra. This course counts as an elective toward the Associate of Arts degree. Students may not apply both MTH128 and MTH110 toward graduation. (F,S,Su,O)

### **MTH130 Structure of the Real Number System** 3

Prerequisite: Reading Proficiency and one of the following:

- 3.0+ High School GPA, HiSET Career/College Ready level, or GED score of 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: Elementary Algebra 107+ within two years
- Accuplacer: College Level Math 44+ within two years
- Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
- MTH002 completed with an “A”
- MTH128 completed with a “C” or better
- Concurrent enrollment in MTH131 or higher

Structure of the Real Number System presents topics from algebra within the context of the whole numbers, the integers, the rational numbers, and the real numbers. Students will study topics from algebra which are appropriate for elementary education majors. This course fulfills the mathematics requirement for the Associate of Arts in Teaching degree. (F,S,Su)

### **MTH131 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
  - Accuplacer: Elementary Algebra 107+ within two years
  - Accuplacer: College Level Math 39+ within two years
  - Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
  - MTH002 completed with an “A”
- OR one of the following along with concurrent enrollment in MTH091 Support for Survey of College Mathematics
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
  - Accuplacer: Elementary Algebra 45+ within two years
  - Accuplacer: College Level Math 20+ within two years
  - Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
  - MTH002 completed with a “B” or “C”

Survey of College Mathematics provides an overview of the skills required to navigate the mathematical demands of modern life. Emphasis is placed on improving students’ ability to draw conclusions, make decisions, and communicate effectively in mathematical situations. Topics may vary but always include proportional and statistical reasoning and mathematical modeling. A scientific calculator is required. (F, S, O)



**MOTR MATH 120 Mathematical Reasoning & Modeling**

### **MTH132 Introductory Statistics** 3

Prerequisites: Reading Proficiency and one of the following:

- 3.0 High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
  - ACT Math 22+ within two years
  - Accuplacer: Elementary Algebra 107+ within two years
  - Accuplacer: College Level Math 39+ within two years
  - Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 240+ within two years
  - MTH002 completed with an “A”
  - MTH128 completed with a “C” or better
- OR one of the following along with concurrent enrollment in MTH092 Support for Introductory Statistics
- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
  - Accuplacer: Elementary Algebra 45+ within two years
  - Accuplacer: College Level Math 20+ within two years
  - Accuplacer Next Gen: Quantitative Reasoning, Algebra, Statistics 230+ within two years
  - MTH002 completed with a “B” or “C”

Introductory Statistics is an introduction to the use of basic tools and methods of probability and statistics. Students will use these tools to describe populations and find their place within them, explore the relationship between related phenomena and use it to make predictions, and determine the likelihood of particular outcomes in given situations. This course will meet the math requirement for the Associate of Arts Degree. Students may not use both MTH132 and MTH168 or both MTH132 and BUS168 toward graduation. (F)



**MOTR MATH 110 Statistical Reasoning**

### **MTH133 Trigonometry** **3**

Prerequisites: Reading Proficiency and one of the following:

- 3.25+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: College Level Math 52+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH128 completed with a “C” or better

Trigonometry deals with angles, trigonometric and inverse trigonometric functions, solving triangles, vectors, polar coordinates, and complex numbers. Students may not apply both MTH133 and MTH141 toward graduation. A graphing calculator is required. (F,S)

### **MTH134 College Algebra** **3**

Prerequisites: Reading Proficiency and one of the following:

- 3.25+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 245+ within two years
- MTH128 completed with a “C” or better

OR one of the following along with concurrent enrollment in MTH094 Support for College Algebra

- 3.0+ High School GPA, HiSET Career/College Ready level, or GED 165+ within seven years
- Accuplacer: Elementary Algebra 45+ within two years
- Accuplacer: College Level Math 20+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 230+ within two years
- MTH002 completed with a “C” or better

College Algebra consists of several non-sequential algebraic topics. The student will explore these topics within the realms of both the real number system and the complex number system. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH134(H) and MTH141 toward graduation. A graphing calculator is required; calculators with computer algebra systems are prohibited. (F,S,Su,O)

 [MOTR MATH130 Pre-calculus College Algebra](#)

### **MTH134H Honors College Algebra** **3**

Prerequisites: Reading Proficiency, Honors Programs admission, and one of the following:


- 3.25+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 245+ within two years
- MTH128 with a grade of C or better
- MTH002 with a grade of A or better
- Departmental approval

### **MTH141 Precalculus** **5**

Prerequisites: Reading Proficiency and one of the following:

- 3.25+ High School GPA, HiSET Career/College Ready level, or GED 175+ within five years
- ACT Math 22+ within two years
- Accuplacer: College Level Math 52+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH128 completed with a “C” or better

Precalculus covers the College Algebra and Trigonometry topics required for the Calculus I, II, III sequence. This course fulfills the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH141 and MTH133 or both MTH141 and MTH134/134H toward graduation. A graphing calculator is required. (F,S,Su)

 [MOTR MATH150 PreCalculus](#)

### **MTH161 Calculus for Business and the Social Sciences** **3**

Prerequisites: Reading Proficiency and one of the following:

- ACT Math 25+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH134/134H completed with a “C” or better

Calculus for Business and the Social Sciences is an intuitive approach to that part of the calculus that deals with instantaneous rate of change and area under a curve. This course will not serve as a substitute for Calculus I. Students cannot apply both MTH161 and MTH180 toward graduation. Completion of MTH161 may count toward the mathematics requirement for the AA degree, however it is not a CORE42 MOTR course. A graphing calculator is required. (S)

### **MTH168 Probability and Statistics** **3**

Prerequisites: Reading Proficiency and one of the following:

- ACT Math 25+ within two years
- Accuplacer: Elementary Algebra 116+ within two years
- Accuplacer: College Level Math 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 250+ within two years
- MTH134/134H completed with a “C” or better

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 math requirements:

- ACT math score of 27+ within two years plus either high school trigonometry or precalculus with a grade of “C” or better
- MTH141 with a grade of “C” or better
- MTH134/134H with a grade of “C” or better and MTH133 with a grade of “C” or better
- Accuplacer Next Gen advanced algebra and functions score of 265+ within two years
- Accuplacer Next Gen trigonometry score of 46+ within two years

Linear Algebra is concerned with the study of matrices, vectors, vector spaces, linear transformations, Eigenvalues, and Eigenvectors. Properties of the matrix and matrix operations are studied to develop it as a means to solve mathematical problems from a linear algebra point of view. This course also covers the matrix as an application to solve problems that arise in other disciplines including Physics, Chemistry, Natural Sciences, and Social Sciences. A graphing calculator is required. (F)

### **MTH180 Calculus I** 5

Prerequisites: Reading Proficiency and one of the following:

- ACT Math 27+ within two years
- Accuplacer: Trigonometry 46+ within two years
- Accuplacer Next Gen: Advanced Algebra and Functions 265+ within two years
- MTH141 completed with a “C” or better

Calculus I covers limits, continuity, differentiation, and integration. A graphing calculator is required. Students may not apply both MTH161 and MTH180 toward graduation. Completion of MTH180 may count toward the mathematics requirement for the AA degree, however it is not a CORE42 MOTR course. (F,S,Su)

### **MTH185 Calculus II** 5

Prerequisites: MTH180 completed with a “C” or better and reading proficiency

Calculus II is a continuation of Calculus I. The student will study transcendental functions, techniques of integration, infinite series, and conic sections. A graphing calculator is required. (F,S)

### **MTH201 Calculus III** 5

Prerequisites: MTH185 completed with a “C” or better and reading proficiency

Calculus III is a continuation of Calculus II. The student will study vectors in two and three dimensions and calculus of several variables. A graphing calculator is required. (F,S)

### **MTH205 Differential Equations** 3

Prerequisites: MTH185 completed with a “C” or better and reading proficiency

Differential Equations covers various classical methods for solving differential equations. This course is designed for students pursuing a degree in Mathematics or Engineering. A graphing calculator is required. (S)

### **MTT108 Industrial Blueprint Reading** 3

Pre-/corequisite: Reading proficiency

Industrial Blueprint Reading examines how to accurately read a variety of blueprint types and to select, sketch, and dimension views needed by the manufacturer, toolmaker, or machinist. (D)

### **MTT116 Dimensional Metrology** 3

Pre-/corequisites: MTH105 and reading proficiency

Dimensional Metrology is designed to develop dimensional measurement ability for skilled workers, inspectors, technicians, and for personnel entering a technical occupation. Measuring equipment and instruments used include: scales, micrometers, calipers, gage blocks, indicators, and production gages. Basic statistics, probability, and acceptance sampling are also covered. (F,S,Su)

### **MTT148 Introduction to Metallurgy** 3

Prerequisite: Reading proficiency

Introduction to Metallurgy is a study of physical metallurgy from an engineering point of view. This course covers modern ferrous and nonferrous metal heat treatment operations and the basic principles underlying them. Also considered are the effects of thermal and mechanical operations on micro structure and attendant mechanical properties. (D)

### **PAR200 Paramedic Advanced Care and Terminology** 4

Prerequisites: Admission into the Paramedic Program.

Corequisites: PAR205, PAR220, and PAR225

Paramedic Advanced Care and Terminology prepares the Emergency Medical Services (EMS) student to understand medical legal and ethical issues, EMS systems, safety and wellness, EMS communication, documentation, anatomy and physiology, and both basic and advanced medical terminology. (F)

### **PAR205 Paramedic Pharmacology** 4

Prerequisite: Admission into the Paramedic Program.

Corequisites: PAR200, PAR220, and PAR225

Paramedic Pharmacology prepares the student to identify emergency medications used in the treatment of the sick and injured. The student must understand the category of the medication, indications and contraindications, and the proper administration of the medication. The student will learn the proper techniques of administering an intravenous catheter, intramuscular injections, subcutaneous injections, and intraosseous infusion. (F)

### **PAR210 Paramedic Medical Emergencies 3**

Prerequisite: Admission into the Paramedic Program.

Corequisites: PAR 230, PAR 245, and PAR 250

Paramedic Medical Emergencies prepares the student to identify life threatening and non-life threatening medical emergencies and prepares the student to perform assessments and evaluation on the medical patient. The student will learn proper treatment and transport for these patients. Treatment will include pharmacological interventions, electrical therapy, communication, and support of the patients' emotional needs. (S)

### **PAR215 Paramedic Advanced Cardiology 4**

Prerequisites: 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 Health 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 learn 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 medical and traumatic concerns. The course will cover abuse and assault in patients at risk including the reporting requirements. (S)

## **PAR240 Paramedic Ambulance Operations 2**

Prerequisites: 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 patient contacts during the clinical rotation of the designated hospital areas. Scheduled clinical rotations include contracted general medical hospitals/medical centers and pediatric hospitals. (S)

## **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)



[MOTR RELG 101O Religious Texts – Old Testament](#)

### **PHL111 New Testament** **3**

Prerequisite: Reading proficiency  
New Testament is an introductory course which examines the philosophy, history, and cultural significance of the Christian Scriptures. (S)



[MOTR RELG 101N Religious Texts – New Testament](#)

### **PHL201 World Religions** **3**

Prerequisite: Reading proficiency  
World Religions is a comparative religions course which considers the major faiths of the world: Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Daoism. (F,S,O)



[MOTR RELG100 World Religions](#)

### **PHL202 Ethics** **3**

Prerequisite: Reading proficiency  
Ethics examines theoretical and practical questions of right and wrong. This course includes a survey of major theories of ethics as well as an examination of contemporary ethical issues such as censorship, animal rights, warfare, the death penalty, affirmative action, and economic justice. (F,S)



[MOTR PHIL102 Introduction to Ethics](#)

### **PHL202H Honors Ethics** **3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Ethics 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 involves analysis of major theories of normative ethics and justice as they pertain to business practices, the relationships between government and business, fiduciary and social responsibility, advertising, and hiring practices, in addition to other topics. (F,S,O)



[MOTR PHIL 102P Introduction to Ethics - Business and Professional](#)

### **PHY101 Survey of Physical Science** **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. This course is an algebra-based course required of students majoring in health professions, agriculture, forestry, and architecture. Laboratory time is required. (F)



MOTR PHYS 150L Physics I with Lab

**PHY112 Elementary College Physics II** 4

Prerequisites: PHY111 with a grade of “C” or better and reading proficiency  
Elementary College Physics II is an advanced study of topics from Elementary College Physics I. This course is algebra-based and is designed to meet requirements of students majoring in health professions including pre-medicine. Laboratory time is required. (S)

**PHY223 General Physics I** 5

Prerequisites: MTH180 with a grade of “C” or better and reading proficiency. MTH180 may be taken concurrently under special circumstances requiring instructor approval.  
General Physics I is the first course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is a rigorous study of topics in kinematics, dynamics, and thermodynamics. Laboratory time is required. General Physics I fulfills the computer literacy graduation requirement for Associate of Science degree-seeking students. (F,S)



MOTR PHYS200L Advanced Physics I with Lab

**PHY224 General Physics II** 5

Prerequisites: PHY223 and MTH185 (both courses must be completed with a grade of “C” or better) and reading proficiency  
General Physics II is the second course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is an in-depth study of electricity and magnetism, light, and waves. Laboratory time is required. This course is required for the Associate of Science degree. (S)

**PMT105 Introduction to Machining Procedures** 3

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

**PMT125 CNC Programming I** 3

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

**PMT150 Machining Procedures** 3

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

**PMT155 CNC Programming II** 5

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

**PMT205 Advanced Machining Procedures** 3

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

**PMT 210 Quality Assurance** 3

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

**PMT225 Advanced CNC Programming** 5

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

### **PMT235 Computer Integrated Manufacturing 3**

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

### **PMT240 Computer Aided Manufacturing 5**

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

### **PMT250 Introduction to 3D Contouring 3**

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

### **PNE141 Fundamentals of Nursing 6**

Prerequisites: Admission to Bi-Level Nursing program and reading proficiency  
Corequisite: PNE142  
Fundamentals of Nursing course is designed to assist a beginning nursing student in acquiring a foundation of basic nursing theory. Students will explore the role of the practical nurse as a supportive member of the healthcare team and in performing skills associated with care of the adult and elderly client. Embedded within the course are 32 hours of clinical simulation laboratory time. (F, S)

### **PNE142 Fundamentals of Nursing Clinical 1**

Prerequisites: Admission to the Bi-Level Nursing program and reading proficiency  
Corequisite: PNE141  
Fundamentals of Nursing Clinical allows the student to practice and demonstrate basic nursing skills and concepts discussed in PNE141, Fundamentals of Nursing. Nursing students are divided into smaller groups for clinical rotation assignments. Students complete 48 hours of external clinical practice in a variety of health care settings. (F, S)

### **PNE144 Introduction to Nursing Pharmacology 3**

Prerequisites: Admission to Bi-Level Nursing Program and reading proficiency  
Introduction to Nursing Pharmacology provides principles of medication administration, dosage calculation, and serves as the intravenous therapy certification course for the practical nursing student. Embedded within this course are 16 hours of hands-on laboratory practice including safe medication administration, enteral and parenteral therapies, intravenous therapy, and phlebotomy. (F, Su)

### **PNE145 Personal Vocational Concepts 1.5**

Prerequisite: Admission to Bi-Level Nursing program and reading proficiency  
This course is designed to help the adult learner adjust to the role of a student and to understand the role of the practical nurse. The course includes strategies to promote student success and focuses on practical nursing concepts that are required by the Missouri State Board of Nursing. (F,S).

### **PNE148 Mental Health 2**

Prerequisite: Admission to Bi-Level Nursing Program and reading proficiency  
Co-requisite: PNE149  
This course introduces basic mental health disorders and focuses on the role of the practical nurse as a provider of care to clients along the mental health/illness continuum. The mental health/illness continuum is presented as a framework for differentiating between adaptive and maladaptive behaviors. A strong emphasis is placed on behavioral management techniques, therapeutic communication, and safety measures in the care of the client experiencing acute or chronic mental illness. (F).

### **PNE149 Mental Health Clinical .5**

Prerequisite: Admission to the Bi-Level Nursing Program and reading proficiency  
Corequisite: PNE148  
Mental Health Clinical allows the student to practice and demonstrate therapeutic communication, de-escalation techniques, and maintain safety in a controlled environment. The clinical course reinforces concepts discussed in PNE 148 Mental Health. Students are divided into smaller groups for clinical rotation assignments. (F)

### **PNE163 Pharmacology I 3**

Prerequisites: PNE141, 144, with grades of B or better, successful completion of PNE142, and reading proficiency  
Pharmacology I is the first of two (2) courses presenting basic principles of pharmacodynamics in association with the administration of commonly prescribed drugs. Major drug classifications are introduced as well as the purpose, complications, precautions, interactions, nursing administration, and client education. Concepts covered include foundations in pharmacology, antiinfectives and antibiotics, pain management, and cancer, respiratory, cardiovascular, hematopoietic, and immune disorders. (F, S)

### **PNE164 Pharmacology II** **3**

Prerequisites: PNE163 with a grade of “B” or better and reading proficiency

Pharmacology II is the second of two (2) courses presenting basic principles of pharmacodynamics in association with the administration of commonly prescribed drugs. Major drug classifications are introduced as well as the purpose, complications, precautions, interactions, nursing administration, and client education. Concepts covered include drugs affecting integumentary, musculoskeletal, renal, neurological, sensory, gastrointestinal, endocrine, and reproductive disorders. (S)

### **PNE171 Medical-Surgical Nursing I** **5**

Prerequisites: PNE141 with a grade of “B” or better, successful completion of PNE142, and reading proficiency

Corequisite: PNE181

Medical-Surgical Nursing I (MS I) course is designed to assist a beginning nursing student in the care of the client with medical-surgical disorders. Emphasis is placed on the systematic attainment of theoretical knowledge utilizing a holistic approach to the nursing process. Concepts of perioperative care, pain management, fluid and electrolyte imbalances, and acid-base regulation are hematopoietic, and immune system disorders will be explored. (F, S)

### **PNE172 Medical-Surgical Nursing II** **5**

Prerequisites: PNE171 with a grade of “B” or better, successful completion of PNE181, and reading proficiency

Corequisite: PNE182

Medical-Surgical Nursing II (MS II) course is designed to assist the novice nursing student in the care of the client with medical-surgical disorders. Emphasis is placed on the systematic attainment of theoretical knowledge utilizing a holistic approach to the nursing process. Care of the client with integumentary, musculoskeletal, renal, neurological, sensory, gastrointestinal, endocrine, and reproductive will be explored. (F, S)

### **PNE174 Maternal and Child Nursing** **2.5**

Prerequisites: PNE141, PNE144, PNE171, and PNE172 with grades of “B” or better, successful completion of PNE142 PNE181,PNE182, and reading proficiency

The Maternal and Child Nursing course is designed to develop nursing concepts and skills in a family-centered nursing approach while focusing on the health concerns of a new family and growing children. This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. (SU)

### **PNE181 Medical-Surgical Nursing I Clinical** **1.25**

Prerequisites: PNE141 and PNE144 with grades of “B” or better, successful completion of PNE142, and reading proficiency

Corequisite: PNE171

Medical-Surgical Nursing I Clinical allows the student to practice and demonstrate, in a controlled environment and real world settings, basic nursing skills and concepts discussed in PNE171 Medical-Surgical Nursing I. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

### **PNE182 Medical-Surgical Nursing II Clinical** **1.25**

Prerequisites: PNE171 with a grade of “B” or better, successful completion of PNE181, and reading proficiency

Corequisite: PNE172

Medical-Surgical Nursing II Clinical allows the student to practice and demonstrate, in a controlled environment and real world settings, basic nursing skills and concepts discussed in PNE172 Medical-Surgical Nursing II. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

### **PNE195 Capstone Practical Nursing** **2**

Prerequisites: PNE172 and PNE164 with a grade of “B” or better, successful completion of PNE182, and reading proficiency

Corequisite: PNE196

Capstone Practical Nursing focuses on the integration of nursing knowledge and incorporates study skills, stress management techniques, and test-taking strategies to prepare the graduate practical nurse (GPN) to take the National Council Licensure Examination-Practical Nurse (NCLEX-PN). The goal of this capstone course is to prepare the student for the transition to the GPN role. (F, Su)

### **PNE196 Capstone Practical Nursing Clinical Practicum** **1**

Capstone Practical Nursing explores the roles, responsibilities, leadership and management, cultural, ethical, and legal issues related to the Licensed Practical Nurse (LPN). This course provides an opportunity for students in the final semester of the program to transition from the student to the graduate LPN role. (Su)

### **PSC001 Missouri Higher Education Civics Achievement Examination** **0**

Prerequisite: None

Successful completion of the exam within this course will fulfill the Missouri Higher Education Civics Achievement Examination graduation requirement as outlined by Missouri Law 170.013 which applies to all students entering a public institution after July 2019. (O)

### **PSC100 Missouri Constitutional Government 1**

Prerequisite: Reading proficiency  
Missouri Constitutional Government is a study of the U.S. and Missouri Constitutions. The focus is on the principles and government institutions of both the State and Federal Constitutions. (F,O)

### **PSC102 U.S. and Missouri Governments and Constitutions 3**

Prerequisite: Reading proficiency  
U.S. and Missouri Governments and Constitutions examines the U.S. and Missouri Constitutions including their impact on federal, state, and local government structure and power. Focus is on citizen and group efforts to influence government policies. This course fulfills the Missouri and U.S. Constitutions requirement. (F,S,Su,O)

 [MOTR POSC101 American Government](#)

### **PSC102H Honors U.S. and Missouri Governments and Constitutions 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors U.S. and Missouri Governments and Constitutions examines the U.S. and Missouri Constitutions including their impact on federal, state, and local government structure and power. Focus is on citizen and group efforts to influence government policies. This course fulfills the Missouri and U.S. Constitutions requirement. Students cannot apply both PSC102 and PSC102H toward graduation. (S)


 [MOTR POSC101 American Government](#)

### **PSC103 Current Political Issues 3**

Prerequisite: Reading proficiency  
Current Political Issues focuses on government policies in a variety of areas and their impact on individuals. Policies will include environmental, civil liberties, civil rights, economic, tax, business-government relations, foreign policy, and domestic issues such as health, welfare, education, crime, and others. (F,S,Su,O)

### **PSC155 International Relations 3**

Prerequisite: Reading proficiency  
International Relations is a survey of current international politics including economic, military, and other relations between nations. This course also includes the role of international organizations, multinational corporations, and other non-government actors emphasizing the analysis of why nations and other actors pursue particular policies. (S,O)

 [MOTR POSC201 International Relations](#)

### **PSC202 Introduction to Comparative Politics 3**

Pre-/corequisite: Reading Proficiency  
Introduction to Comparative Politics introduces students to political life outside the United States. The course uses a comparative method to examine the political structures, political economies and demographic issues of nine comparative states. Comparative politics covers a range of topics including the formation of the nation- state, democracy, authoritarian governments and the role of political parties in each state studied. (D)

 [MOTR POSC 202 Introduction to Comparative Politics](#)

### **PSC290 Public Service Government Internship 1**

Prerequisites: Sophomore standing, PSC102/102H and PSC103 (both courses must be completed with a grade of "B" or better), cumulative GPA of 2.75 or higher, and reading proficiency  
Public Service Government Internship combines academic work with practical work experience in a federal, state, or local government office. Students will work approximately five hours per week with supervision by a faculty member and a government official. This is a public/community service course and may be repeated for a maximum of three credit hours. (F,S)

### **PSY101 General Psychology 3**

Prerequisite: Reading proficiency  
General Psychology reviews the scientific study of behavior and mental processes found in humans and animals. This course includes a survey of the fundamental concepts, principles, historical trends, figures, theories, overarching themes, research design, pivotal empirical findings, and applications in psychology. Students will develop knowledge of psychology's major content domains of neuroscience, consciousness, cognition, memory, learning, social, personality, emotion, multicultural, abnormal, health, and psychotherapies. (F,S,Su,O)

 [MOTR PSYC100 General Psychology](#)

### **PSY101H Honors General 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 pre-conception 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)

### **RAD101 Radiation Protection** 2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Radiation Protection provides an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. (F)

### **RAD105 Introduction to Radiography** 1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Introduction to Radiography provides the student with an overview of Radiologic Technology and its role in health care delivery. Students will be oriented to the academic and administrative structure of the program, radiographer role and responsibility, and to the profession as a whole. (F)

### **RAD111 Image Evaluation** 2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Image Evaluation provides the student with the knowledge and skills necessary to perform radiologic procedures for the chest, abdomen, and extremity studies in both adult and pediatric patients in routine, trauma, and mobile situations. The utilization of anatomical landmarks, body planes and line, and film size are reinforced. Practice of radiation protection standards, positioning, exposure factors, and radiographic critique will be utilized in a simulated setting. (F)

### **RAD115 Radiographic Positioning I** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Radiographic Positioning I consists of lecture and practicum in routine radiographic procedures for the chest, abdomen, and extremity studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

### **RAD121 Radiology Positioning** 1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Cerequisites: RAD115 and RAD125  
The laboratory component reinforces skills learned during the lecture. Students will practice, perform, and test on required procedures before the clinical experience. (F)

### **RAD125 Radiographic Positioning II** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning II consists of lecture and practicum in routine radiographic procedures for the lower extremities, pelvis, thorax, and spine as well as contrast studies using relevant structural relationships, landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine positioning and techniques of the region, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (F)

### **RAD130 Patient Care Management** 2

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Patient Care Management focuses on technological and assessment skills and concepts required to build a foundation for holistic care of patients. The student gains a beginning understanding of the nurse's responsibilities as a member of the interdisciplinary healthcare team so to apply that understanding to the diagnostic imaging environment. Instruction will introduce the basic concepts of cultural and legal aspects of patient care, vital signs, medical asepsis and infection control, hygiene, body mechanics and mobility, safety, documentation, evaluation of physical needs, and surgical asepsis. (F)

### **RAD135 Radiographic Positioning III** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning III consists of lecture and practicum in routine and trauma radiographic procedures for skull, facial bone, and sinus studies using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

### **RAD140 Radiographic Exposures** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Exposures introduces the student to the fundamental principles of radiographic exposure: radiation production, equipment function, collimation and filtration of the beam, control of secondary radiation, and automatic processing technique. In addition, the application of anatomical and pathological conditions affecting image quality will be addressed. (F)

### **RAD145 Radiographic Positioning IV** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Positioning IV consists of lecture and practicum in advanced imaging techniques and approaches for imaging adult, pediatric, and geriatric trauma/emergency radiography, routine pediatric studies, angiographic and interventional procedures, digital imaging and computer tomography as well as mobile and operating room equipment and procedures using relevant structural relationships, anatomical landmarks in radiographic positioning, types and sizes of image receptors used for each study, routine and non-routine positioning and techniques of the region, body planes and lines, medical terms, definitions, abbreviations, and symbols. Radiographic anatomy, radiation protection, and patient care skills are reinforced. The student will evaluate radiographic image quality in simulated clinical conditions. This course is a portion of the five steps to clinical competency and must be completed with an 86% or better in both the lecture and practicum sections. (S)

### **RAD150 Cross-Sectional Anatomy** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Cross-Sectional Anatomy introduces application techniques, image formation, computer anatomy, and picture archiving of digital imaging. Processing and computer tomography concepts are presented. Fundamental study of the human anatomy including bones, organs, vessels, and tissues in cross-section will be conducted. Specific procedures imaged for the head, brain, neck, thorax, abdomen, and pelvis will be addressed. A general review of scanning protocol, patient preparation, and evaluation of radiographic image quality will be discussed. Knowledge of cross-sectional anatomy will lead to a greater understanding of modalities such as CT, MRI, and ultrasound. (S)

### **RAD155 Radiographic Biology** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency

Radiographic Biology provides an overview of the principles of the interaction of radiation on the human body. Radiation effects on molecules, organisms, and factors affecting biological response, and acute and chronic effects of radiation are discussed. This course will also review radiation protection measures. (F)

### **RAD160 Radiographic Physics** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Radiographic Physics provides the student with the principles of x-ray generation and use, including the mathematical, electrical, chemical, and physical concepts necessary for x-ray production and beam characteristics. An introduction to the x-ray equipment, instrumentation and control, and the unit of measure is provided. An analysis of production and measurement of radiation, interaction with matter and film, the study of x-ray tubes, rating charts, and x-ray circuits will be presented. (S)

### **RAD165 Radiographic Pharmacology** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Radiographic Pharmacology covers the fundamentals of pharmacology including drug absorption, metabolism, and excretion responses for selected drugs and contrast media used in radiology and radiographic procedures. The desired effects, mechanism of actions, and adverse effects of contrast media on the human body are discussed. An introduction to venipuncture is included. (F)

### **RAD170 Radiographic Pathology** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Radiographic Pathology is an introduction to the basic nature and cause of disease, radiographic manifestation of disease processes and acute injury, and their related radiographic significance. (S)

### **RAD176 Image Intensification and QA/QC** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Image Intensification and QA/QC provides the student with the knowledge of x-ray equipment routinely utilized to produce diagnostic images as well as the quality control measures pertaining to them. An overview of various recording media and image intensification units used in radiology will be discussed. This course also provides the student with the principles of a Quality Management program including theory, tools, procedure, digital Imaging equipment, and assessment of images. (F)

### **RAD182 Introduction to Quality Assurance and Advanced Imaging Modalities** 1

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Introduction to Advanced Imaging Modalities provides an overview of the basic understanding and operation of various imaging modalities. Advanced imaging modalities including computed tomography, digital radiography, ultrasound, magnetic resonance imaging, mammography, special procedures, interventional, nuclear medicine, radiation therapy, and bone densitometry will be discussed. (S)

### **RAD185 Radiography Curriculum Review and Professional Development** 3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Radiography Curriculum Review and Professional Development provides the student with a general review of all previous coursework through multiple examinations on concepts in radiation protection, patient care management, radiographic procedures, image production, and equipment operation, so as to prepare the student for the national registry exam. This course also discusses matters involving current trends in imaging, career options, the importance of critical thinking skills to the profession, and professionalism of registered Radiologic Technologists. (S)

### **RAD190 Radiologic Technology Independent Study** 1-3

Prerequisites: Admission to the Radiologic Technology program and reading proficiency  
Radiologic Technology Independent Study is a course designed to give the student the opportunity to study and be tested on specific areas of radiologic technology in which they may be interested. This self-paced course is designed to assist the radiologic technology student to obtain a deeper education in the selected area of the radiologic sciences including, but not limited to, CT, MRI, nuclear medicine, radiation therapy, and ultrasound career paths. Students have the opportunity to repeat this course as many times as they would like. (F,S,Su)

### **RAD200 Clinical Practicum I** 3

Prerequisites: 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 Technologist the structured educational requirements needed to be eligible to take their ARRT post-secondary Magnetic Resonance Imaging (MRI) registry exam. Each of the four content areas for the ARRT exam will be covered, including: patient care, safety, image production, and procedures. (S)

## **RAD270 Mammography Registry Review** 3

Pre-requisite and/or Co-requisite: Registered Radiologic Technologist through the American Registry of Radiologic Technologist (ARRT), or second year Radiologic Technology student in their final semester of an accredited radiography program.  
This course is designed to provide an ARRT Registered Radiologic Technologist the structured educational requirements needed to be eligible to take their ARRT post-secondary Mammography (M) registry and 40 hours of initial education requirements needed for Mammography Quality Standards Act (MQSA) approval. Each of the three content areas for the ARRT exam will be covered, including: patient care, image production, and procedures (Su).

## **RNR138 Introduction to Bridging** 1

Prerequisite: Current Licensure as a Practical Nurse (LPN) and admission into the Jefferson College Bi-level Level II/ Bridge Nursing Program  
This course is designed to prepare the LPN for integration into the Associate degree nursing program by reviewing program structure and expectations, technology platforms, simulation experiences, and includes an abbreviated nursing content review. It is required for current LPNs who have applied and been accepted as a Registered Nurse (RN) Bridge Student into the RN Program. (O)

## **RNR210 Nursing Transitions and Trends** 3

Prerequisites: Progression or admission into the Jefferson College Program Level II/RN and reading proficiency  
Nursing Transitions and Trends prepares the student to transition from the Licensed Practical Nurse (LPN) to the Registered Nurse (RN) role. This course focuses on the RN’s role in the prioritization, delegation, and management of current trends in nursing. (F, S)

**RNR220 Pediatric and High Risk  
Obstetrical Nursing 2.75**

Prerequisites: Admission to the Jefferson College Nursing Program Level II/RN and reading proficiency  
Pediatric and High Risk Obstetrical (OB) Nursing explores the role of the professional registered nurse in the care of pediatric and high risk OB clients. Students add to their current pediatric and obstetrical knowledge and skills related to critically thinking, clinical reasoning, and problem-solving skills by examining the evidence, considering the assumptions, establishing priorities, and evaluating nursing interventions and care while in the clinical setting. (F,S)

**RNR221 Pediatric and High-Risk  
Obstetrical Nursing Clinical 1.25**

Prerequisite: Progression or admission into the Jefferson College Nursing Program Level II/RN and reading proficiency.  
Corequisite: RNR220  
Pediatric and High-Risk Obstetrical (OB) Nursing Clinical explores the role of the professional nurse in the care of pediatric and high-risk OB clients. Students develop their clinical reasoning and pediatric/maternal specific nursing care in the clinical setting. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (S, Su)

**RNR225 Psychiatric Nursing 3**

Prerequisite: Admission into the Jefferson College Nursing Program Level II/RN and reading proficiency.  
Psychiatric Nursing builds on the knowledge gained in Basic Psychology and Mental Health to guide the student through the latest trends and treatments utilized in providing safe and effective psychiatric nursing care. This course focuses on the pathophysiology, environmental, cultural, and interpersonal factors related to the mental health of individuals across the lifespan. Emphasis is placed on therapeutic communication, understanding of pharmacology and appropriate interventions for providing comprehensive nursing care to the client with mental health problems. (F, S).

**RNR230 Adult Health Nursing I 5**

Prerequisites: Admission into the Jefferson College RN Program and reading proficiency.  
Corequisite: RNR231  
Adult Health Nursing I is the first of two courses designed for students to build upon their basic knowledge of medical-surgical nursing and to develop their clinical reasoning skills as a professional nurse. Nursing concepts of sensory disorders, peri-operative care, integumentary management, fluid balance, endocrine disorders, cardiac disorders, and respiratory disorders will be explored. (F, S)

**RNR231 Adult Health Nursing I Clinical 1**

Prerequisite: Admission into the Jefferson College Nursing Program Level II/RN and reading proficiency.  
Corequisite: RNR230  
Adult Health Nursing I Clinical builds upon previously developed adult medical surgical knowledge and skills and allows the student to plan, prioritize, implement and evaluate nursing care of adults with complex health problems. This clinical course transitions the student from the Practical Nurse role to the Professional Nurse role. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

**RNR250 Adult Health Nursing II 5**

Prerequisites: RNR230 with a grade of "B" or better, successful completion of RNR231, and reading proficiency  
Corequisite: RNR251  
Adult Health Nursing II is the second of two courses designed for students to build upon their basic knowledge of medical-surgical nursing and to develop their clinical reasoning skills as a professional nurse. Nursing concepts of critical care nursing, hematology and oncology disorders, neurological disorders, musculoskeletal disorders, gastrointestinal disorders, genitourinary disorders, and reproductive health will be explored. (F, S)

**RNR251 Adult Health Nursing II Clinical 1**

Prerequisites: RNR230, with a grade of "B" or better, and successful completion of RNR231  
Corequisite: RNR250  
Adult Health Nursing II Clinical continues to build upon the knowledge and skills obtained in Adult Health Nursing I Clinical. This clinical course continues to expand upon clinical reasoning skills, prioritization, and plan of care evaluation for adult clients with complex health problems. Students are divided into smaller groups for both clinical simulation and clinical rotation assignments. (F, S)

**RNR260 Capstone Professional Nursing 4**

Prerequisites: RNR210, RNR225, RNR230 with a grade of B or better, successful completion of RNR231, and reading proficiency.  
Corequisite: RNR261  
Capstone Professional Nursing focuses on the integration of nursing knowledge and incorporates study skills, a summative review of nursing knowledge, and test-taking strategies to prepare the graduate professional nurse to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN). The goal of this capstone course is to prepare the student for the transition to the graduate nurse role. (F, S)

### **RNR261 Capstone Professional Nursing Practicum** **1**

Prerequisites: RNR230 with a grade of B or better, RNR231 with a grade of Satisfactory, RNR225 with a grade of B or better, and RNR210 with a grade of B or better  
Corequisite: RNR250 with a grade of B or better, RNR251 with a grade of Satisfactory, RNR220 with a grade of B or better, and RNR221 with a grade of Satisfactory, and RNR260  
Capstone Professional Nursing Clinical Practicum focuses on the professional nurses' role as a manager of care, while working 1:1 with a licensed nurse preceptor. The clinical practicum preceptorship is designed to transition the student from novice student to graduate professional nurse. (F, S)

### **SOC101 General Sociology** **3**

Prerequisite: Reading proficiency  
General Sociology deals with the scientific and systematic study of group behavior, exploring human society and social interaction. (F,S,Su,O)

 [MOTR SOCI101 General Sociology](#)

### **SOC101H Honors General Sociology** **3**

Prerequisites: Honors Program admission and reading proficiency  
Honors General Sociology, taught in a seminar format, deals with the scientific and systematic study of group behavior, exploring human society and social interaction. (F,S)

 [MOTR SOCI101 General Sociology](#)


### **SOC114 General Anthropology** **3**

Prerequisite: reading proficiency  
General Anthropology is an introductory survey of anthropology to include the sub-fields of physical/biological, ethnology/cultural, linguistic, and archaeological/material. (F, S)

 [MOTR ANTH 101 General Anthropology](#)

### **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 or PSY101(H) with a grade of "C" or better and reading proficiency  
Alcohol, Drugs, and Society examines the medical, legal, and social aspects of alcohol and drug use. Treatment approaches, the biopsychosocial model, and the roles of various medical professionals are included in this exploration of substance use and abuse. Cultural and social influences are discussed, including a review of the histories of alcohol and drug laws. (F,S,O,D)

### **SOC240 Marriage and Family** **3**

Prerequisites: SOC101 or PSY101(H) with a grade of "C" or better and reading proficiency  
Marriage and Family explores the scientific developments (empirical, theoretical, and applied) which have occurred in the sociological research on courtship, mate selection, marriage, parenthood, family disorganization, divorce, and remarriage. (F,S,O,D)

 [MOTR SOCI204 Introduction to Family Studies](#)

### **SOC250 Social Problems** **3**

Prerequisites: SOC101(H) with a grade of "C" or better and reading proficiency.  
Social Problems offers a sociological examination of prevalent social problems facing American society. Theoretical perspectives and research into the causes and consequences of social problems including poverty, healthcare, mental health, substance abuse, delinquency & crime, environmental issues, gender and racial inequality, population, and other social problems will be explored, leading to consideration of strategies for social change. (F,S,O)

 [MOTR SOCI 201 Social Problems](#)

### **SPN101 Beginning Spanish** **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)

### **SWK105 Introduction to Social Work 3**

Prerequisite: Reading proficiency  
Introduction to Social Work offers an introduction to the profession of social work, including its history, values, theories, and skills. Themes of social justice and social welfare are addressed, as the course defines and illustrates generalist social work practice and explores the variety of practice settings in this career. (F,S)

### **SWK110 Social Work Lab 1**

Prerequisite: Reading proficiency  
Pre-/co-requisite: SWK105 with a grade of "C" or better  
This introductory course involves field experience which, partnered with SWK105, will assist students in gaining knowledge of practice settings in the field of Social Work, and determining whether Social Work is an appropriate career choice for them. Experiential learning will be utilized to enhance students' knowledge of this field by visiting and discussing varied practice settings. This course includes discussion of ethics, education, practice and theories. Students will complete a criminal background check, and will attend five agency visits. It will be necessary for students to have access to transportation (F, S, D)

### **SWK205 Social Welfare Policy and Services 3**

Pre/co-requisite: SWK105 with a grade of "C" or better  
Prerequisite: Reading proficiency  
Social Welfare and Policy Services examines the historical development, philosophical orientation, and analysis of social welfare policy and services in the United States. This course orients students to the development of social work as a profession. The course focuses on the analytic and interactional strategies related to policy analysis, development, and implementation. Areas of study include domestic and global aspects of practice. A grade of "C" or better in this course is required for students who will use this as an elective for the AA Pre-Social Work endorsement. (S)

### **THT100 Theatre Appreciation 3**

Prerequisite: Reading proficiency  
Theatre Appreciation exposes the student to virtually all aspects of theatre, including theatre history, acting, directing, stagecraft, and play analysis. The course focuses on the global development of theatre, including Greek, Roman, Eastern and Western European, and Asian theatre. Theatre Appreciation is required for speech and drama majors and partially satisfies the humanities requirement for the Associate of Arts, Associate of Arts in Teaching, and Associate of Applied Science degrees. (F,S,O)



[MOTR THEA100A Theatre Appreciation](#)

### **THT100H Honors Theatre Appreciation 3**

Prerequisites: Honors Program admission and reading proficiency  
Honors Theatre Appreciation uses a seminar format to study the history of theatre as seen through representative plays and playwrights. The course emphasizes the practical application of theatrical conventions, allowing students to learn by doing. Honors Theatre Appreciation focuses on the global development of theatre, including Greek, Roman, Eastern and Western European, and Asian theatre. (F,S)



[MOTR THEA100A Theatre Appreciation](#)

### **THT110 Beginning Acting 3**

Prerequisite: Reading proficiency  
Beginning Acting provides the student with training in the elements of stage performance. This course will include exercises, discussion, performance, and critique in such areas of movement, improvisation, voice, ensemble acting, and character analysis. (F)



[MOTR PERF 100 Acting I](#)

### **THT130 Theatre Practicum 1**

Prerequisite: None  
Theatre Practicum provides supervised experience in rehearsal and performance of roles and/or in planning and execution of a dramatic production, as well as supervised participation in technical stage production or special problems in conjunction with a major theatrical production. Participation may be in the following areas: scenery, lighting, properties, costumes, makeup, business/publicity, stage management, and acting. This course may be repeated for a maximum of four credit hours. (F,S)

### **THT210 Acting II 3**

Prerequisites: THT110 with a grade of "C" or better and reading proficiency  
Acting II provides students with further training in the basic principles and tools of stage performance through scene study and work in analysis, characterization, and relationships. Students will study classical and contemporary plays and playwrights. Students will perform in a showcase production in the spring semester. (S)

## **VAT101 Introduction to Veterinary Technology** 2

Prerequisites: Admission to the Veterinary Technology program and reading proficiency

Introduction to Veterinary Technology orients students to career management as veterinary technicians and provides comprehensive instruction in professional ethics, electronic communications, business management, and the public health interest. (F)

## **VAT106 Applied Pharmacology** 3

Prerequisites: VAT101 and VAT113 (both courses must be completed with a grade of “C” or better) and reading proficiency

Applied Pharmacology provides the principles of pharmacy management, record keeping, and classification of drugs. This course also covers pharmacological concepts applicable to veterinary medicine, prescriptions, preparation of medication for dispensing, administration of medication, and interaction of drugs within various animal species. (S)

## **VAT113 Principles of Clinical Medicine I** 4

Prerequisites: Admission to the Veterinary Technology program and reading proficiency

Principles of Clinical Medicine I provides the student with a focus on practical veterinary nursing. Topics include medical terminology, elementary animal care and handling, small animal history and physical exam, small animal preventive health programs, small animal nutrition, small animal behavior, and introductory radiology. A laboratory session for this course provides hands-on animal experience. (F)

## **VAT114 Principles of Clinical Medicine II** 4

Prerequisites: VAT101 and VAT113 (both courses must be completed with a grade of “C” or better) and 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, 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

Veterinary Hospital Technology II is a lecture/laboratory course and is a continuation of Veterinary Hospital Technology I with concentration on non-infectious diseases, therapeutic clinical nutrition, theriogenology, emergency and critical care, transfusion medicine, and end of life care. (S)

## **VAT258 Clinical Pathological Techniques** 5

Prerequisites: BIO113, BIO207, VAT101, VAT106, VAT113, VAT114, and VAT199 (all courses must be completed with a grade of “C” or better) and reading proficiency

Clinical Pathological Techniques is a lecture/laboratory course and continues those techniques taught previously with emphasis on hematology, clinical chemistry, and diagnostic procedures for body fluids, scrapings, and excretory samples. Parasite life cycles are also covered. (F)

## **VAT264 Laboratory Animal Technology** 3

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (all courses must be completed with a grade of “C” or better) and reading proficiency

Laboratory Animal Technology covers the care, anatomy, physiology, and common disease problems of the common species of laboratory animals and includes a laboratory session to familiarize students with various research facilities and cover handling and common procedures of animals used in research. Also covered is the consideration of the use of animals as experimental models in the research laboratory. (S)



**VAT266 Large Animal Technology I 3**

Prerequisites: BIO113, BIO207, VAT101, VAT106, VAT113, VAT114, and VAT199 (all courses must be completed with a grade of "C" or better) and reading proficiency.

Large Animal Technology I familiarizes the student with large animal hospital biosecurity, large animal handling and restraint, large animal behavior, obtainment of histories and physical exams, large animal nutrition, and performance of clinical procedures. Species included are equine, bovine, caprine, porcine, ovine, camelids, and poultry. A laboratory session is included to allow students practice of techniques learned in the classroom. (F)

**VAT267 Large Animal Technology II 3**

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (all courses must be completed with a grade of "C" or better) and reading proficiency

Large Animal Technology II familiarizes the student with large animal diagnostic procedures, medical imaging, reproduction, neonatology, and noninfectious and infectious diseases. Species included are equine, bovine, caprine, porcine, ovine, camelids, and poultry. A laboratory session is included to allow students practice of techniques learned in the classroom. (S)

**VAT270 Veterinary Technology Capstone 1**

Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT266 (all courses must be completed with a grade of "C" or better) and reading proficiency

Veterinary Technology Capstone systematically analyzes all course material covered in previous semesters to aid in preparation for the national and state board examinations, improving the application and synthesis of all program materials. (S)

**WLD141 Gas and Beginning Arc Welding 5**

Pre-/corequisite: Reading proficiency

Gas and Beginning Arc Welding deals with the oxyacetylene, brazing, and beginning shielded metal arc welding processes. (F,S)

**WLD142 Advanced Arc Welding 5**

Prerequisite: WLD141

Pre-/corequisite: Reading proficiency

Advanced Arc Welding deals with the practice of shielded metal arc welding in all positions and welding joint design. (F,S)

**WLD243 Gas Metal Arc Welding (MIG) 5**

Prerequisites: WLD142 and reading proficiency

Gas Metal Arc Welding (MIG) deals with the practice of gas metal arc welding in all positions as well as inspection and testing procedures. Plasma arc cutting is also included. (F,S)

**WLD244 Gas Tungsten Arc Welding (TIG) 5**

Prerequisites: WLD243 and reading proficiency

Gas Tungsten Arc Welding (TIG) deals with TIG principles and develops skill in inert gas-arc welding. Included are tungsten inert gas welding (TIG) as well as inspection and testing of welded joints. (F,S)

**WLD245 Advanced Welding Techniques I 5**

Prerequisites: WLD244 and reading proficiency

Advanced Welding Techniques I deals with the practice of oxyacetylene welding and shielded metal arc welding of black pipe. This course also includes joint preparation and joint design. (F,S)

**WLD246 Advanced Welding Techniques II 5**

Prerequisites: WLD245 and reading proficiency

Advanced Welding Techniques II deals with the practice of gas metal arc welding (MIG) and gas tungsten arc welding (TIG) of pipe. This course also includes joint preparation and joint design. (F,S)

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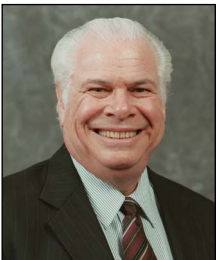
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*Technical Institute*  
*Light Diesel Certified, National Institute for*  
*Automotive Service Excellence*  
*Maintenance and Light Repair, National*  
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*Master Automobile Technician, National*  
*Institute for Automotive Service Excellence -*  
*25 plus years*

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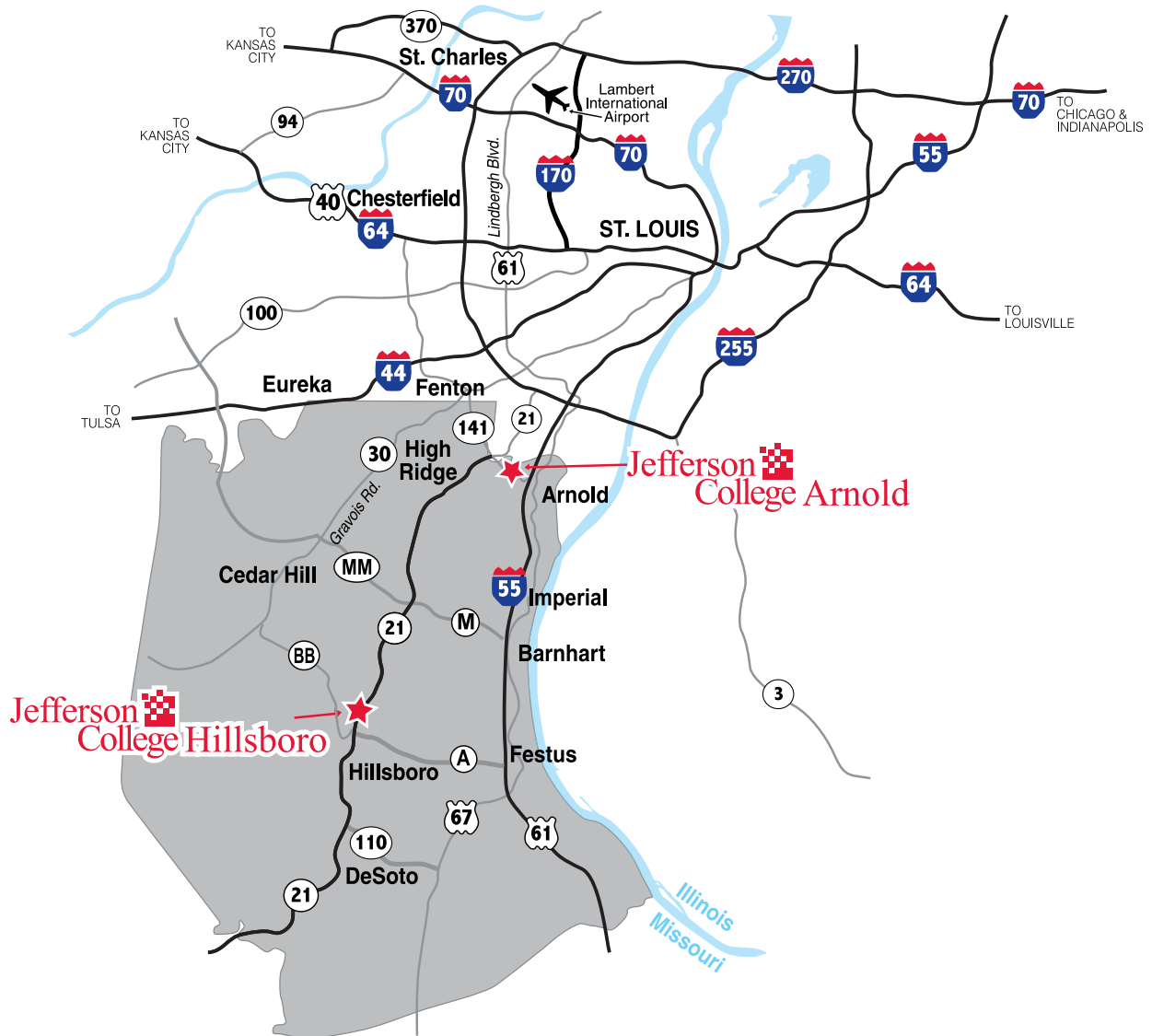
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*M.Ed., University of Missouri*

**Brenna Young**

Director of Advising and Retention Services  
*B.G.S., Southeast Missouri State University*

# Jefferson College Locations



## **HILLSBORO** (1000 Viking Drive)

### ***Directions from I-270:***

Take Tesson Ferry (Highway 21) (Exit 2) south approximately 23 miles (toward Hillsboro) to campus on right. Turn right on Hayden Road & then left on Jefferson College Drive. The College will be on the right within one quarter mile.

### ***OR from I-55:***

Take Exit 175 at Festus & go west on Highway A for approximately 11 miles. Travel through the intersection at Highway 21 to Jefferson College Drive and turn right. The College will be on the left within one quarter mile.

## **ARNOLD** (1687 Missouri State Road)

### ***Directions from I-270:***

Take I-55 south to Highway 141 (exit 191). Go right on Highway 141 to second stoplight (Astra Way). Turn left at Astra Way to stop sign and follow the roundabout onto the campus of the Jefferson County Library and the Arnold Recreation Center. Follow the winding road past the Library and Recreation Center, continuing to the right past the stop sign, around to the College at the top of the hill.

# Facilities – Hillsboro Campus



**Arts and Sciences I (ASI)** includes vending machines and a student lounge with wireless Internet access. The Transfer Center is located in ASI room 108. Students can meet with transfer representatives from Missouri Baptist University and University of Missouri - St. Louis.

Additional college/university transfer representatives will be present on scheduled days throughout the semester.

**Arts and Sciences II (ASII)** houses the Accessibility Resources Office on the first floor and has a sunny student lounge and a computer lab.



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.



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



**The Student Center (SC)** lower level includes Student Development, and a cafeteria with wireless Internet access. An ATM is available next to the Cafeteria. The Bookstore



is also located on the lower level of the Student Center. Students may purchase college attire, books, and supplies for courses. In addition, there is a beautiful outdoor brick

patio where students can study and interact. The main floor of the Student Center is the “one stop shop” for student needs. Students can meet with Admissions, process financial aid, meet with advising specialists, register for classes, pay bills, get a student ID and parking sticker. The top floor of the Student Center houses the Vice President of Student Services/Title IX Office, Project SUCCESS, counseling services, and the Student Compliance Department.

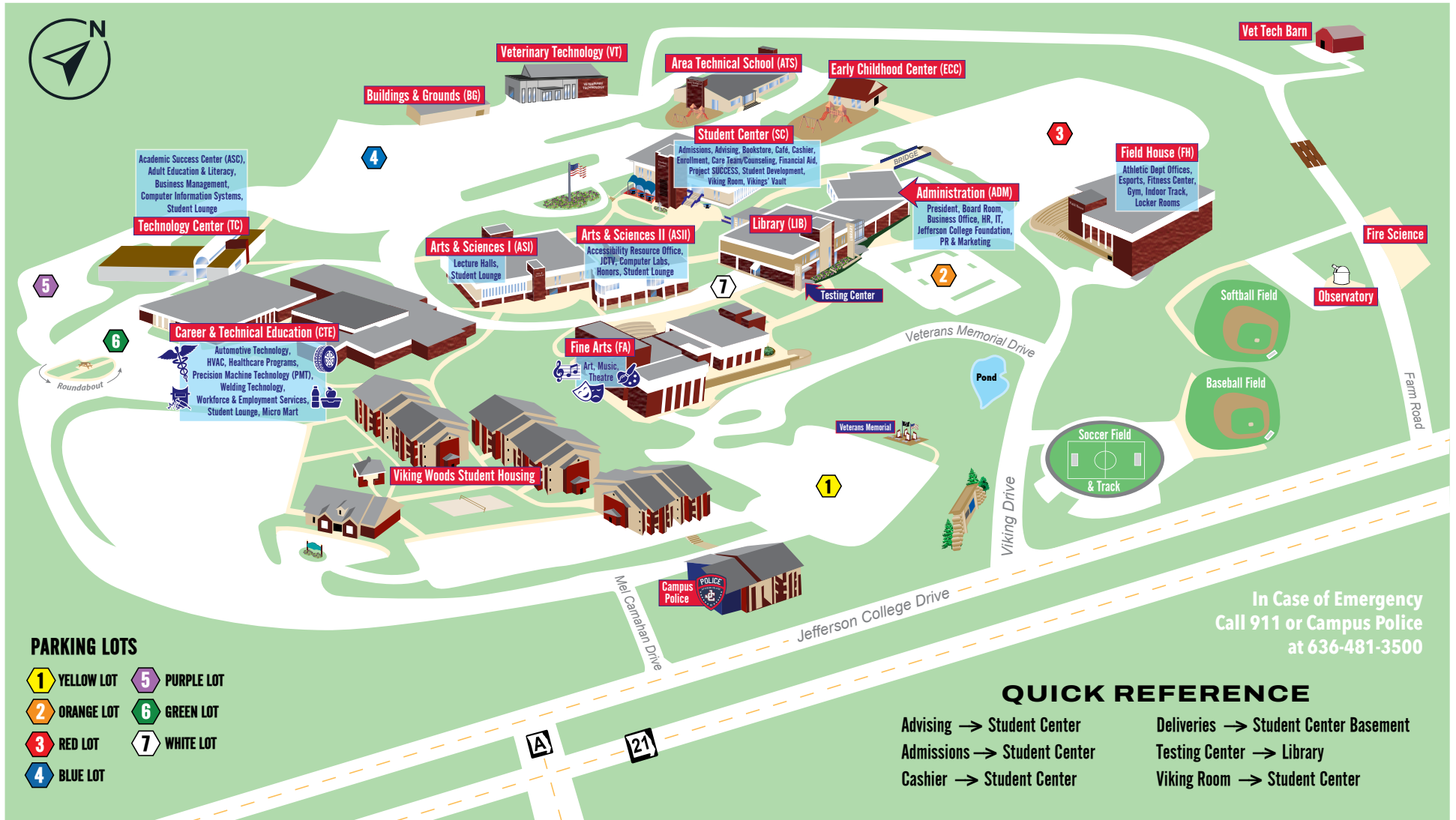
**The Technology Center (TC)** offers the Academic Success Center which includes the Math Lab, Writing Lab, IT Lab, Science Lab, Foundations Lab and Tutoring Services on the first floor. The Technology Center also offers student lounges.



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.

[Click here](#) for information on all building descriptions and maps.





## PARKING LOTS

- 1** YELLOW LOT
- 2** ORANGE LOT
- 3** RED LOT
- 4** BLUE LOT
- 5** PURPLE LOT
- 6** GREEN LOT
- 7** WHITE LOT

In Case of Emergency  
Call 911 or Campus Police  
at 636-481-3500

## QUICK REFERENCE

- Advising → Student Center
- Admissions → Student Center
- Cashier → Student Center
- Deliveries → Student Center Basement
- Testing Center → Library
- Viking Room → Student Center

### Gender-neutral restrooms:

- AS II - First floor restrooms next to Online Learning located in Room 303
- CTE - Main level restrooms next to Room 174
- Library - First floor single-use restroom down the hallway next to the Circulation Desk

### Lactation rooms:

- ASI - Room #107D, see Tina Jokerst, Room #110
- CTE - Room #142D, left unlocked
- Library - Two rooms available, see Library Staff