“Thank you for your interest in Jefferson College. Whether you’re considering one of our university transfer programs, one of our career programs, our many non-credit continuing education courses, or our customized business and industry training, you have come to the right place.

At Jefferson College, our class sizes are small, our tuition is affordable, our facilities are beautiful, our student support services are exceptional, and our faculty and staff are committed to your success.

To further improve the college experience for students, we have expanded our counseling, advising, and job placement services, developed new academic programs, and added two new Division I sports - resulting in Jefferson’s first-ever national championship title.

We have also expanded offerings to a new site in High Ridge to support citizens along the Northwest corridor; and in the Fall of 2007, we will open a new state-of-the-art education center in Arnold to better serve our citizens in the northern part of Jefferson County.

Yes! Good things are happening at YOUR community college, where personal attention and success are our top priorities. Regardless of your goals or aspirations, I invite you to DISCOVER YOUR FUTURE at Jefferson College.

Again, thank you for your interest in Jefferson College.”

Wayne H. Watts, Ph.D.
President of Jefferson College
Who Uses the 2007-2008 Catalog?

• New freshmen who began during the 2007 Summer term, 2007 Fall semester, or the 2008 Spring semester.
• Re-entering students who have earned no credit during the 2006 Summer through 2007 Spring semester.
• Any prior student who elects to use the 2007-2008 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.

The Jefferson College General Catalog includes:

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

Specific programs are accredited/approved by the following organizations:
- American Design Drafting Association
- American Veterinary Medical Association
- Child Development Center Missouri Accreditation
- Missouri Division of Emergency Medical Services
- Missouri State Board of Nursing

Jefferson College’s institutional affiliations include:
- American Association for Higher Education
- American Association of Community Colleges
- American Association of Community College Trustees
- American Technical Education Association
- Council of North Central Community/Junior Colleges
- Missouri Community College Association
- Missouri Department of Elementary and Secondary Education
- Missouri School-College Relations Association
- National Junior College Athletic Association
- North Central Association of Colleges and Schools

Jefferson College is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. Individuals should direct their questions, comments, or concerns to

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
1-800-621-7440 or (312)263-0456
Fax (312)263-7462
2007-2008
Academic Calendar

2007 Fall Semester
August 20  Classes begin (Saturday classes begin August 25)
September 1  Labor Day recess begins, 7 a.m.
September 4  Labor Day recess ends, 7 a.m.
October 16  Faculty In-Service (no classes); First short session ends*
October 17  Second short session begins*
November 12  Veterans’ Day observed (campus closed)
November 21  Thanksgiving recess begins, Noon
November 26  Thanksgiving recess ends, 7 a.m.
December 6  Last day of classes (Tuesday/Thursday)
December 7  Last day of classes (Monday/Wednesday/Friday)
December 10-13  Final Exams (Saturday classes meet 12/15; Monday classes meet 12/17)
December 11  Last meeting for Tuesday evening once a week classes
December 12  Last meeting for Wednesday evening once a week classes
December 13  Last meeting for Thursday evening once a week classes
December 14  Last meeting for Friday evening once a week classes
December 15  Last meeting for Saturday classes
December 17  Last meeting for Monday evening once a week classes
December 19  Grades due, Noon

2008 Spring Semester
January 7  Classes begin (Saturday classes begin January 12)
January 21  Martin Luther King Day (campus closed)
February 18  Presidents’ Day (campus closed)
February 22  First short session ends*
February 23  Second short session begins*
March 17  Spring Break begins, 7 a.m.
March 24  Spring Break ends, 7 a.m.
March 28  Music Contest (no classes)
April 10  Faculty Work Day (no day classes; evening classes will meet)
April 29  Last day of classes (Tuesday/Thursday);
April 30  Last meeting for Tuesday evening once a week classes
May 2  Last meeting for Wednesday evening once a week classes
May 3  Last meeting for Saturday classes
May 5-8  Final Exams (Saturday classes meet 5/3; Monday classes meet 5/12)
May 8  Last meeting for Thursday evening once a week classes
May 9  Last meeting for Friday evening once a week classes
May 10  Commencement, 11 a.m.
May 12  Last meeting for Monday evening once a week classes
May 14  Grades due, Noon

*See class schedule for specific dates
2008 Intersession

May 12       Classes begin
May 26       Memorial Day (campus closed)
May 30       Last day of classes
June 3       Intersession grades due, Noon

2008 Summer Term

June 2       Classes begin
July 4       Independence Day (campus closed)
July 10      Six-week session ends
July 15      Six-week grades due, Noon
July 24      Eight-week session ends
July 29      Eight-week grades due, Noon

Credits

Catalog Editor ................................................................................................................... Kimberly Harvey
Publication Design ......................................................................................................... Amy Coomes, Lauren Murphy
Other Contributors ..................................................................................................... Julia Hampton, Shannon Schoenkly
Photos .............................................................. Roger Barrentine, Amy Coomes, Samantha DeClue, Lauren Murphy

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. Please note: If accommodations for a disability are needed, please contact Sundaye Harrison at (636)797-3000, 789-3000, or 942-3000, ext. 169. TDD users may call (636)789-5772. The contents of this catalog are provided for informational purposes. The catalog is accurate at the time of printing but is subject to change. Any such changes may be implemented without prior notice and are effective when made. Jefferson College reserves the right to terminate programs for financial or other reasons which the College determines warranted. The programs, services, or other activities of the College may be terminated at any time due to reasons beyond the control of the College, including—but not limited to—acts of God, natural disasters, destruction of premises, labor disturbances, governmental orders, or financial insolvency.
About the College

Jefferson College Mission Statement

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

Vision

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

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

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

Values

We Value …

✓ Student Growth
  • Balanced opportunities for all students to encourage intellectual, personal, and social growth and continued learning

✓ Student Mastery of Skills
  • Mastery of intellectual and technical skills that will ensure career success

✓ Student-Centered Services
  • A supportive and effective higher educational environment that enhances student learning

✓ Diversity
  • Preparation of students for excelling in a world of cultural and intellectual diversity

✓ Assessment
  • The use of assessment for continued student, personnel, and program improvement

✓ Shared Governance
  • Enlightened and shared governance of the institution

✓ Professional Growth
  • Continued professional growth within the college community that supports effective teaching and competent services

✓ Academic Freedom
  • Academic freedom that challenges students and welcomes diversity of thought and discussion

✓ Community Service
  • Leadership in the cultural, educational, economic, environmental, and social development within the community
History

The citizens of the Junior College District of Jefferson County voted the District into existence on April 2, 1963. The College's 1964 classes were conducted at Hillsboro High School until the following year when the College moved to its present 418-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 9,000 students the College serves each academic year.

The current Jefferson College Arnold site was created in 1984 to serve educational needs of residents in northern Jefferson County. This site is located at 4500 Jeffco Boulevard in Arnold. Classes will be offered at the new Jefferson College Arnold site beginning Fall 2007. This new site is located at Highway 141 and Astra Way near the Arnold Library and Recreation Center.

The Jefferson College Northwest site opened in 2005 to serve the educational needs of residents along the northwest corridor of Jefferson County. It is located at Highways 30 and PP in High Ridge.

College Degrees

The College offers four associate degrees and 17 career and technical certificates. The Associate of Arts (A.A.) degree is designed for transfer to another college or university as part of a bachelor’s degree. The Associate of Arts in Teaching (A.A.T.) degree is designed for education majors who plan to transfer to another college or university as part of a bachelor's degree. The Associate of Science (A.S.) degree is designed for engineering students to transfer to a university as part of a bachelor's degree. The Associate of Applied Science (A.A.S.) degree is designed for entry-level employment through practical and theoretical courses.

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

Continuing Education

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

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

For further information, call (636)797-3000/789-3000/942-3000, ext. 144.

Business and Workforce Development Center

The Business and Workforce Development Center at Jefferson College brings life-long learning to the workplace. Technical skills and professional development courses are offered to help employees meet the strategic goals of their companies. The Business and Workforce Development Center provides comprehensive training and workshops for your management and employees. For further information, call (636)797-3000/789-3000/942-3000, ext. 112.
The college has multiple settings where students may study, attend events, or just relax with friends.

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

**Arts and Science II** has a sunny student lounge, computer laboratory, and the Writing Lab on the second floor.

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

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

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

**The Library** offers a wide array of resources for students including books, online databases, magazines, scholarly journals, government documents, films, and music. Library computers provide Internet access and software packages for student use. Wireless Internet access is also available.

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

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

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

There are also gathering spaces outside including various picnic tables, a walking track, ball fields, a nature trail for hiking, and the Student Center Patio/Lawn.
The current Jefferson College – Arnold site provides a student lounge area, vending machines, and an open computer lab for student use. In addition, the new Jefferson College – Arnold site will provide wireless Internet access, an Academic Support Center, and a Library/Information Commons.

Jefferson College – Northwest includes wireless Internet access, vending machines, and an open computer lab for student use.
Community Services

Campus Housing

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

Cultural Activities

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

GED Center

The College has been designated an official testing center for the General Educational Development (GED) tests leading to the Certificate of High School Equivalency. Free classes preparing students to take these tests are offered through the Learning Resources Division.

For further information, call (636)797-3000/789-3000/942-3000, ext. 437.

High School Festivals and Shows

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

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

Jefferson College Alumni and Friends Association

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

For further information, call (636)797-3000/789-3000/942-3000, ext. 105.

Jefferson College Foundation

The mission of the Jefferson College Foundation, Inc. is to support the growth and development of Jefferson College in whatever ways are beneficial to its students, faculty, staff, and campus facilities.

The ultimate goal of Jefferson College is to increase the level of educational attainment of Jefferson County residents and thereby enhance the quality of life of the entire community. Charitable gifts to the Foundation are encouraged and welcome. Donations received through the Annual Fund Drive provide much-needed funding for students, campus facilities, and programs. Donors may request that their gift be used for specific purposes or for general use, and will be acknowledged for their generosity in an annual report published in the fall.

Support is also received by participation in some of the Foundation-sponsored events such as an annual 5K Run/Walk, Hall of Fame Banquet, Fall into the Arts, and Alumni and Friends Association activities.

For more information about cash and/or in-kind giving, planned gifts, or pledges, call (636)797-3000/789-3000/942-3000, ext. 104.

Jefferson College Television

Jefferson College Television is your source for local interest and educational programming. Cablecast on Charter Communications channel 21 in Jefferson County, JCTV has been bringing quality educational programming and local media coverage to the community for over 30 years.
Admissions

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

First-time degree seeking students are required to complete the COMPASS (Computer-Adaptive Placement, Assessment, and Support System) test or submit an official ACT score prior to enrollment. Contact the Assessment Center or the Office of Admissions for the current dates and times the tests are offered.

Admission Procedures

All first-time applicants should submit a completed application for admission, a one-time, non-refundable $20 application fee, and official high school transcripts or Certification of High School Equivalency (GED).

Regular Admission (For first-time college students)

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

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

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

EXCEPTIONS: Students applying for faculty-approved program acceptance are advised to apply as early as possible. These programs are listed below. For more information, call (636)797-3000/789-3000/942-3000, ext. 217.

Deadline for Applications:

- Level I Nursing: October 31
- Level II Nursing: January 31
- Law Enforcement Academy: July 13
- Veterinary Technology: February 28

Provisional Admission

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

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

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

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

Special Student Admission

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

Returning Students

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

Former students who have not attended within one academic year (three terms) should refer to this catalog as their reference - not the catalog of original entry. Those returning students who have not completed entry-level college courses in English and mathematics are required to complete the COMPASS or ACT placement tests.
Dual Credit/Enrollment

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

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

High school students who wish to be concurrently enrolled in a high school course and a college credit course on their high school campus must meet the following admission requirements:
• Permission of high school principal/counselor.
• Completion of Dual Credit Admission/Registration Form.
• Meet all State of Missouri and/or Coordinating Board of Higher Education (CBHE) guidelines. Students should check with their high school counselor for further details.

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

Dual Credit - Area Technical School (ATS)
Jefferson College was the first community college in the state designated as an Area Technical School. Under this program, county high school students have the opportunity to participate in one of 19 different career-technical education programs. The students are transported by bus daily to the College campus for the career-technical education classes and then returned to their respective high schools for the remainder of their educational programs.

High school students who wish to be enrolled in the Jefferson College Area Technical School college-level programs must meet the requirements of the Area Technical School. Students should check with their high school counselor or call the Area Technical School at (636)797-3000/789-3000/942-3000, ext. 450, for further details.

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

Dual Enrollment - Other
High school students who wish to be enrolled in a Jefferson College college credit course on a Jefferson College campus (not including participation in the Area Technical School) before, after, or during their normal high school day attendance (including summer) must meet the following admission requirements:
• Submit completed Application for Admission.
• Submit one-time, non-refundable $20 application fee.
• Submit completed High School Authorization Sheet. This form is available in the high school counselor’s office.

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

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

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

- International Application for Admission
- Application fee payment of $20.00
- Evidence of English proficiency through one of the following:
  - A minimum score of 475 (paper-based), 152 (computer-based), or 52 (Internet-based) on the Test of English as a Foreign Language (TOEFL).
  - Completed ELS level of 109.
  - A minimum band score of 6 on the International English Language Testing System (IELTS).
  - A minimum ACT English score of 18.
  - A diploma from a secondary institution in an English speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
- Score COMPASS ESL - Level 3.
- Official Secondary Education documents translated into English
- Notarized Certification of Finances
- Finance documentation from a banking institution or sponsor
- Proof of medical insurance
  (If students cannot provide proof, insurance is available for purchase through the College.)

If an international student is transferring from another university or college, please submit the following in addition to the items above:
- Supplemental Transfer Form
- Academic transcripts from previous college institution

More detailed information can be found on our website under Prospective Students at www.jeffco.edu, or you may contact the Admissions Office at (636)797-3000/789-3000/942-3000, ext. 216.

Jefferson College is a participating SEVIS school.
## Financial Information

### 2007-2008 Fees and Tuition*

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Application for Admission fee</td>
<td>$20 (for new students only)</td>
</tr>
<tr>
<td>Course Fees</td>
<td></td>
</tr>
<tr>
<td>District Resident</td>
<td>$76 per credit hour</td>
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<tr>
<td>Out-of-District/In-State</td>
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<td>Out-of-District/Out-of-State</td>
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<tr>
<td>Nursing Level I In-District</td>
<td>Fall semester = $2429</td>
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<tr>
<td>(excluding general education)</td>
<td>Spring semester = $2429</td>
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<tr>
<td></td>
<td>Summer term = $1455</td>
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<tr>
<td>Nursing Level I In-State</td>
<td>Fall semester = $3260</td>
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<td>(excluding general education)</td>
<td>Spring semester = $3260</td>
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<td></td>
<td>Summer term = $1946</td>
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<tr>
<td>Nursing Level I Out-of-State</td>
<td>Fall semester = $4163</td>
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<tr>
<td>(excluding general education)</td>
<td>Spring semester = $4163</td>
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<tr>
<td></td>
<td>Summer term = $2486</td>
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<tr>
<td>Evening/Weekend Nursing In-District</td>
<td>Fall semester (2) = $1215</td>
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<tr>
<td>(excluding general education)</td>
<td>Spring semester (2) = $1215</td>
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<tr>
<td></td>
<td>Summer term (2) = $1151</td>
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<tr>
<td>Evening/Weekend Nursing In-State</td>
<td>Fall semester (2) = $1631</td>
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<td>(excluding general education)</td>
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<td>(excluding general education)</td>
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<td></td>
<td>Summer term (2) = $1970</td>
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<td>Jefferson College Law Enforcement Academy</td>
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<td>Second semester = $2960</td>
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<td>Jefferson College Law Enforcement Academy Class A Upgrade</td>
<td>First semester = $1758</td>
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<tr>
<td></td>
<td>Second semester = $1758</td>
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<table>
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<th>Special Fees</th>
<th>Cost</th>
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</thead>
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<td>Graduation</td>
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<tr>
<td>Second Diploma</td>
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<tr>
<td>Official Transcript</td>
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<td>Late Payment Fee</td>
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<td>Credit By Exam Posting Fee</td>
<td>Equivalent to one credit hour</td>
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<tr>
<td>Student ID replacement</td>
<td>$5</td>
</tr>
</tbody>
</table>

*Tuition and fees are subject to change without prior notice.
Books and Supplies

The College Bookstore sells all required books and supplies. Depending upon a student’s course schedule and whether he/she purchases new or used books, the cost of books will average approximately $250 to $350 per semester.

Laboratory Fees

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

Midwest Student Exchange Program

This exchange program is an interstate cooperative agreement established by the Midwestern Higher Education Commission to increase select educational opportunities at reduced tuition rates for students who reside in Kansas, Michigan, Minnesota, and Nebraska.

Motor Vehicle Registration and Traffic Regulations

All faculty, staff, and students who drive a motorized vehicle must register the vehicle, regardless of its ownership, with the Cashier located in the Administration Building. Parking permits may be obtained from the Cashier. Parking permits must be prominently displayed. All operators of motor vehicles are subject to Jefferson College traffic regulations while on campus. Parking permits for students with disabilities can be obtained by contacting Disability Support Services at (636)797-3000/789-3000/942-3000, ext.169.

Payment of Tuition and Registration Fees

Tuition and fees are payable on or before payment deadline dates specified in the Class Schedule for each semester. Payment must be made by cash, check, money order, Visa, MasterCard, or Discover.

Payment due dates and payment provisions are described in detail in the Class Schedule publication for each semester. A Deferred Payment Plan is available. Students are responsible for payment of all tuition and fees and for complying with all applicable payment provisions.

It is the responsibility of the student to submit an official withdrawal form to the Registrar/Student Records Office within the refund period in order to cancel his/her financial obligation and receive a refund. Non-attendance does NOT relieve a student from any financial obligation incurred upon registration in courses.
Refunds of Registration Fees

During the 16-week semester, a student who officially withdraws from a full-term course PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID. A written withdrawal must be made on official College withdrawal forms or through STARS online prior to the beginning of the third week to obtain a refund. Official withdrawal forms are available upon request by contacting the Registrar/Student Records Office at (636)797-3000/789-3000/942-3000, ext. 222, or may be obtained from the Registrar/Student Records Office at the Student Center, or at the offices at Jefferson College Arnold or Jefferson College Northwest. The forms must be returned to the Registrar/Student Records Office prior to the beginning of the third week of classes. AFTER THE BEGINNING OF THE THIRD WEEK OF CLASSES, NO REFUNDS WILL BE MADE. Deductions from refunds may be made for laboratory materials used and for other financial obligations.

Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length).

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

After the refund period, if a student becomes seriously ill or is critically injured and is physically unable to attend all classes, he/she may be permitted by the Dean of Student Services to re-enroll in the same course without paying additional fees provided:

1. He/she officially withdraws from all classes at the time of illness or injury;
2. He/she presents evidence from his/her physician stating the student was unable to continue attending classes (the physician’s statement must document the nature of the illness or extent of injury); and
3. There is space available in the same course(s), and the student enrolls in the College within one semester from the time he/she is able to return to classes.

Residency

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

Jefferson College participates in many types of federal and state student financial aid programs. The goal of the College's financial aid program is to help individuals meet a demonstrated financial need in order 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 www.fafsa.ed.gov. Students without Internet access may submit their FAFSA online by using the MOHELA Student Resource Center located in the Financial Aid Office at the Hillsboro campus. Students will need to indicate that Jefferson College is to receive the report. The Jefferson College Title IV School Code is 002468. Applications are available from high school counselors, the Jefferson College Financial Aid Office at Hillsboro, or the offices at Jefferson College Arnold or Jefferson College Northwest.

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 in the Financial Aid Office at Hillsboro, or the offices at Jefferson College Arnold or Jefferson College Northwest. Applications are due by March 1 for new students and June 1 for continuing students.

Financial Aid Programs

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

Grants

Grants, which do not have to be repaid, are awarded to students on the basis of financial need. Jefferson College participates in four 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. Pell Grants range from approximately $400 to $4,050 for each academic year. The award amount may be adjusted each year by the U.S. Congress. Students who have earned a bachelor's or professional degree are not eligible to receive a Pell Grant. To be eligible for a Federal Pell Grant, one must:

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

2. Federal Supplemental Educational Opportunity Grant (SEOG) - This grant provides aid for students with exceptional need and ranges in amounts depending on student need. Students must qualify for a Pell Grant to be eligible for SEOG.
3. *Academic Competitiveness Grant (ACG)* - This grant is available to Pell-eligible students who meet standards of rigorous high school programs (as defined by the U.S. Department of Education). Specific grant requirements are available in the Financial Aid Office.

4. *The Charles Gallagher Grant* - This Missouri grant varies in amount. The program provides up to one-half of the tuition and fees at the College. A student must be full-time (12 or more credit hours for a semester) and maintain satisfactory academic progress.

**Loans**

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

**Federal Stafford Loan and Unsubsidized Stafford Loan**

A qualified student may borrow up to $3,500 during his/her first year and $4,500 the second year. Borrowing limits are determined by a student's credit hour accumulation. These loans are obtained through participating banks, savings and loans, credit unions, and other lending institutions. 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 requesting a student loan application.

**Federal PLUS Loan**

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

**College Work-Study**

**Federal College Work-Study Program**

This program provides on-campus jobs for qualified students. Students are assigned to jobs in offices, maintenance, the Library, the Child Development Center, computer labs, and as various faculty aides. Campus jobs pay minimum wage.

**Missouri A+ Program**

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

**Minimum Academic Progress Standards For Financial Aid**

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

Financial assistance is awarded on a one-year basis with renewal dependent on satisfactory academic performance and continued financial need.
Jefferson College Scholarship Application Process

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

How to apply:

1. Obtain a scholarship application from a high school counselor, the Jefferson College Financial Aid Office at Hillsboro, or the offices at Jefferson College Arnold or Jefferson College Northwest. Applications are due by March 1 for graduating high school students, and June 1 for continuing, returning, and non-traditional students.

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

2. Submit an Application for Admission to Jefferson College, along with the $20 application fee.

3. Mail the completed scholarship application to the Chairperson of the Scholarship Committee, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.

Scholarships Available

Board of Trustees Institutional Scholarships

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<th>Honors (Top Ten) Scholarship Program</th>
<th>Special Opportunity Academic Award</th>
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<td>Jefferson Scholarships</td>
<td>Student Senate Leadership Scholarship</td>
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<td>President’s Scholarships</td>
<td>Charles Studyvin Scholar/Leader Award</td>
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<tr>
<td>Adult Re-Entry Scholarship</td>
<td>Tech Prep Student of the Year Scholarship</td>
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<tr>
<td>Art Scholarships*</td>
<td>Armstrong Board of Trustees Scholarship</td>
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<tr>
<td>Athletic Scholarships*</td>
<td>Bell Board of Trustees Scholarship</td>
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<tr>
<td>Career-Technical Scholarships*</td>
<td>Bergmire Board of Trustees Scholarship</td>
</tr>
<tr>
<td>Cheerleading Performance Scholarship</td>
<td>Ellis Board of Trustees Scholarship</td>
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<td>Drama Scholarships*</td>
<td>Falk Board of Trustees Scholarship</td>
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<tr>
<td>Eighth Grade Career Expo Essay Contest Scholarship</td>
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<td>GED Recognition Scholarships</td>
<td>Oetting Board of Trustees Scholarship</td>
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<td>James Lee Chism Scholarship</td>
<td>Riddle Board of Trustees Scholarship</td>
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<tr>
<td>Ray Henry Scholarship</td>
<td>Siegel Board of Trustees Scholarship</td>
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<td>Mathematics Scholarships*</td>
<td>Tetrault Board of Trustees Scholarship</td>
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<tr>
<td>Charles McClain Scholarship</td>
<td>Vaughn Board of Trustees Scholarship</td>
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<tr>
<td>Music Scholarships*</td>
<td>Westfall Board of Trustees Scholarship</td>
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<tr>
<td>Science Scholarships*</td>
<td>White Board of Trustees Scholarship</td>
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<tr>
<td>Senior Citizen Scholarship</td>
<td>Wolfmeyer Board of Trustees Scholarship</td>
</tr>
</tbody>
</table>

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

American Legion Rock Memorial Post 283  Howard Litton Endowment  Jefferson County General Scholarship  Jefferson County Bar Association
AMVETS Post 48 of De Soto  Jennie Gray Scholarship  Lucas and Mary Theresia Duffner Scholarship
Askew/Walton Endowment  M.C. Matthes Jr. Memorial Scholarship  Mahler Family Endowment Honors Scholarship
B. Berry, Ruth, and Marion Berry Endowment  Missouri Natural Gas Company*
De Soto Rotary Club Scholarship  Norman “Pete” Harshaw Memorial Scholarship
Eagle Bank & Trust Company  Practical Nursing Endowment Scholarship
Fenwick Memorial Scholarship  V & E Rhodes Sr. Family Scholarship
Hillsboro Chamber of Commerce  
Hillsboro Rotary Club  
Home Service Oil Co.*  
Hoppe Single Parent Endowment  

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

Jefferson College Foundation Scholarship Program

Ameren UE Company  Jefferson College General Scholarship  Jefferson County Law Enforcement Academy Scholarship
American Association of University Women Scholarship  Jefferson County Rotary Club Scholarship  Jefferson County Sheriff Department Scholarship
Arnold Police Department Scholarship  Jefferson County Veterans Memorial Scholarship  Joe Kamp Scholarship
Arts & Science Scholarship  Kress Farm Scholarship  
Big River #5331 Ladies Auxiliary  
Career & Technical Scholarship  Leonard C. White Endowment  
Carpenters District of Saint Louis Scholarship  Mick Long Memorial Scholarship  
Charles Studyvin Memorial Scholarship  Mid-East Missouri Contractors Association Scholarship  
Clifton Morgan Memorial Scholarship  Missouri Community College Association Scholarship  - Jefferson College Local Chapter
Commerce Bank Scholarship  P.E.O. Chapter FR Endowed Scholarship  Peggy Alexander Scholarship
Community Health Center of Jefferson County  Pepsi-Cola Company Scholarship  
Doe Run Scholarship  Production Casting Inc. Scholarship  
Donald Herrell Baseball Scholarship  Raintree Property Owners Scholarship  Randy Bourbon Scholarship
Eleanor Burtle Memorial Scholarship  Richard Bell Vocal Music Scholarship  
Elizabeth Hoyt Clark Memorial Honors Program  Southeast Jefferson Saddle Club Scholarship  
Emerging Scholars Program/George Podorski Memorial Scholarship*  Spirit of St. Louis Barbershop Chorus Scholarship*
Festus-Crystal City Business & Professional Women Scholarship  Summer Study in France Scholarship  
Francis E. “Duke” Corter, Jr. Memorial Scholarship  Summer Study in Spain Scholarship  
French Scholarship  Twin City Area Optimist Club Scholarship  
Graham Castle Memorial Scholarship  West Family Book Scholarship  
Heuby Moore Memorial Scholarship  William R. Todd Memorial Scholarship  
Hugh C. Roberts Jr. Memorial Scholarship  
Irvin Samuel Dewoskin Memorial Scholarship  
Jack Cronin Memorial Baseball Scholarship  
Jefferson College Endowed Scholarship  

Scholarships requiring a separate application are denoted with an (*)
Jefferson College Agreement
For Success

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

As a Faculty/Staff Member of Jefferson College:

• I will treat students with courtesy and respect and expect the same.

• I will have high expectations for each student.

• I will encourage each student to become all that he or she is capable of becoming.

• I will value time, start and end classes on time, and set priorities for the use of time.

• I will be enthusiastic about my work. I will strive to stay current in my field and find creative ways to teach my subject in a manner that is interesting and relevant to students’ educational goals.

• I will clearly describe the expectations in my class and provide students with feedback on the accomplishments of their achievements.

• I will not label students and will display a willingness to discuss options and goals that students are willing to work hard to achieve.

• I will respect differences among members of the campus community and encourage everyone to learn from these differences.

• I will be honest and maintain the highest level of integrity.

As a Student of Jefferson College:

• I will treat faculty and staff with courtesy and respect and expect the same.

• I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me.

• I will work hard to succeed. This includes attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments. I will spend the appropriate time needed in outside preparation for each hour of class time.

• I will value time, come to classes on time, and be attentive and participate.

• I will set positive, specific, and measurable goals, and I will visualize myself in possession of them.

• I will be an active learner. I will ask questions and seek guidance as often as needed and within the capacity of the faculty/staff member.

• I will respect differences among members of the campus community and encourage everyone to learn from these differences.

• I will be honest and maintain the highest level of integrity.
Academic Policies

Academic Fresh Start

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

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

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

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

3. An application for Academic Fresh Start must be made in writing to the Registrar/Student Records Office. This application is available in the Registrar/Student Records Office. All grades earned since the student’s return from his/her minimum three-year absence will be averaged to determine eligibility for Academic Fresh Start.

4. The student will forfeit the use of any college credit earned prior to the three-year absence. The student’s permanent record will retain all academic work from all institutions attended. The grades received in the courses selected for Academic Fresh Start remain on the student’s transcript but are removed from the calculation of the institutional and overall grade point average with an appropriate notation on the transcript indicating Academic Fresh Start.

5. Credit hours selected for Academic Fresh Start cannot be used to meet any requirements (i.e., graduation, prerequisite, and certification). Academic Fresh Start may not be used to obtain athletic eligibility.

6. Students will not be granted Academic Fresh Start after an application for graduation has been submitted or an associate degree or certificate has been conferred.

7. Academic Fresh Start is irrevocable. Permission for Academic Fresh Start will be granted only once.

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

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

Academic Load

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

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

Class Attendance Policy

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

Credit by Examination

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

Credit by Examination may be earned through:
1. AP (Advanced Placement) Examinations
2. CLEP (College Level Examination Program) Examinations
3. Computer Literacy Proficiency Examination
4. Departmental Proficiency Examinations

Advanced Placement Programs (AP)

Sponsoring high schools that have offered 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 the Registrar at Jefferson College. College credit is granted for students earning a minimum score of three (3) on the exam. No grades are assigned for AP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

Advanced Placement Examinations

<table>
<thead>
<tr>
<th>Test</th>
<th>Semester Hours</th>
<th>Jefferson College Course Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>5</td>
<td>General Biology</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>English</td>
<td>6</td>
<td>English Composition I &amp; II</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>Renaissance to Modern Europe</td>
</tr>
<tr>
<td>French</td>
<td>10</td>
<td>Beginning &amp; Intermediate French</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus AB</td>
<td>8</td>
<td>College Algebra &amp; Calculus I</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>10</td>
<td>Calculus I &amp; II</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>Elementary College Physics</td>
</tr>
<tr>
<td>Physics C</td>
<td>6</td>
<td>Introduction to Physics &amp; General Physics I</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Spanish</td>
<td>10</td>
<td>Beginning &amp; Intermediate Spanish</td>
</tr>
</tbody>
</table>
The College Level Examination Program (CLEP) is designed to evaluate your college-level learning, no matter how or where the learning took place. CLEP examinations, designed by the College Entrance Exam Board, are divided into two types, general and subject. Jefferson College will grant credit for subject exams. A testing fee must be paid before the student takes the CLEP examination. The fee covers the cost of the test administration. College credit is granted for students earning a minimum score of 50 on the exam. The credit by examination posting fee, equivalent to one credit hour, is payable at the Registrar/Student Records Office before entering the course on the student's official transcript. No grades are assigned for CLEP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course.

Jefferson College Course Equivalencies for Standardized Tests

<table>
<thead>
<tr>
<th>Test - CLEP Subject Exams</th>
<th>Semester Hours</th>
<th>Jefferson College Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology</td>
<td>5</td>
<td>BIO101 General Biology</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>3</td>
<td>BUS120 Principles of Management</td>
</tr>
<tr>
<td>Introductory Accounting</td>
<td>6</td>
<td>BUS240 &amp; 241 Financial Accounting &amp; Managerial Accounting</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>3</td>
<td>BUS265 Business Law</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>5</td>
<td>CHM111 General Chemistry I</td>
</tr>
<tr>
<td>Info. Systems &amp; Computer Applications</td>
<td>3</td>
<td>CIS125 Intro to Data Processing</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>ECO101 Macroeconomics</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>ECO102 Microeconomics</td>
</tr>
<tr>
<td>Freshman College Composition*</td>
<td>3</td>
<td>ENG101 English Composition I</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
<td>ENG225 English Lit: Before 1800 or ENG226 English Lit: After 1800</td>
</tr>
<tr>
<td>American Literature</td>
<td>3</td>
<td>ENG228 American Lit: Before 1865 or ENG229 American Lit: After 1865</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>3</td>
<td>HST201 Ancient &amp; Medieval Civilization</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>3</td>
<td>HST202 Renaissance/Modern Europe</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
<td>MGT150 Marketing</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>3</td>
<td>MTH133 Trigonometry</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
<td>MTH134 College Algebra</td>
</tr>
<tr>
<td>College Algebra &amp; Trigonometry</td>
<td>6</td>
<td>MTH134 &amp; MTH133 College Algebra &amp; Trigonometry</td>
</tr>
<tr>
<td>Calculus</td>
<td>5</td>
<td>MTH180 Calculus I</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>3</td>
<td>PSY101 General Psychology</td>
</tr>
<tr>
<td>Human Development</td>
<td>3</td>
<td>PSY205 Human Development</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>3</td>
<td>SOC101 General Sociology</td>
</tr>
</tbody>
</table>

*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 Freshman College Composition test.

Computer Literacy Proficiency Examination

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

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

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the department dean or appropriate faculty person for applications.

Available tests are:
- AUT101  Power Plants
- AUT107  Wheel Frame & Suspension Systems
- ETC103  DC Circuits
- ETC104  AC Circuits
- FRN101  Beginning French
- FRN102  Intermediate French
- MTH105  Industrial Math
- MTT108  Industrial Blueprint Reading
- SPN101  Beginning Spanish
- SPN102  Intermediate Spanish

Enrollment Requirements for Courses

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

Final Examination Policy

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

Informal Grade Appeal Resolution

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

Formal Course Grade Appeal Review Process

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

Contact the instructor of record in writing within five school days of receipt of the grade. The appellant must document in writing justification for requesting a change of grade. The instructor of record shall respond in writing within two school days following receipt of the written appeal, documenting the reason(s) for the determination of the grade.

If the appellant is convinced the issue has not been justly resolved, he/she must file within two school days from the receipt of the instructor's decision, a written appeal of the decision with the appropriate dean. The dean will review the written statements of the appellant and the instructor of record. The dean will inform the appellant in writing of his/her decision within two school days.

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

Grade Point Average

The semester grade point average is calculated by:

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

Grade Reports

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

The College uses the following scale of evaluation:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Designation</th>
<th>Honor Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior work</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>Above average work</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Average work</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Below average work</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>Failing work</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Grades not computed in grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Designation</th>
<th>Credits accumulate</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory work (A-C grades)</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory work (D,F,W grades)</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Passing work</td>
<td></td>
</tr>
</tbody>
</table>

Enrollment Status

<table>
<thead>
<tr>
<th>Grade</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Excused withdrawal from a course</td>
</tr>
</tbody>
</table>

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, Nursing clinicals, Office Systems and Technology skill building courses, and the Police Training Institute. Transfer students may enter Jefferson College with the “P” grade on their transcript. These credits will be honored at Jefferson College.
Graduation

This Catalog establishes the graduation requirements for the new student.

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

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

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

Incomplete Grades

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

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

Official Student Records

Official student records are maintained on each student enrolled in the 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.
Probation, Suspension, and Readmission

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

- After 10 hours of course work have been attempted - 1.50
- After 20 hours of course work have been attempted - 1.60
- After 30 hours of course work have been attempted - 1.75
- After 40 hours of course work have been attempted - 1.85
- After 50 hours of course work have been attempted - 2.00

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

Repeating Courses

If a student received a grade less than an “A” in any course, he/she may repeat the course. The original grade will appear on the transcript; however, the completed grade for the repeated course will cancel the calculations for the first grade in establishing the cumulative grade point average.

Statement on Right to Privacy and Review

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

Inquiries regarding the Act of 1974 should be directed to the Registrar’s Office. Jefferson College makes 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 Registrar’s Office before beginning classes. New and returning students are advised that the social security number is voluntarily disclosed to Jefferson College and is maintained as confidential information.
Transcripts

The Registrar/Student Records Office releases transcripts only on written authorization from the student. Financial obligations to the College must be met before a transcript is released. Each transcript costs $3. Written requests for a transcript may be completed at the Registrar/Student Records Office or at the offices at Jefferson College Arnold or Jefferson College Northwest. Transcript request forms may also be printed from the College website at www.jeffco.edu. Graduates will receive one complimentary copy with their diploma.

Transfer Students

A transfer student from another college or university on scholastic probation at that transfer institution may be admitted to Jefferson College on the condition that he/she earns a 2.00 grade point average the following semester. Failure to do this makes him/her subject to scholastic dismissal.

Withdrawal from College

A withdrawal from college is accomplished by the completion of an official withdrawal form, which is available from the Registrar/Student Records Office, or in the offices at Jefferson College Arnold or Jefferson College Northwest. Failure to attend classes does not constitute a withdrawal. For tuition refund purposes, only official withdrawals made during the first two weeks of a regular semester entitle the student to a refund of tuition. No tuition refunds will be made for withdrawal after the second week of classes.

Withdrawing, Dropping, and Adding Courses

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

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

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

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

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

A candidate for a certificate or degree must:

1. File an Application for Graduation with the Office of the Registrar no later than 30 days prior to his/her expected date of graduation.
2. Pay the graduation fee no later than 30 days prior to the end of the semester in which he/she intends to graduate.
3. Attend Commencement. Only in unusual circumstances will a degree be conferred in absentia.

The following should be noted:

1. No degree credit will be given for developmental courses with numbers that begin with “0,” for example, English 001 or Mathematics 002. Though they may be required of students to prepare for entering other courses, they will not apply as credit toward a degree.
2. No more than four hours of performance credit in music, four hours of Internship, and four hours of physical education activity courses may be counted toward a degree.
3. Students must complete appropriate courses to satisfy the state requirements in Federal and Missouri State constitutions. Several options, depending on whether the student is pursuing the Associate of Arts, Associate of Arts in Teaching, Associate of Science, or Associate of Applied Science degrees, are available. For specific courses which fulfill this requirement, see “General Education Requirement Options for the Associate Degree.”
4. Career and Technical courses apply only for credit toward the Associate of Applied Science degrees and certificates.
5. A student may qualify for one A.A., A.A.T., or A.S. degree. The A.A.S. degree and Career-Technical certificates are not limited by prior graduation.
6. Second degrees: Associate of Arts degrees satisfy the general education core of the Associate of Applied Science degree. The technical departmental requirements are met on a course-by-course process. A transfer student with an earned Associate of Applied Science degree will satisfy the general education core of Jefferson College’s Associate of Applied Science degree.
7. Graduates of the following departments may receive one Associate of Applied Science degree only within their department: Computer Aided Drafting and Design Technology, Computer Information Systems, Electronics, and Office Systems and Technologies.
Student Conduct

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

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

Examples of conduct which may subject a student to disciplinary action are itemized in the Student Handbook, the Board of Trustees Policies Manual, and the Board of Trustees Procedures Manual. These publications are available in the Office of the Dean of Student Services and the College library.

Jefferson College Sexual Assault Policy

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

Non-Discrimination Policy

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, or religion, be subject to discrimination in employment or in admission to any educational program or activity of the College.

In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The College Coordinator of Title IX, Patricia Loomis, Office-ASII408, telephone number, (636)797-3000/789-3000/942-3000, ext. 349, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Acts.

The College Affirmative Action Officer, President, Dr. Wayne Watts, Office-Administration 127A, telephone number (636)797-3000/789-3000/942-3000, ext. 100, is the designated College official for any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX as specified above. Dr. Watts also serves as the American Disabilities Act (ADA) coordinator. The ADA student contact is Sundaye Harrison, ext. 169. Copies of the Jefferson College Procedure for Resolving Complaints of Discrimination may be obtained in the Office of the President or in the Office of the Dean of Student Services.

Student Right to Know and Campus Security Act

Disclosures required by Title II of P.L. 101-542, as amended, will be made available in a timely manner to prospective and current students and employees. Such information and statistics shall be disclosed in the student newspaper, on information boards, and through the Office of Human Resources.
Recognition of Achievement

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

Dean’s List

At the end of each semester, the College issues an honor list of students who have achieved a grade point average of 3.25 or better for 12 or more semester hours taken that semester. Part-time students may qualify for the Dean's List by accumulating 12 or more semester hours with a 3.25 grade point average from the fall and spring semesters. Part-time students must accumulate a new set of courses after becoming eligible for this honor. Part-time students should inform the Office of the Dean of Student Services, (636)797-3000/789-3000/942-3000, ext. 201, within 10 days of grade reporting that the requirement has been satisfied. Names will be distributed to local newspapers for publication.

Graduation Honors

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

Recognition for Outstanding Scholarship Award

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

at Jefferson College...

Services to Students
Advising and Retention Center (ARC)

Good academic advisement is critical to a student’s success. All full-time, degree-seeking students are assigned appropriate academic advisors to assist in long-term academic decision-making, as well as current course selection. Currently enrolled students may receive their advisor’s name through the Advising and Retention Center (ARC). Advisors are available for students during daytime and evening hours at each of the three campuses: Hillsboro, Arnold, and Northwest. Please contact the ARC secretary for more information regarding appointments or to determine when walk-in advising is available at (636)797-3000/789-3000/942-3000, ext. 209.

New students are encouraged to make an advising appointment by contacting ext. 209. After being admitted to the College, an advisor will assist the student in registering for classes during a one-on-one appointment. New students are required to register for COL101, Introduction to College: Strategies for Success.

Most academic advisors are faculty members who specialize in advising students majoring in the fields they teach. An advisor mentors the student to maximize the student’s college experience and make the student aware of his/her academic options. The advisor will work with programs in which he/she has expertise. Referrals can be made to services outside his/her area of expertise.

Career Development

The staff of the Career Development Office provides information on career awareness and exploration, occupational information, educational program selection, and further educational opportunities. Career information is organized in a convenient manner and is presented in a variety of forms including a library of educational literature on transfer institutions, career-technical programs, and career choices. Assistance is provided to empower students in locating information necessary in making educated decisions concerning majors, transfer institutions, and career choices. For more information on the Career Development Office, call (636)797-3000/789-3000/942-3000, ext. 215.

Child Development Center

The Jefferson College Child Development Center offers early childhood education, as well as before and after school and summer school-age programs, for children ages two through 12 years.

The Center, licensed by the State of Missouri and Missouri accredited, provides developmentally appropriate activities for children in a safe and nurturing environment.

The Center is located in a residential style structure across the main drive from the Student Center. An additional early childhood classroom/lab is located in the Area Technical School directly behind the main Child Development Center.

Enrollment is accepted from students, faculty, staff, and community parents. Students may customize their childcare hours according to their class schedules. Applications for enrollment are available at the Child Development Center. For more information on the Jefferson College Child Development Center, call (636)797-3000/789-3000/942-3000, ext. 299.

Disability Support Services

Students with disabilities can utilize support services offered by Disability Support Services by registering with the program coordinator. A student must provide documentation of a disability from a qualified professional in a timely manner to receive accommodations. An Assistive Technology Center is available for students who require adaptive technology and/or additional resources. If accommodations for a disability are needed, please contact the Disability Support Services Coordinator at (636)797-3000/789-3000/942-3000, ext.169. TDD users may call (636)789-5772.
Enrollment Procedures for Students

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

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

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

See the printed Class Schedule or visit www.jeffco.edu and click on the Class Schedule tab for these category enrollment dates.

Food Services

Jefferson College contracts with Food Service Consultants to provide food services for the needs of students, faculty, and staff. A full-service cafeteria is located in the lower level of the Student Center and a Snack Bar is located in the Career Education Building. The cafeteria is open from 9:00 a.m. through 2:00 p.m. Monday through Friday, and from 5:30 p.m. through 7:30 p.m. Monday through Thursday. The Snack Bar operates from 7:00 a.m. through 1:00 p.m. Monday through Friday. Food Service Consultants offers a “Blue Debit Card” to all students, faculty, and staff with a 10% discount on the posted food price. The “Blue Debit Card” can be purchased in the cafeteria. Financial Aid recipients may also purchase a Blue Card with a voucher from the Cashier located in the Administration Building.

Learning Center

The Learning Center offers students a number of support services, which can enhance learning skills and maximize academic performance.

**Academic Support Services**

Peer tutoring services are available for students who need academic assistance. This program matches students with trained tutors and is provided at no cost to students. Professional tutoring services are also available in a small group setting led by an experienced instructor.

**Assessment Services**

The Assessment Services component of the Learning Center offers a variety of testing services for students including placement and exit testing, standardized testing, online course and make-up testing, learning styles and study skills assessment, and career assessment and counseling.

**Instructional Services**

The Learning Center offers courses which will help students develop the basic skills necessary for success in college. A variety of courses are available in the areas of reading, math, English, and study skills. All of the courses are competency based and use self-study learning materials. Students meet with instructors on a one-to-one basis to discuss progress.
Library Services

Jefferson College Library offers many services and resources to help students succeed in their classes. Friendly, qualified staff members are available to help when research questions arise. The Library has a collection of over 65,000 books, subscriptions to a variety of magazines and scholarly journals, and collections of videotapes, CDs, and DVDs that students may check out. The Library houses the Jefferson County History Center and serves as the U.S. Federal Depository for the Third Congressional District.

The Library's online magazine, newspaper, and journal databases allow students to search for articles by topic in thousands of publication titles. In addition to general magazine databases, the Library has online literary, business, education, and other reference databases. All databases can be accessed remotely through the Library's website. Students using computers in the Library can search the Internet, explore the Library's electronic resources, use word processing software, check e-mail, and use WebCT for their online courses. Wireless Internet access is also available.

Math Lab

The Math Lab is located in the Technology Center, room 209. Students who need help with courses ranging from Basic Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Lab.

Online Courses

Jefferson College offers over 40 courses that take advantage of the World Wide Web (WWW) to distribute materials, communicate with students, and provide a rich, interactive learning environment. Content for online courses may be delivered on videotape, CDs, DVDs, the Internet, or a combination of these technologies. All required courses for the Associate of Arts degree are available online. From enrollment to graduation, instructors, staff, and technical support are available to help make your educational experience a success. Online and interactive TV courses are also offered in cooperation with other community colleges and with UM-St. Louis.

Student Activities

Involvement in student organizations is an important part of the college experience. Students gain valuable knowledge, make lifelong friends, and develop leadership skills while making a difference on campus and in the community. Ambassadors, Environmental Alliance, Phi Theta Kappa, and Student Senate are just a few of the numerous chartered organizations at Jefferson College. For a complete list and for membership information, students should contact the Student Activities Office at (636)797-3000/789-3000/942-3000, ext. 231.

Student Athlete Success

The Office of Student Athlete Success provides a comprehensive academic support program for our student-athlete population leading to academic and athletic enrichment. The program emphasizes the three main areas of academic athletic advising, mentoring, and goal setting. Through individual appointments with each student-athlete and various educational support programs offered on the Jefferson College campus, the student-athlete will have every opportunity to achieve success on and off the field. In addition to academic support, the program will focus on personal development and heighten career awareness. For additional information, students should contact the Student Athlete Success Coordinator at (636)797-3000/789-3000/942-3000, ext. 258.
**Student Development**

The Office of Student Development provides an array of educational, social, personal, cultural, and civic opportunities at Jefferson College. These opportunities are designed to complement the student’s classroom experience and to further the student’s growth and development.

Student Development also provides brief counseling and community referrals to those students in need of such services. In addition, educational programming encompassing a broad range of personal topics such as AIDS awareness, binge drinking, and self-esteem, are offered on campus. Services are provided to promote the student’s personal development and psychological well-being, thereby helping to resolve conflicts which may interfere with his/her progress at the institution. For additional information, students should contact the Office of Student Development at (636)797-3000/789-3000/942-3000, ext. 215.

**Student Support Services - Project SUCCESS**

Student Support Services is a program that operates through a Federal grant from the U.S. Department of Education. Eligibility guidelines include:

1) Low income, and/or
2) First generation college students, and/or
3) Students with physical or learning disabilities.

The purpose is to help students adjust to college and acquire academic and coping skills necessary to persevere and succeed in college. Services include additional peer tutoring, academic assistance, career counseling, transfer assistance, and financial aid counseling. Interested students may contact the Student Support Services Office on the top floor of the Student Center Building or by phone at (636)797-3000/789-3000/942-3000, ext. 281.
Veterans’ Benefits

Benefits are available to veterans and other persons eligible under Chapters 30, 31, 35, and 1606 of the Montgomery GI Bill who enroll at the College. 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 for additional comments with regard to grading, class attendance, dropping and adding courses, auditing courses, repeating courses, conduct, and withdrawal from college. If a veteran does not comply with the minimum standards of progress as required by the Veterans Administration and Public Law 94-502, his/her benefits may be affected.

Should a veteran have questions about his/her educational benefits, certification to the Veterans Administration, or academic progress, the student should contact the Veterans’ Certifying Official at (636)797-3000/789-3000/942-3000, ext. 210.

Vocational Rehabilitation Benefits

Benefits are available to individuals who have physical or mental disabilities. Services include diagnostic physical/mental evaluations to determine eligibility, vocational guidance to determine a suitable employment goal, tuition for college and/or career and technical education, and assistance with books, supplies, and transportation, if financially eligible. Further information can be obtained at the Division of Vocational Rehabilitation, 400 S. 18th Street, St. Louis, MO 63103; phone number: (314)552-9881.

Volunteer Service Center

The Jefferson College Volunteer Service Center advocates making service an integral part of a student’s education at the College by creating an expectation of service as an important component of the higher education experience. Students can be placed into volunteerism and/or service learning opportunities that integrate and link service with academic study and leadership. For additional information, contact the Student Activities Office at (636)797-3000/789-3000/942-3000, ext. 231.

Writing Lab

Located in the Arts & Sciences II Building, room 414, 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.
Jefferson College Offers Four Degrees

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

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

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

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

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

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

II. Humanities:
   - A.A.: 9 hours
   - A.A.T.: 9 hours
   - A.S.: 3 hours
   - A.A.S.: 3 hours

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

III. Mathematics and Natural Sciences:
   - A.A.: 10 hours
   - A.A.T.: 10 hours
   - A.S.: 36 hours
   - A.A.S.: 6 hours

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

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

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

VI. Computer Literacy:
   - All degrees: Proficiency
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. This course will also explain how to navigate the processes and procedures of Jefferson College.

VII. First Year Experience

Total credits for the associate degree:

<table>
<thead>
<tr>
<th>Associate of Arts</th>
<th>Associate of Arts in Teaching</th>
<th>Associate of Science</th>
<th>Associate of Applied Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education ...... 42</td>
<td>General Education...... 42</td>
<td>General Education .... 48</td>
<td>General Education ...... 18</td>
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<tr>
<td>Electives .......................... 20</td>
<td>Electives .......................... 20</td>
<td>Elective .......................... 17*</td>
<td>Departmental .......................... 45*</td>
</tr>
</tbody>
</table>

*Total will vary depending on departmental requirements.

Associate of Arts Degree

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

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

- Accounting
- Business Administration
- Communications
- Computer Science
- Criminal Justice
- Education
  - Early Childhood
  - Elementary
- Health and Physical Education
  - Secondary
- English
- Fine Arts/Humanities
  - Art
  - Foreign Language
  - Journalism
  - Music
  - Philosophy
  - Speech and Drama
  - TV Production
- Life Sciences
  - Biology
  - Botany
  - Ecology
  - Zoology
- Mathematics
- Physical Science
- Astronomy
- Chemistry
- Geology
- Physics
- Social/Behavioral Sciences
  - Economics
  - Geography
  - History
  - Political Science
  - Psychology
  - Sociology

In order to ensure transferability of general education credit, Jefferson College, as a public institution implementing the Statewide Articulation and Transfer Agreement among Missouri Colleges and Universities, has constructed a 42 semester-hour block of general education credit that is considered equivalent to corresponding blocks of general education credit at other public and signatory institutions. The general education program requirements address eight state-level curricular goals and associated institutional-level competencies that fall into two categories: academic skills and knowledge. The skill areas are Communicating, Higher-Order Thinking, Managing Information, and Valuing. The knowledge areas are Social and Behavioral Sciences, Humanities and Fine Arts, Mathematics, and Life and Physical Sciences. Details are available on the Jefferson College general education web page located under Arts & Science Education at www.jeffco.edu. Students who complete the 42 semester-hour general education program for the Associate of Arts degree will meet the high expectations embodied in the state-level goals and institutional-level competencies.
Students should complete their general education program before transferring. Students certified by the Registrar as having completed the 42 semester-hour general education program who transfer will not have additional general education or other institutional requirements imposed by the receiving institution unless they are also requirements of native students. This is also the case for students transferring to Jefferson College who are certified as having completed the sending institution’s 42 semester-hour general education program.

Students who transfer from Jefferson College before certification by the Registrar, the designated Transfer Articulation Officer, as having completed their general education requirements will have their transcript reviewed by the receiving institution on a course-by-course basis. Likewise, students transferring to Jefferson College who are not certified as having completed a corresponding 42 semester-hour block of general education will have their transcript reviewed on a course-by-course basis.

**Associate of Arts General Education Requirements:**

I: Communications  9
Objective: Writing and speaking clearly and concisely using edited American English.

Written Communications:
- ENG101, 101H English Composition I
- and
- ENG102, 102H English Composition II

Oral Communications:
- SPD105, 105H Oral Communication
- or
- SPD175 Public Speaking

II: Humanities  9
Objective: Analyzing the themes of human experiences through exploration of great works and ideas.

Three courses from at least two disciplines:

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

Civilization:
- HST201 Ancient/Medieval Civilization
- HST202 Renaissance/Early Modern Europe
- HST203 Modern Europe
- HST210 Asian Civilization
- HST235 Women in History

Foreign Language Literature:
- FRN253 French Reading
- SPN253 Spanish Reading

Humanities:
- HUM125 Seminar in World Cultures
- HUM250H Honors Humanities
- HUM260, 260H Liberal Arts Seminar
- HUM270, 270H Leadership Development Studies
**Literature:**
ENG105, 106 Literary Types  
ENG122 Film Appreciation  
ENG215, 215H, 216 World Literature  
ENG225, 226 English Literature  
ENG228, 229 American Literature  
ENG235, 235H The Shakespeare Plays  
ENG250, 250H Mythology  
ENG255H Honors Literary Types: Poetry

**Music:**
MSC101 Fundamentals of Music  
MSC103 Music Theory  
MSC131,133,135,137,231,232 Music Literature/Appreciation

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

**Speech and Drama:**
SPD120, 120H Theatre Appreciation

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**III: Mathematics and Natural Sciences  10**
Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.

**Mathematics:  3**
Completion of one course is required from this list or higher.  
MTH131 Introduction to College Math  
MTH134 College Algebra

**Natural Sciences:  7**
One course with laboratory is required*

**Biological Sciences (one course required):**
BIO101*, 101H* General Biology  
BIO102 Concepts in Biology  
BIO109 Ecology and Environmental Conservation  
BIO113*, 215* Microbiology  
BIO120*, 211* Human Anatomy  
BIO201* Genetics  
BIO205* General Botany  
BIO206* General Zoology  
BIO207* Vertebrate Anatomy

**Physical Sciences (one course required):**
CHM101* Introductory Chemistry  
CHM102 Concepts in Chemistry  
CHM111* General Chemistry I  
PHY101* Survey of Physical Science  
PHY102 Topics in Physical Science  
PHY105* Physical Geology  
PHY106* Introduction to Astronomy  
PHY111* Elementary College Physics I  
PHY223* General Physics I
IV: Social and Behavioral Sciences  12
Objective: Examining diverse historical and social events, as well as personal experiences, in order to determine possible sequences, relationships, and causes. Four courses are required from at least two disciplines. Two three-hour history and/or political science courses are required, which include the United States and Missouri constitutions.

**U.S. and Missouri Constitutions  6**
Choose one course from:
- HST103, 103H U.S. History I
- PSC102 US and MO Governments and Constitutions
Choose additional course from:
- HST103, 103H U.S. History I
- HST104, 104H U.S. History II
- PSC102 US and Missouri Governments and Constitutions
- PSC103 Current Political Issues

**Social and Behavioral Sciences  6**

**Economics:**
- ECO100 Introduction to Economics
- ECO101 Macroeconomics
- ECO102 Microeconomics

**Geography:**
- GEO103 World Regional Geography
- GEO120 Seminar in Global Studies

**History:**
- HST103, 103H U.S. History I
- HST104, 104H U.S. History II
- HST205 African-American History
- HST240 Missouri History

**Political Science:**
- PSC102 US and MO Governments and Constitutions
- PSC103 Current Political Issues
- PSC155 International Relations
- PSC250, 250H Model UN

**Psychology:**
- PSY101, 101H General Psychology
- PSY120 Psychology of Personal Adjustment
- PSY201 Child Development
- PSY202 Adolescent Psychology
- PSY205 Human Development

**Sociology:**
- SOC101 General Sociology
- SOC240 Marriage and Family
- SOC250 Social Disorganization

V: General Education Option  2
Student choice from any general education course.
VI: Computer Literacy  0-4
Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of “C” or better. The following courses apply as electives:

- CIS122  Basic Computer Skills
- CIS125  Introduction to Data Processing
- CIS133  Microcomputer Software Applications
- EDU205  Technology for Teachers
- ETT246  A+ Computer Hardware
- OST146  Keyboarding on Microcomputers
- OST159  Introduction to Word Processing
- PHY223  General Physics I

VII: First Year Experience  1
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. This course will also explain how to navigate the processes and procedures of Jefferson College.

- COL101  Introduction to College: Strategies for Success

Global Studies Program

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

For more information, please contact the Global Studies Program Coordinator, Lisa Hollander, at (636)797-3000/789-3000/942-3000, ext. 352, or lholland@jeffco.edu.

Honors Program

The Honors Program is a curriculum designed to meet the needs of students who have demonstrated academic excellence and who wish to take challenging, interesting, even unusual courses to meet their general education requirements. To qualify for Honors Program distinction, students must have at least a 3.3 GPA at the time of graduation. Students will be awarded an Honors Program Certificate if they have completed a total of 6-11 credit hours in Jefferson College honors courses and have the required grade point average. Students with 12 or more hours of Jefferson College honors courses and who have the required grade point average will be awarded an Honors Diploma. All Honors Program graduates’ names will be placed on a plaque in the Honors Resource Room, and all will be given purple cords of distinction to wear at Commencement ceremonies.

Please visit our website at www.jeffco.edu or contact Professor Trish Loomis, Honors Program Director, at (636)797-3000/789-3000/942-3000, ext. 349, or tloomis@jeffco.edu, for more information.
ASSOCIATE OF ARTS DEGREE (62 hours)
Minimum 2.00 Cumulative Grade Point Average for Degree. 24 hour residency requirement.
Maximum 4 hours of music performance courses. Maximum 4 hours of Physical Education activity courses.
Effective 2007-2008

GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

<table>
<thead>
<tr>
<th>Course Titles or Areas</th>
<th>Course Numbers</th>
<th>Done</th>
<th>Now</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp. I &amp; II</td>
<td>ENG101(H) &amp; ENG102(H)</td>
<td></td>
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<tr>
<td>Oral Communication or Public Speaking</td>
<td>SPD105(H) or 175</td>
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<tr>
<td>Art</td>
<td>ART101,103,105,107</td>
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<tr>
<td>Civilization</td>
<td>HST201,202,203,210,235</td>
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<tr>
<td>Humanities</td>
<td>HUM125,250H,260(H),270(H)</td>
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<tr>
<td>Foreign Language Lit.</td>
<td>FRN253; SPN253</td>
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<tr>
<td>Music</td>
<td>MSC101,103,131,133,135,137,231,232</td>
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<tr>
<td>Philosophy</td>
<td>PHL101,102,201,202(H)</td>
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<tr>
<td>Speech &amp; Drama</td>
<td>SPD120(H)</td>
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<tr>
<td>Literature</td>
<td>ENGL05,106,122,215(H),216,225,</td>
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<td></td>
<td>226,228,229,235(H),250(H),255H</td>
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<tr>
<td>Intro. to College Math/</td>
<td>MTH13</td>
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<tr>
<td>College Algebra</td>
<td>MTH134 or higher</td>
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<tr>
<td>Biological Sciences</td>
<td>BIO101(H)<strong>,102*,109,113</strong>,120**,</td>
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<tr>
<td></td>
<td>201*,205*,206*,207*,211**,215**</td>
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<tr>
<td>Physical Sciences</td>
<td>CHM101**,CHM102*,111*;</td>
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<td></td>
<td>PHY101**,102*,105*,106*,111*,223*</td>
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<tr>
<td>Constitution</td>
<td>HST103(H); PSC102</td>
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<tr>
<td>American History or</td>
<td>HST103(H),104(H); PSC102,103</td>
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<tr>
<td>American Government</td>
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<td>Economics</td>
<td>ECO100,101,102</td>
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<tr>
<td>Geography</td>
<td>GEO103,120</td>
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<td>History</td>
<td>HST103(H),104(H),205,240</td>
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<td>Political Science</td>
<td>PSC102,103,155,250(H)</td>
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<td>PSY101(H),120,201,202,205</td>
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<td>SOC101,240,250</td>
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ELECTIVES/Course numbers greater than or equal to 100 (20 hours)

<table>
<thead>
<tr>
<th>Course Titles</th>
<th>Course Numbers</th>
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<tr>
<td>Arb;Art;Bio;Bus101,120,240,241,261,265;Chm;Cis122,125,129,133,152,153,155,157;Col101;Crj;Ece102,103,108,212;Eco;Edu;Egr;Eng;Ett246;Frn;Geo;Grm;Gud;He;Hst;Hum;Mas/C;Mth128+;Ost146,159;Pgl;Phy;Psc;Psy;Soc;Spd;Spn.</td>
<td>ARB;ART;BIO;BUS101,120,240,241,261,265;CHM;CIS122,125,129,133,152,153,155,157;COL101;CRJ;ECE102,103,108,212;ECO;EDU;EGR;ENG;ETT246;FRN;GEO;GRM;GUD;HPE;HST;HUM;MSA/C;MTH128+;OST146,159;PHL;PHY;PSC;PSY;SOC;SPD;SPN.</td>
</tr>
</tbody>
</table>

Student Signature/Date
Advisor Signature/Date

* Courses with similar content may not both apply towards graduation. See course descriptions or your advisor for appropriate course selection.
ASSOCIATE OF ARTS DEGREE - ONLINE OPTION (62 hours)
Minimum 2.00 Cumulative Grade Point Average for Degree. 24 hour residency requirement.
Effective 2007-2008

GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

<table>
<thead>
<tr>
<th>Course Titles or Areas</th>
<th>Course Numbers</th>
<th>Done</th>
<th>Now</th>
<th>Need</th>
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<tr>
<td>I. Comm.</td>
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<tr>
<td>English Comp. I &amp; II</td>
<td>ENG101 &amp; ENG102</td>
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<td>Oral Communication</td>
<td>SPD105</td>
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<tr>
<td>II. Humanities</td>
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<td>Total: 9 hrs. from at least 2 areas</td>
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<td>Art</td>
<td>ART101,103,105</td>
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<td>Civilization</td>
<td>HST201,202,203</td>
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<tr>
<td>Music</td>
<td>MSC133</td>
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<td>Philosophy</td>
<td>PHL101,102</td>
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<tr>
<td>Speech and Drama</td>
<td>SPD120</td>
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<tr>
<td>Literature</td>
<td>ENG106</td>
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<tr>
<td>III. Math &amp; Natural Sciences</td>
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<tr>
<td>Math (3)</td>
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<tr>
<td>Intro. to College Math/College Algebra</td>
<td>MTH131</td>
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<td>MTH134</td>
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<tr>
<td>Biological Sciences</td>
<td>BIO102^, 120**</td>
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<tr>
<td>Physical Sciences</td>
<td>PHY101^, 102^</td>
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<tr>
<td>IV. Social Science (12 hrs.)</td>
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<td>Construct. (6)</td>
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<tr>
<td>Constitution</td>
<td>HST103</td>
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<tr>
<td>American History</td>
<td>HST104</td>
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<tr>
<td>Social/Behavioral (6)</td>
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<tr>
<td>Economics</td>
<td>ECO100</td>
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<tr>
<td>Geography</td>
<td>GEO103</td>
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<tr>
<td>Psychology</td>
<td>PSY101,202,205</td>
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<td>Sociology</td>
<td>SOC101,240</td>
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<tr>
<td>V. General Education Option (2 hrs.)</td>
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<tr>
<td>Student choice from any general education course.</td>
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<tr>
<td>VI. Computer Literacy</td>
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<tr>
<td>Proficiency</td>
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<tr>
<td>met by exam or coursework</td>
<td>CIS133;EDU205;OST146</td>
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<tr>
<td>courses will count as electives</td>
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<tr>
<td>VII. First Year Experience</td>
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<tr>
<td>Introduction to College:</td>
<td>COL101</td>
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<tr>
<td>Strategies for Success</td>
<td>course will count as elective</td>
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</table>

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

<table>
<thead>
<tr>
<th>VIII.</th>
<th>20 hrs. course no. ^ 100</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ART101,103,105; BIO102,120; BUS101; CIS129,133,153; CRJ110,120; COL101; ECE212; ECO100; EDU205,210; ENG106; GEO103; GUD101; HPE130; HST201,202,203; MSC133; MTH128,131,133,134; OST146; PHL101,102,203; PSY101,202,205; PHY101,102; SOC101,240; SPD120</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Student Signature/Date
Advisor Signature/Date

^ Courses with similar content may not both apply towards graduation. See course descriptions or your advisor for appropriate course selection.
** Courses that fulfill General Education requirements may not also be counted as electives.
Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (A.A.T.) is a statewide degree program. Jefferson College's A.A.T. is comprised of 42 credit hours of general education, a 14 credit hour Teacher Education Core, one institutional requirement (COL101), and a minimum of five additional credit hours in electives. Four-year transfer institutions may have additional requirements including higher GPA or C-BASE scores, or additional course requirements. Most education majors will transfer with more than the 62 hours in order to meet certification requirements. General education credits should be carefully selected with the help of an advisor to meet degree requirements and prerequisites.

Please contact Carolyn Elphingstone, Teacher Education Program Coordinator, at (636)797-3000/789-3000/942-3000, ext. 351, or celphing@jeffco.edu, for more information.

Associate of Arts in Teaching Requirements:

I: Communications  9
Objective: Writing and speaking clearly and concisely using edited American English.

Written Communications:
- ENG101, 101H English Composition I
- and
- ENG102, 102H English Composition II

Oral Communications:
- SPD105, 105H Oral Communication
- or
- SPD175 Public Speaking

II: Humanities   9
Objective: Analyzing the themes of human experiences through exploration of great works and ideas.

Three courses from at least two disciplines:

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

Civilization:
- HST201 Ancient/Medieval Civilization
- HST202 Renaissance/Early Modern Europe
- HST203 Modern Europe
- HST210 Asian Civilization
- HST235 Women in History

Foreign Language Literature:
- FRN253 French Reading
- SPN253 Spanish Reading

Humanities:
- HUM125 Seminar in World Cultures
- HUM250H Honors Humanities
- HUM260, 260H Liberal Arts Seminar
- HUM270, 270H Leadership Development Studies
Literature:
ENG105, 106 Literary Types
ENG122 Film Appreciation
ENG215, 215H, 216 World Literature
ENG225, 226 English Literature
ENG228, 229 American Literature
ENG235, 235H The Shakespeare Plays
ENG250, 250H Mythology
ENG255H Honors Literary Types: Poetry

Music:
MSC101 Fundamentals of Music
MSC103 Music Theory
MSC131, 133, 135, 137, 231, 232 Music Literature/Appreciation

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

Speech and Drama:
SPD120, 120H Theatre Appreciation

III: Mathematics and Natural Sciences 10
Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.

Mathematics: 3
Completion of one course is required from this list or higher.
MTH130 Structure of the Real Number System
MTH131 Introduction to College Math
MTH134 College Algebra

Natural Sciences: 7
One course with laboratory is required*

Biological Sciences (one course required):
BIO101*, 101H* General Biology
BIO102 Concepts in Biology
BIO109 Ecology and Environmental Conservation
BIO113*, 215* Microbiology
BIO120*, 211* Human Anatomy
BIO201* Genetics
BIO205* General Botany
BIO206* General Zoology
BIO207* Vertebrate Anatomy

Physical Sciences (one course required):
CHM101* Introductory Chemistry
CHM102 Concepts in Chemistry
CHM111* General Chemistry I
PHY101* Survey of Physical Science
PHY102 Topics in Physical Science
PHY105* Physical Geology
PHY106* Introduction to Astronomy
PHY111* Elementary College Physics I
PHY223* General Physics I
IV: Social and Behavioral Sciences  12
Objective: Examining diverse historical and social events, as well as personal experiences, in order to determine possible sequences, relationships, and causes. Four courses are required from at least two disciplines. Two three-hour history and/or political science courses are required, which include the United States and Missouri constitutions.

U.S. and Missouri Constitutions   6
HST103, 103H, 104, or 104H U.S. History
and
PSC102 US and MO Governments and Constitutions

Social and Behavioral Sciences   6
PSY101, 101H General Psychology
Choose one course based on area of certification from:
PSY201 Child Development
PSY202 Adolescent Psychology
PSY205 Human Development

V: General Education Option   2
Student choice from any general education course.

VI: Computer Literacy   3
Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of “C” or better. The following course applies as part of the required education courses:

EDU205 Technology for Teachers

VII: First Year Experience   1
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. This course will also explain how to navigate the processes and procedures of Jefferson College.

COL101 Introduction to College: Strategies for Success

VIII: Required Courses   14
EDU105 Exploring the Field of Education
EDU205 Technology for Teachers
EDU210 Foundations of Education
EDU225 Educational Psychology
EDU230 Teaching Profession with Field Experience
EDU280 Education Capstone

IX: Elective Courses   5
Based on area of certification. See your advisor for recommended courses.
## ASSOCIATE OF ARTS IN TEACHING DEGREE (62 hours)

Minimum 2.50 Cumulative Grade Point Average for Degree. 24 hour residency requirement.
Maximum 4 hours of music performance courses. Maximum 4 hours of Physical Education activity courses.

**Effective 2007-2008**

### GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)

<table>
<thead>
<tr>
<th>Course Titles or Areas</th>
<th>Course Numbers</th>
<th>Done</th>
<th>Now</th>
<th>Need</th>
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<tr>
<td>I. Comm.pager</td>
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<tr>
<td>English I &amp; II</td>
<td>ENG101(H) &amp; ENG102(H)</td>
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<tr>
<td>Oral Communication or</td>
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<td>Public Speaking</td>
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<tr>
<td>II. Math &amp; Natural</td>
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<td>Math</td>
<td>MTH131</td>
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<tr>
<td>Structure R.N.S.</td>
<td>MTH134 or higher</td>
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<td>Biological Sciences</td>
<td>BIO101(H)^5,102^,109,113^,120^,201^,205^,206^,207^,211^,215^</td>
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<td>III. Social Science</td>
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<tr>
<td>General Education</td>
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<td>any above general</td>
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<tr>
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<td>J.S. &amp; MO Govt./Const.</td>
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<td>College: Strategies</td>
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<tr>
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<tr>
<td>Foundations of Educ.</td>
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<td>Teaching Profession</td>
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<td>Technology for Teachers</td>
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<tr>
<td>with Field Experience</td>
<td>EDU280</td>
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</tbody>
</table>

* Courses with similar content may not both apply towards graduation. See course descriptions or your advisor for appropriate course selection.
Associate of Science Degree

The Associate of Science degree is specifically designed to transfer to the University of Missouri at Rolla. Each engineering department may have differences in the recommended 64 hours at Jefferson College.

**Associate of Science General Education Requirements:**

<table>
<thead>
<tr>
<th>Minimum Semester Hours</th>
<th>Minimum Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core General Education Requirements*</td>
<td>48</td>
</tr>
<tr>
<td>Courses for pre-engineering major</td>
<td>16</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

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

**I: Communications 3**
Objective: Writing and speaking clearly and concisely using edited American English.
ENG101, 101H English Composition I

**II/III: Humanities/Social/Behavioral Sciences 9**
Objective: Analyzing the themes of human experience through exploration of great works and ideas. Examining diverse historical and social events, as well as personal experiences, in order to determine possible sequences, relationships, and causes.

**U.S. and Missouri Constitutions:**
Select one: Required
HST103, 103H U.S. History I
PSC102 US and Missouri Governments and Constitutions

**Economics**
Select one: Required
ECO101, 102 Economics

**Humanities/Social/Behavioral Sciences (select one):**
Art History ART101, 103, 105, 107
Literature ENG105, 106, 215, 216, 225, 226, 228, 229, 235, 250
Honors Literature ENG215H, 235H, 250H, 255H
French FRN101 or higher
Geography GEO103
German GRM101 or higher
Western Civilization HST201, 202
Other History HST210, 235, 240
Humanities HUM125
Music Literature MSC131, 133, 231, 232
Other Music MSC101, 103
Philosophy PHL101, 102, 201, 202, 202H
International Relations PSC155, 250, 250H
Psychology PSY101, 101H
Sociology SOC101
Spanish SPN101 or higher
Theatre Appreciation SPD120, 120H
IV: Mathematics and Natural Science  36
Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.
    CHM111-112 General Chemistry
    MTH180-205 Calculus and Differential Equations
    PHY118-224 General Physics

V: Computer Literacy  4
Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of “C” or better.
    PHY223 General Physics I

VI: First Year Experience  1
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. This course will also explain how to navigate the processes and procedures of Jefferson College.
    COL101 Introduction to College: Strategies for Success

Required Courses  16
    EGR101 Computer Aided Engineering Design
    EGR228 Engineering Mechanics-Statics
    Programming: Select one CIS152, 155
    Technical Electives: Select two
       CHM200 Organic Chemistry
       EGR250 Engineering Mechanics-Dynamics
       EGR261 Circuit Analysis I
       ENG102, ENG102H, or SPD175 Advanced Communications
Associate of Science Degree for Transfer to the University of Missouri-Rolla

**Engineering**

**Associate of Science Degree**

**Required Core (64)**

- CHM111/112 General Chemistry 8
- Constitution 3
- Economics 3
- EGR228 Engineering Mechanics-Statics 3
- ENG101 English Composition I 3
- Humanities 3
- MTH180-201 Calculus I,II,III 15
- MTH205 Differential Equations 3
- Programming: CIS152 or 155 3
- PHY118-224 General Physics 10
- EGR101 Computer Aided Engineering Design 4
- Computer Literacy P

**Technical Electives** (Select two): 6

- CHM200 Organic Chemistry I 5
- EGR250 Engineering Mechanics-Dynamics 3
- EGR261 Circuit Analysis I 3
- ENG102, ENG102H, or SPD175 3

This sample study program may be varied to meet the major areas of study requirements related to specific Engineering disciplines.

Students may earn credits toward the following engineering options: Aerospace, Agricultural, Ceramic, Chemical, Civil, Electrical, Engineering Management, Food Biochemical and Environmental, Geological, Geology and Geophysics, Industrial, Mechanical, Metallurgical, Mining, Nuclear, and Petroleum Engineering.
# ASSOCIATE OF SCIENCE

## Degree Plan

### ENGINEERING EMPHASIS

**Effective 2007-2008**

<table>
<thead>
<tr>
<th>Course Titles or Areas</th>
<th>Course Numbers</th>
<th>Done</th>
<th>Now</th>
<th>Need</th>
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</thead>
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<td>Intro. to College: Strategies for Success (1)</td>
<td>COL101</td>
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<td>English Composition (3)</td>
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<td>EGR228</td>
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<tr>
<td>Programming (3)</td>
<td>CIS152,155</td>
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<td>Organic Chemistry I (5)</td>
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<td>Engin. Mechanics-Dynamics (3)</td>
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<tr>
<td>Circuit Analysis I (3)</td>
<td>EGR261</td>
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<tr>
<td>**Advanced Communications (3) **</td>
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</tbody>
</table>

**Student Signature/Date**

**Advisor Signature/Date**

**Institution Student Plans to Transfer to:**

*Engineering departments vary on total credits required.

^PHY223 also fulfills the Computer Literacy Proficiency Requirement

**Total Credit Hours:** 65
Career and Technical Education

Associate of Applied Science Degree

The College offers over 20 career-technical programs. In most of these, the student has the choice of pursuing either the Associate of Applied Science degree or a Career-Technical certificate. Some career-technical programs require state licensing for professional practice. The completion of Jefferson College’s programs entitles the student to complete these examinations.

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

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

Career and Technical Education Certificates

✓ Accounting Technology
✓ Applied Technology
✓ Automotive Technology
✓ Business Management
✓ Child Care/Early Childhood Education
✓ Computer Aided Drafting and Design Technology, Architectural
✓ Computer Aided Design and Engineering Technology
✓ Computer Information Systems
  ✓ Computer Support Option
✓ Criminal Justice
✓ Culinary Arts (One or two year)
✓ Emergency Medical Technology
✓ Fire Science Technology
✓ Heating, Refrigeration, and Air Conditioning Technology
✓ Machine Tool/CNC Technology
✓ Office Assistant
✓ Practical Nursing
✓ Welding Technology
Associate of Applied Science Degrees

✓ Applied Technology
✓ Apprenticeship Training
✓ Automotive Technology
✓ Business Management
✓ Child Care/Early Childhood Education
✓ Computer Aided Drafting and Design Technology, Architectural
✓ Computer Aided Design and Engineering Technology
✓ Computer Information Systems
  ✓ Computer Support Option
  ✓ Graphics/Web Developer
✓ Criminal Justice
✓ Culinary Arts
✓ Electronics
  ✓ Robotics and Automation Technology
  ✓ Telecommunications Technology
✓ Emergency Medical Technology
✓ Fire Science Technology
✓ Heating, Refrigeration, and Air Conditioning Technology
✓ Machine Tool/CNC Technology
✓ Nursing
✓ Office Systems and Technologies
  ✓ Executive
  ✓ Legal
  ✓ Medical Transcriptionist
  ✓ Word Processing
✓ Veterinary Technology
✓ Welding Technology

Associate of Applied Science General Education Requirements:

I:  Written Communications  3
Objective: Writing and speaking clearly and concisely using edited American English.
  ENG101, 101H English Composition I

II:  Humanities or Communications  3
Objective: Analyzing the themes of human experiences through exploration of great works and ideas.
  Art
  English
  Foreign Language
  Humanities
  Music
  Philosophy
  Speech and Drama
III: Social and Behavioral Sciences  6
Objective: Examining diverse historical and social events, as well as personal experiences, in order to determine possible sequences, relationships, and causes.

**U.S. and Missouri Constitutions:**
Select one: Required
- HST103, 103H U.S. History I
- PSC102 US and Missouri Governments and Constitutions

**Social and Behavioral Sciences:**
- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology

IV: Mathematics and/or Natural Sciences  6
Objective: Analyzing scientific and mathematical concepts and their uses and impact in the modern world.

- Biological Sciences
- Mathematics
- Physical Sciences

V: Computer Literacy  0-4
Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development. Computer literacy proficiency skills are demonstrated through examination or course completion with a grade of “C” or better. The following courses fulfill degree requirements or apply as electives:
- CDA253 Residential Drafting and Design
- CDM267 Computer Aided Design I
- CIS122 Basic Computer Skills
- CIS125 Introduction to Data Processing
- CIS133 Microcomputer Software Applications
- EDU205 Technology for Teachers
- ETI277 Servicing Robotic Systems
- ETT246 A+ Computer Hardware
- OST146 Keyboarding on Microcomputers
- OST159 Introduction to Word Processing
- PHY223 General Physics I

VI: First Year Experience  1
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. This course will also explain how to navigate the processes and procedures of Jefferson College.

- COL101 Introduction to College: Strategies for Success
Career and Technical Education

Accounting Technology

(Certificate only.)

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Introduction to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>ENG101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>BUS107 Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>CIS133 Microcomputer Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST146 Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OST153 Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST160 Human Development for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS243 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS244 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate 25
Applied Technology

(Associate of Applied Science degree or certificate.)

Jefferson College’s Applied Technology degree/certificate allows students to tailor a degree to match their current employment requirements or prepare for future employment. The Applied Technology degree will allow flexibility in course selection to match the student’s technological interest. Students must take six hours of required technical coursework (CIS133, Microcomputer Software Applications and BUS120, Principles of Management) and a minimum of 20 credit hours (core electives) in one of the programs listed below (list “A”). Students must take an additional 18 credit hours (technical electives) from any of the programs listed below (list “B”). Students must also complete COL101, Introduction to College: Strategies for Success.

To earn an Associate of Applied Science degree in Applied Technology, a student must also complete a minimum of 18 general education credit hours. A student may earn an Applied Technology certificate by completing six credit hours of required technical electives (CIS133, Microcomputer Software Applications and BUS120, Principles of Management), 20 credit hours of core electives from one of the programs listed below (list “A”), 18 credit hours of technical electives from any of the programs listed below (list “B”), and COL101, Introduction to College: Strategies for Success.

Program list “A”

Automotive Technology (AUT)
Business Management (BUS, MGT)
Computer Aided Drafting and Design Technology, Architectural (CDD, CDA)
Computer Aided Design and Engineering Technology (CDD, CDM)
Computer Information Systems (CIS)
Robotics and Automation Technology (ETC, ETI)
Telecommunications Technology (ETC, ETT)
Fire Science Technology (FST)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Machine Tool/CNC Technology (MTT)
Office Systems and Technologies (OST)
Veterinary Technology (VAT)
Welding Technology (WLD)

Program list “B”

Automotive Technology (AUT)
Business Management (BUS, MGT)
Civil Construction Technology (CVL)
Computer Aided Drafting and Design Technology, Architectural (CDD, CDA)
Computer Aided Design and Engineering Technology (CDD, CDM)
Computer Information Systems (CIS)
Robotics and Automation Technology (ETC, ETI)
Telecommunications Technology (ETC, ETT)
Fire Science Technology (FST)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Machine Tool/CNC Technology (MTT)
Office Systems and Technologies (OST)
Veterinary Technology (VAT)
Welding Technology (WLD)
Apprenticeship Training

The Jefferson College Apprenticeship Training 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 and, in some instances, a capstone course is required to complete the Associate of Applied Science degree. A student can spread out these 18 credit hours over a typical four-year apprenticeship program or can complete them all in a semester or two if his/her schedule allows.

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

For additional information, please contact the Office of Business and Community Development at (636)797-3000/789-3000/942-3000, ext. 112.

Degree Composite:

<table>
<thead>
<tr>
<th>Apprenticeship Core</th>
<th>45 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core</td>
<td>18 hours</td>
</tr>
<tr>
<td>TOTAL</td>
<td>63 hours</td>
</tr>
</tbody>
</table>

Automotive Technology

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

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>AUT101 Power Plants*</td>
<td>9</td>
</tr>
<tr>
<td>MTH102 Math for Technicians*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT107 Wheel Frame and Suspension Systems*</td>
<td>9</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>P</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT203 Electrical Systems*</td>
<td>9</td>
</tr>
<tr>
<td>AUT253 Fuel Systems and Emission Controls*</td>
<td>5</td>
</tr>
<tr>
<td>AUT258 Automotive Industry Management Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT215 Power Trains*</td>
<td>9</td>
</tr>
<tr>
<td>AUT251 Heating and Air Conditioning*</td>
<td>2</td>
</tr>
<tr>
<td>AUT256 Automotive Electronics*</td>
<td>3</td>
</tr>
<tr>
<td>AUT260 Computerized Automobile Controls*</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

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

Bi-Level Nursing

See NURSING
Business Management

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

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

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

Second Semester
ENG101 English Composition I* 3
MGT133 Advertising* 3
MGT151 Retailing* 3
MGT199 Business Internship I* 4
SPD105 Oral Communication* or SPD175 Public Speaking* 3
15

Summer Term
MGT299 Business Internship II 4

Third Semester
MGT132 Salesmanship* 3
BUS107 Bookkeeping* or BUS240 Financial Accounting* 3
HST103 or PSC102 3
Social/Behavioral Science 3
Elective 3
15

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

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

Dean’s Certificate

Business Management

The Dean’s Certificate provides the student with a basic
understanding of business management. These certificates
are issued by the Dean’s office.

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

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

Total Hours Required for Dean’s Certificate 31
# Child Care/Early Childhood Education

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

The primary purpose of this program is to provide students with the background and professional competencies necessary for employment in the field of early childhood care and education. Upon graduation, students will be prepared for employment in a variety of settings including preschools, day care centers, school-age child care centers, residential centers, public schools (as classroom assistants), and recreation centers. Also, a substantial number of transfer credits will be earned for those students who later decide to pursue an education degree at a senior institution.

All participants in the Child Care/Early Childhood Education degree and certificate programs must meet all current regulations for personnel regarding health and child abuse/neglect screening mandated by the Missouri Division of Health Day Care Licensing Agency.

## First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101</td>
<td>Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>ECE102</td>
<td>Intro to Early Childhood Education*</td>
<td>4</td>
</tr>
<tr>
<td>ECE103</td>
<td>Child Health, Nutrition, and Safety*</td>
<td>3</td>
</tr>
<tr>
<td>ECE107</td>
<td>School Age Child Care*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

## Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE108</td>
<td>Infant/Toddler Care*</td>
<td>3</td>
</tr>
<tr>
<td>ECE120</td>
<td>Integrating Children with Special Needs*</td>
<td>3</td>
</tr>
<tr>
<td>ECE122</td>
<td>Behavior Management*</td>
<td>3</td>
</tr>
<tr>
<td>ECE201</td>
<td>Early Childhood Education Laboratory*</td>
<td>2</td>
</tr>
<tr>
<td>PSY201</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

## Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE202</td>
<td>Early Childhood Education Practicum I*</td>
<td>2</td>
</tr>
<tr>
<td>ECE210</td>
<td>Curriculum Strategies for Preschool Classrooms*</td>
<td>3</td>
</tr>
<tr>
<td>EDU205</td>
<td>Technology for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>HPE132</td>
<td>First Aid/CPR</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>(Biological or Physical)</td>
<td>3-5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

## Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE205</td>
<td>Early Childhood Education Practicum II*</td>
<td>2</td>
</tr>
<tr>
<td>ECE212</td>
<td>Family, School, and Community Relations*</td>
<td>3</td>
</tr>
<tr>
<td>ECE214</td>
<td>Early Childhood Education Administration</td>
<td>3</td>
</tr>
<tr>
<td>ENG143</td>
<td>Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

## Total Hours

- **Certificate**: 29 Hours
- **Degree**: 65 Hours

---

# Computer Aided Drafting and Design Technology, Architectural

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

Drafters prepare technical drawings or blueprints from manufactured products, such as spacecraft and industrial machinery, to structures such as homes, office buildings, or oil and gas pipelines. Architectural coursework prepares technicians for drawing and designing residences, light commercial buildings, and land construction projects. Companies hiring the Computer Aided Drafting and Design Technology student will include those as illustrators, model makers, CAD operators, specification writers, material estimators, and architectural/construction drafters.

## First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101</td>
<td>Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>CDD104</td>
<td>Engineering Drawing*</td>
<td>4</td>
</tr>
<tr>
<td>CDD121</td>
<td>AutoCAD I*</td>
<td>3</td>
</tr>
<tr>
<td>CVL113</td>
<td>Construction Techniques*</td>
<td>2</td>
</tr>
<tr>
<td>MTH121</td>
<td>Technical Mathematics I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

## Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA124</td>
<td>Architectural Drafting*</td>
<td>4</td>
</tr>
<tr>
<td>CDD122</td>
<td>AutoCAD II*</td>
<td>3</td>
</tr>
<tr>
<td>MTH122</td>
<td>Technical Mathematics II*</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

## Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA253</td>
<td>Residential Drafting and Design*</td>
<td>3</td>
</tr>
<tr>
<td>CDA263</td>
<td>Building Mechanical and Electrical Systems*</td>
<td>3</td>
</tr>
<tr>
<td>CDD226</td>
<td>3D AutoCAD*</td>
<td>2</td>
</tr>
<tr>
<td>PHY108</td>
<td>Technical Physics or PHY111 Elementary College Physics I</td>
<td>5</td>
</tr>
</tbody>
</table>

## Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA266</td>
<td>Structural Drafting and Design*</td>
<td>3</td>
</tr>
<tr>
<td>CVL256</td>
<td>Statics and Strength of Materials</td>
<td>5</td>
</tr>
<tr>
<td>CVL273</td>
<td>Civil Drafting and Design*</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective(s)</td>
<td>(See list below)</td>
<td>5</td>
</tr>
</tbody>
</table>

## Total Hours

- **Certificate**: 37 Hours
- **Degree**: 64 Hours

## Approved Technical Electives:

- CDD227 3D Solidworks I
- CVL105 Residential Carpentry
- CVL110 Residential Plumbing
- CVL120 Construction Methods and Estimating
- CVL151 Surveying I
- CVL155 Advanced Residential Carpentry
- MTT105 Introduction to Machine Shop
- MTT130 Metal Fabrication

---
**Computer Aided Design and Engineering Technology**

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

The Computer Aided Design and Engineering Technology program blends Computer Aided Drafting (CAD) with elements of design and engineering. Graduates of this program are hired to work closely with designers and engineers performing the CAD drafting that is required to bring products to the market place. As their experience, knowledge, and skills grow, they will take on more of the responsibility for performing the design and engineering work, and their pay will increase accordingly. Often their title with the company will be CAD drafter, designer, engineering technician, or engineer.

Companies hiring the Computer Aided Design and Engineering Technology student will include those in the medical equipment fields, automotive parts, aerospace parts, molds and dies for plastic or metal forming, tooling and fixtures for the machining trades, industrial plant layout, packaging, restaurant equipment, and computer hardware manufacturing.

Students pursuing a degree or certificate in this field receive extensive training on the AutoCAD and Solidworks software. These two CAD software are widely used in industries throughout the world.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>CDD104 Engineering Drawing*</td>
<td>4</td>
</tr>
<tr>
<td>CDD121 AutoCAD I*</td>
<td>3</td>
</tr>
<tr>
<td>MTH121 Technical Mathematics I*</td>
<td>3</td>
</tr>
<tr>
<td>MTT122 Machine Shop I*</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDD122 AutoCAD II*</td>
<td>3</td>
</tr>
<tr>
<td>CDM123 Advanced Engineering Drawing*</td>
<td>4</td>
</tr>
<tr>
<td>MTH122 Technical Mathematics II*</td>
<td>3</td>
</tr>
<tr>
<td>MTT148 Introduction to Metallurgy*</td>
<td>3</td>
</tr>
<tr>
<td>MTT151 CNC Programming I*</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDD227 3D Solidworks I*</td>
<td>2</td>
</tr>
<tr>
<td>CDM267 Computer Aided Design I*</td>
<td>5</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PHY108 Technical Physics or PHY111 Elementary College Physics I</td>
<td>5</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDD247 3D Solidworks II*</td>
<td>2</td>
</tr>
<tr>
<td>CDM268 Computer Aided Design II*</td>
<td>5</td>
</tr>
<tr>
<td>CVL256 Statics and Strength of Materials</td>
<td>5</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Total Hours Required for Certificate** | **46**
**Total Hours Required for Degree** | **68**

**Computer Information Systems**

- **Computer Support Option**

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

Courses cover computer hardware, software, programming, and networking. Students will prepare for the A+ and Network + certifications. The A+ Hardware, A+ Software, Networking I, and Networking II courses correspond directly with the respective exam objectives.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>CIS129 Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CIS133 Microcomputer Software Applications*</td>
<td>3</td>
</tr>
<tr>
<td>CIS147 Networking I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BUS101 Introduction to Business</td>
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<table>
<thead>
<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>CIS153 Introduction to Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS243 A+ Computer Software*</td>
<td>3</td>
</tr>
<tr>
<td>CIS247 Networking II*</td>
<td>3</td>
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<tr>
<td>ETT246 A+ Computer Hardware*</td>
<td>3</td>
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<td>HST103 or PSC102</td>
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<tbody>
<tr>
<td>CIS236 Oracle, SQL, and Database Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS262 Client/Server Management*</td>
<td>3</td>
</tr>
<tr>
<td>CIS283 Advanced Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
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<table>
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<th>Hours</th>
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<tbody>
<tr>
<td>CIS275 Linux OS</td>
<td>3</td>
</tr>
<tr>
<td>CIS282 Networking/Support Projects</td>
<td>3</td>
</tr>
<tr>
<td>CIS290 Certification Preparation*</td>
<td>3</td>
</tr>
<tr>
<td>ETT235 Cabling and Equipment Installation</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
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<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Total Hours Required for Certificate** | **22**
**Total Hours Required for Degree** | **64**
**Graphics/Web Developer**

(Associate of Applied Science degree only.)

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

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COL101</td>
<td>Intro to College: Strategies for Success*</td>
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</tr>
<tr>
<td>CIS129</td>
<td>Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>CIS133</td>
<td>Microcomputer Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS135</td>
<td>Introduction to PhotoShop CS</td>
<td>3</td>
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<tr>
<td>CIS153</td>
<td>Introduction to Visual BASIC Programming</td>
<td>3</td>
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<tr>
<td>BUS101</td>
<td>Introduction to Business</td>
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**Second Semester**

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<tbody>
<tr>
<td>CIS157</td>
<td>Introduction to JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS160</td>
<td>Web Development Tools</td>
<td>3</td>
</tr>
<tr>
<td>CIS236</td>
<td>Oracle, SQL, and Database Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS281</td>
<td>Introduction to Web Development</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
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<tr>
<td>HST103 or PSC102</td>
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**Third Semester**

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<thead>
<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>CIS225</td>
<td>Fireworks</td>
<td>3</td>
</tr>
<tr>
<td>CIS283</td>
<td>Advanced Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS285</td>
<td>e-Commerce Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td></td>
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**Fourth Semester**

<table>
<thead>
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<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS210</td>
<td>Flash</td>
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</tr>
<tr>
<td>CIS235</td>
<td>Advanced PhotoShop CS and Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>CIS287</td>
<td>Advanced Web Development</td>
<td>3</td>
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<tr>
<td>Humanities/Communications</td>
<td></td>
<td>3</td>
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<tr>
<td>Math/Natural Science</td>
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</table>

**Total Hours Required for Degree**

64

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**Criminal Justice**

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

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

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>COL101</td>
<td>Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>CRJ110</td>
<td>Introduction to Criminal Justice*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ112</td>
<td>Criminal Law</td>
<td>3</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>SOC101</td>
<td>General Sociology*</td>
<td>3</td>
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<td>Humanities/Communications</td>
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<td>Computer Literacy</td>
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**Second Semester**

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<thead>
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<tbody>
<tr>
<td>CRJ114</td>
<td>Rules of Criminal Evidence*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ120</td>
<td>Juvenile Justice System*</td>
<td>3</td>
</tr>
<tr>
<td>SOC250</td>
<td>Social Disorganization*</td>
<td>3</td>
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<tr>
<td>Math/Natural Science</td>
<td></td>
<td>3</td>
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<tr>
<td>Elective</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CRJ222</td>
<td>Criminal Investigation*</td>
<td>3</td>
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<td>HST103 or PSC102</td>
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<tr>
<td>Electives</td>
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<td>P.E./Health</td>
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**Fourth Semester**

<table>
<thead>
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<th>Hours</th>
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<tbody>
<tr>
<td>CRJ224</td>
<td>Police Administration*</td>
<td>3</td>
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<tr>
<td>Math/Natural Science</td>
<td></td>
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<td>Electives</td>
<td></td>
<td>9</td>
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<tr>
<td>P.E./Health</td>
<td></td>
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**Total Hours Required for Certificate**

22

**Total Hours Required for Degree**

63
### Culinary Arts

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>COL101</td>
<td>Intro to College: Strategies for Success</td>
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<tr>
<td>CUL101</td>
<td>Culinary Arts I*</td>
<td>4</td>
</tr>
<tr>
<td>BUS101</td>
<td>Introduction to Business*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I*</td>
<td>3</td>
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<tr>
<td>MGT103</td>
<td>Business Mathematics*</td>
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#### Second Semester

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<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUL102</td>
<td>Culinary Arts II*</td>
<td>4</td>
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<tr>
<td>BUS261</td>
<td>Business Communications*</td>
<td>3</td>
</tr>
<tr>
<td>CIS133</td>
<td>Microcomputer Software Applications*</td>
<td>3</td>
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<tr>
<td>OST160</td>
<td>Human Development for the Workplace</td>
<td>3</td>
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<tr>
<td>Math/Natural Science</td>
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<tr>
<td><strong>Total</strong></td>
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#### Third Semester

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<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUL103</td>
<td>Culinary Arts III**</td>
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<tr>
<td>SPD105</td>
<td>Oral Communication**</td>
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<tr>
<td>MGT150</td>
<td>Marketing</td>
<td>3</td>
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<tr>
<td>Social/Behavioral Science</td>
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<tr>
<td>HST103 or PSC102</td>
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<td><strong>Total</strong></td>
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#### Fourth Semester

<table>
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<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CUL104</td>
<td>Culinary Arts IV**</td>
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<tr>
<td>BUS120</td>
<td>Principles of Management**</td>
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<tr>
<td>MGT133</td>
<td>Advertising</td>
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<td>Electives**</td>
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**Total Hours Required for One-Year Certificate**: 24

**Total Hours Required for Two-Year Certificate**: 44

**Total Hours Required for Degree**: 65

#### Recommended Electives List:

- ART120 Design I 3
- ART121 Design II 3
- BUS107 Bookkeeping 3
- CUL106 Baking 2
- CUL108 Pastry 2
- HPE130 Personal Health 3
- HPE132 First Aid and CPR 3
- HUM270,270H Leadership Development Studies 3
- MGT133 Advertising 3
- MGT150 Marketing 3
- OST160 Human Development for the Workplace 3

### Electronics

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

#### Robotics and Automation Technology Option

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

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101</td>
<td>Intro to College: Strategies for Success^</td>
<td>1</td>
</tr>
<tr>
<td>ETC103</td>
<td>DC Circuits^</td>
<td>5</td>
</tr>
<tr>
<td>ETC104</td>
<td>AC Circuits^</td>
<td>5</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td></td>
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</tr>
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#### Second Semester

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<th>Course Name</th>
<th>Hours</th>
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<tr>
<td>ETC132</td>
<td>Semiconductors I^</td>
<td>5</td>
</tr>
<tr>
<td>ETC133</td>
<td>Semiconductors II^</td>
<td>5</td>
</tr>
<tr>
<td>Math/Natural Science</td>
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<tr>
<td>Social/Behavioral Science</td>
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<tr>
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#### Third Semester

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<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ETC255</td>
<td>Introduction to Digital Circuits^</td>
<td>6</td>
</tr>
<tr>
<td>ETC236</td>
<td>Industrial Control^</td>
<td>4</td>
</tr>
<tr>
<td>MTT147</td>
<td>Hydraulics and Pneumatics I^</td>
<td>2</td>
</tr>
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<td>Math/Natural Science</td>
<td></td>
<td></td>
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<tr>
<td>Humanities/Communications</td>
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#### Fourth Semester

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<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ETI225</td>
<td>Intro to National Electrical Code^</td>
<td>3</td>
</tr>
<tr>
<td>ETI256</td>
<td>Introduction to Microprocessors^</td>
<td>4</td>
</tr>
<tr>
<td>ETI263</td>
<td>PLCs for Automation^</td>
<td>4</td>
</tr>
<tr>
<td>ETI277</td>
<td>Servicing Robotic Systems^</td>
<td>5</td>
</tr>
<tr>
<td>ETI299</td>
<td>Robotics Automation Internship^ (Optional)</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>16-19</strong></td>
</tr>
</tbody>
</table>

**Total Hours Required for Dean's Certificate**: 49

**Total Hours Required for Degree**: 67

Note: DC and AC Circuits and Semiconductors I and II are offered as eight-week sessions during the day. These courses are offered as 16-week sessions in the evening. Evening students may take longer than four semesters to complete the program.
Telecommunications Technology Option

This program includes both electronic theory and actual hands-on experience in the College's modern Telecommunications laboratory. The curriculum was developed in cooperation with MCI, a leading company in the telecommunications industry.

Graduates will find employment with long-distance and local telephone companies, cable television companies, interconnect companies, communications satellite firms, and large companies who are users of telecommunications equipment.

First Semester
- COL101 Intro to College: Strategies for Success^ 1
- ETC103 DC Circuits^ 5
- ETC104 AC Circuits^ 5
- ENG101 English Composition I 3
- HST103 or PSC102 3
  17

Second Semester
- ETC132 Semiconductors I^ 5
- ETC133 Semiconductors II^ 5
- Math/Natural Science 3
- Social/Behavioral Science 3
  16

Third Semester
- ETC255 Introduction to Digital Circuits^ 6
- ETT231 Transmission and Signaling Basics^ 3
- ETT235 Cabling and Equipment Installation^ 3
- Math/Natural Science 3
- Humanities/Communications 3
  18

Fourth Semester
- ETT243 Optical and Broadband Transmission Systems^ 3
- ETT245 Local Area Networks^ 3
- ETT246 A+ Computer Hardware^ 3
- ETT247 Wide Area Networking^ 3
- ETT260 Digital Telephony^ 3
- ETT299 Telecommunications Internship^ (Optional) 3
  15-18

Dean's Certificate Electronics

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

First Semester
- COL101 Intro to College: Strategies for Success 1
- ETC103 DC Circuits 5
- ETC104 AC Circuits 5
  11

Second Semester
- ETC132 Semiconductors I 5
- ETC133 Semiconductors II 5
- ETC255 Introduction to Digital Circuits 6
  16

Total Hours Required for Dean's Certificate 27

Dean's Certificate Residential Wiring

The Dean's Certificate provides students with a basic understanding of residential wiring. These certificates are issued by the Dean's office.

First Semester
- COL101 Intro to College: Strategies for Success 1
- ETC103 DC Circuits 5
- ETC104 AC Circuits 5
  or HRA101 Basic Electricity 5
- MTH105 Industrial Math 3
  9-14

Second Semester
- ETC110 Residential Wiring 3
- ETC111 Residential Wiring Practicum 2
- ETI225 Introduction to National Electrical Code 3
  8

Total Hours Required for Dean's Certificate 17

Note: DC and AC Circuits and Semiconductors I and II are offered as eight-week sessions during the day. These courses are offered as 16-week sessions in the evening. Evening students may take longer than four semesters to complete the program.
Emergency Medical Technology

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

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

NOTE: Application to the paramedic coursework is a competitive process.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>EMT111 Emergency Medical Technology I*</td>
<td>10</td>
</tr>
<tr>
<td>SPD105 Oral Communication</td>
<td>3</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
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</tr>
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<td>Math/Natural Science</td>
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<td>Social/Behavioral Science</td>
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<tr>
<td>Computer Literacy</td>
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</table>

Intersession

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO116 Anatomy and Physiology for Pre-Hospital Healthcare*</td>
<td>3</td>
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</table>

Summer Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT206 Pre-Paramedic Training*</td>
<td>3</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EMT235 EMT Paramedic I*</td>
<td>20</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT236 EMT Paramedic II*</td>
<td>20</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate: 60
Total Hours Required for Degree: 72

Fire Science Technology

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

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

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>FST103 Fire Prevention*</td>
<td>3</td>
</tr>
<tr>
<td>FST110 Fire Fighter I &amp; II*</td>
<td>8</td>
</tr>
<tr>
<td>FST116 Hazardous Material Awareness and Operations*</td>
<td>2</td>
</tr>
<tr>
<td>HPE132 First Aid/CPR*</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST127 Building Construction*</td>
<td>3</td>
</tr>
<tr>
<td>FST229 Fire Fighting Tactics and Strategy*</td>
<td>4</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
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<tr>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST125 Fire Suppression and Management*</td>
<td>3</td>
</tr>
<tr>
<td>FST233 Hydraulics and Equipment*</td>
<td>4</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>6</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST231 Hazardous Materials I*</td>
<td>3</td>
</tr>
<tr>
<td>FST235 Fire Protection Systems*</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
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Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>FST232 Hazardous Materials II*</td>
<td>3</td>
</tr>
<tr>
<td>FST236 Fire Suppression and Management II</td>
<td>3</td>
</tr>
<tr>
<td>CIS133 Microcomputer Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>Elective(s)**</td>
<td>4</td>
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<tr>
<td></td>
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</tbody>
</table>

Total Hours Required for Certificate: 40
Total Hours Required for Degree: 68

**EMT111 is recommended.

If taken, HPE132 is not required.
Health Care Professions

See the following programs: Emergency Medical Technology, Medication Technician, Nursing, or Veterinary Technology.

Heating, Refrigeration, and Air Conditioning Technology

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

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

First Semester
- COL101 Intro to College: Strategies for Success* 1
- HRA101 Basic Electricity* 5
- HRA105 Principles of Refrigeration* 5
- ENG101 English Composition I 3
- Math/Natural Science 3
- Total Hours 17

Second Semester
- HRA121 Refrigeration Mechanical Systems* 5
- HRA122 Air Conditioning Mechanical Systems* 5
- HST103 or PSC102 3
- Social/Behavioral Science 3
- Total Hours 17

Third Semester
- HRA216 Residential Air Conditioning Systems* 5
- HRA225 Residential Heating Systems* 5
- Math/Natural Science 3
- Humanities/Communications 3
- Total Hours 16

Fourth Semester
- HRA248 Light Commercial Refrigeration Systems* 5
- HRA249 Commercial Refrigeration Systems* 5
- Computer Literacy P
- Elective(s) 5
- Total Hours 15

Total Hours Required for Certificate 41
Total Hours Required for Degree 64

Machine Tool/CNC Technology

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

As in many other fields, the machining industry is going “High Tech.” Computers are being attached to previously hand-operated machine tools such as lathes and milling machines. Computer-Aided Manufacturing (CAM) enables the student to program lathes and milling machines using SurfCAM software. Graduates will take jobs as programmer trainees, CNC operators, apprentice machinists, plant engineering trainees, and tool and die trainees.

First Semester
- COL101 Intro to College: Strategies for Success* 1
- MTT108 Industrial Blueprint Reading* 3
- MTH105 Industrial Math* 6
- ENG101 English Composition I 3
- Computer Literacy P
- Total Hours 17

Second Semester
- MTT123 Machine Shop II* 6
- MTT151 CNC Programming I* 2
- Humanities/Communications 3
- HST103 or PSC102 3
- Social/Behavioral Science 3
- Total Hours 17

Third Semester
- MTT234 Machine Shop III* 9
- MTT263 CNC Programming II* 5
- Math/Natural Science 3
- Total Hours 17

Fourth Semester
- MTT235 Introduction to Toolmaking* 9
- MTT265 Advanced CNC Programming* 5
- MTT269 Computer Integrated Manufacturing* 2
- Total Hours 16

Total Hours Required for Certificate 51
Total Hours Required for Degree 66
Dean’s Certificate

Machine Tool/CNC Technology

The Dean’s Certificate provides students with a basic understanding of Machine Tool/CNC Technology. This program provides flexible start and finish dates and can be completed in less than one year. Day and night classes are available. These certificates are issued by the Dean's office.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>MTH105 Industrial Math</td>
<td>3</td>
</tr>
<tr>
<td>MTT108 Industrial Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT122 Machine Shop I</td>
<td>6</td>
</tr>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT123 Machine Shop II</td>
<td>6</td>
</tr>
<tr>
<td>MTT151 CNC Programming I</td>
<td>2</td>
</tr>
<tr>
<td>MTT263 CNC Programming II</td>
<td>5</td>
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</table>

Total Hours Required for Dean’s Certificate 26

Medication Technician Program

The College offers, in the fall and spring semesters, a six-semester hour course approved by the Missouri Division of Aging to prepare unlicensed nursing home personnel to administer non-parenteral medications. For additional information, please contact the Nursing Office at (636)797-3000/789-3000/942-3000, ext. 406.

These students must be certified nurse aides prior to the start of the program and be employed in a long-term care facility.

Nursing Bi-Level Program

Acceptance into either level of nursing classes is competitive; the Nursing Admissions Committee selects candidates (see Nursing staff for information). Level I PNE fees are established relating to the total instructional costs of the program (see staff for cost information). Level I graduates may choose to either exit for employment or continue to Level II. All graduates of Level I may apply to take the licensure examination (NCLEX-PN).*

Students completing Level I receive a certificate which allows them to seek employment as a Licensed Practical Nurse after successful completion of the NCLEX-PN.

Level II is open to students completing Level I, as well as any practicing Missouri LPN who meets the admission criteria for acceptance into Level II. Level II graduates receive the Associate of Applied Science degree and may apply to take the licensure exam (NCLEX-RN).*

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

Day Program

LEVEL I – Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
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<tr>
<td>BIO120 Human Anatomy and Physiology</td>
<td>5</td>
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<tr>
<td>PNE041 PNE Clinical</td>
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<tr>
<td>PNE141 Fundamentals of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PNE143 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PNE145 Personal Vocational Concepts</td>
<td>1</td>
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<tr>
<td>PNE148 Mental Health</td>
<td>1</td>
</tr>
<tr>
<td>PNE167 Growth and Development</td>
<td>3</td>
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<tr>
<td>MTH113 Mathematics for the Health Sciences</td>
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Total Hours Required for Certificate 21

LEVEL I – Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PSY101 General Psychology</td>
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</tr>
<tr>
<td>PNE042 PNE Clinical</td>
<td>4</td>
</tr>
<tr>
<td>PNE162 Drugs and Their Reactions</td>
<td>1</td>
</tr>
<tr>
<td>PNE171 Medical-Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>PNE172 Medical-Surgical Nursing II</td>
<td>3</td>
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</table>

LEVEL I – Summer Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNE042 PNE Clinical</td>
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</tr>
<tr>
<td>PNE174 Maternal-Child Nursing</td>
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</tr>
<tr>
<td>PNE175 Medical-Surgical Nursing III</td>
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</table>

Total Hours Required for Certificate 15

LEVEL I – Summer Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PNE042 PNE Clinical</td>
<td>4</td>
</tr>
<tr>
<td>PNE174 Maternal-Child Nursing</td>
<td>1</td>
</tr>
<tr>
<td>PNE175 Medical-Surgical Nursing III</td>
<td>1</td>
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</tbody>
</table>

Total Hours Required for Certificate 6

Total Hours Required for Certificate 42
NEWLY ADMITTED LPNs ONLY

LEVEL II – Summer Term
RNR138 Nursing Bridge Course 3

LEVEL II – Fall Semester
BIO113 Microbiology for the Health Sciences 4
ENG101 English Composition I 3
RNR233 Nursing of Adults and Children IV 10
RNR256 Nursing Trends 1
Computer Literacy P 18

LEVEL II – Spring Semester
ENG102 English Composition II or SPD105 Oral Communication 3
RNR225 Psychiatric Nursing 5
RNR268 Nursing of Adults and Children V 9 17

LEVEL II – Intersession (3 weeks)
HST103 or PSC102 3

Total Hours Required for Degree 80

Evening Weekend Program

Note: Both Human Anatomy and Physiology with laboratory (5 cr.) and General Psychology (3 cr.) must be successfully completed with a grade of “C” or better prior to admittance into this program. The Evening Weekend Level I program will be offered every other Friday evening (5:00 p.m. - 9:00 p.m.), Saturday and Sunday (8:00 a.m. - 4:00 p.m.). When additional class time is needed, classes will meet 5:00 p.m. - 9:00 p.m. during the week. The Evening Weekend Level II program will be offered every Tuesday and Thursday evening (5:00 p.m. - 9:00 p.m.); clinicals will be held on Saturday and Sunday.

LEVEL I – Fall Semester
COL101 Intro to College: Strategies for Success 1
PNE143 Nutrition 3
PNE145 Personal Vocational Concepts 1
PNE148 Mental Health 1
PNE167 Growth and Development Across the Life Span 3 9

LEVEL I – Spring Semester
PNE041 PNE Clinical 1
PNE141 Fundamentals of Nursing 3
MTH113 Mathematics for the Health Sciences 3 7

LEVEL I – Summer Term
PNE042 PNE Clinical 4
PNE174 Maternal-Child Nursing 1 5

LEVEL I – Fall Semester
PNE042 PNE Clinical 4
PNE163 Pharmacology I 0.5
PNE171 Medical-Surgical Nursing I 4 8.5

LEVEL I – Spring Semester
PNE042 PNE Clinical 4
PNE164 Pharmacology II 0.5
PNE172 Medical-Surgical Nursing II 3 7.5

LEVEL I – Summer Term
PNE042 PNE Clinical 4
PNE175 Medical-Surgical Nursing III 1 5

Total Hours Required for Certificate 42

LEVEL II – Summer Term
RNR138 Nursing Bridge Course 3
NEWLY ADMITTED LPNs ONLY
BIO113 Microbiology for the Health Sciences* 4
ENG101 English Composition I* 3 7-10

LEVEL II – Fall Semester
RNR233 Nursing of Adults and Children IV 10

LEVEL II – Spring Semester
RNR256 Nursing Trends 1
RNR268 Nursing of Adults and Children V 9 10

LEVEL II – Intersession (3 weeks)
HST103 or PSC102* 3

LEVEL II – Summer Term
ENG102 English Composition II* or SPD105 Oral Communication* 3
RNR225 Psychiatric Nursing 5 8

Total Hours Required for Degree 80

*Courses may be taken prior to acceptance into the nursing program. However, once admitted into the nursing program, all courses must be taken in the sequence shown above.

^BIO113 may be completed during the summer term or fall semester.
Office Systems and Technologies

- Executive
- Legal
- Medical Transcriptionist
- Word Processing

These Associate of Applied Science degree programs are designed to prepare students for executive, legal, medical transcriptionist, or word processing positions. The Office Assistant certificate program is designed to prepare students for entry-level office jobs.

Executive

(associate of Applied Science degree only.)

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>OST105 Personal Development</td>
<td>3</td>
</tr>
<tr>
<td>OST123 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST146 Keyboarding on Microcomputers*</td>
<td>3</td>
</tr>
<tr>
<td>OST151 Introduction to Transcription</td>
<td>3</td>
</tr>
<tr>
<td>MGT103 Business Math</td>
<td>3</td>
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<td></td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>OST107 Voice Recognition</td>
<td>1</td>
</tr>
<tr>
<td>OST152 Formatting and Production on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>OST153 Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST159 Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
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<tr>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>OST109 Introduction to the Internet</td>
<td>2</td>
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<tr>
<td>OST111 Presentation Software Applications</td>
<td>1</td>
</tr>
<tr>
<td>OST156 Office Document Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST157 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST180 Legal Terminology and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST259 Advanced Word Processing</td>
<td>3</td>
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<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>OST160 Human Development for the Workplace</td>
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</tr>
<tr>
<td>OST240 Integrated Software Projects</td>
<td>3</td>
</tr>
<tr>
<td>OST264 Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OST267 Administrative Word Processing Practicum</td>
<td>2</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
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<tr>
<td></td>
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<tr>
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</tr>
</tbody>
</table>

Total Hours Required for Degree 67

Legal

(associate of Applied Science degree only.)

First Semester

<table>
<thead>
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<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>OST105 Personal Development</td>
<td>3</td>
</tr>
<tr>
<td>OST123 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST146 Keyboarding on Microcomputers*</td>
<td>3</td>
</tr>
<tr>
<td>OST151 Introduction to Transcription</td>
<td>3</td>
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<tr>
<td>MGT103 Business Math</td>
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<tr>
<td></td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST107 Voice Recognition</td>
<td>1</td>
</tr>
<tr>
<td>OST152 Formatting and Production on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>OST153 Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST159 Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<tr>
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<td>OST259 Advanced Word Processing</td>
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<tr>
<td>Social/Behavioral Science</td>
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<td>18</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>OST160 Human Development for the Workplace</td>
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<td>OST240 Integrated Software Projects</td>
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<td>OST264 Office Management</td>
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<tr>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

* Students who have completed one full year of keyboarding with a “C” average within the last three years, or can currently perform “touch” keyboarding at a speed of 35 net words per minute for at least five minutes, may skip OST146 and enroll in OST152, Formatting and Production on Microcomputers.
## Medical Transcriptionist
(Associate of Applied Science degree only.)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>OST105 Personal Development</td>
<td>3</td>
</tr>
<tr>
<td>OST123 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST146 Keyboarding on Microcomputers*</td>
<td>3</td>
</tr>
<tr>
<td>OST151 Introduction to Transcription</td>
<td>3</td>
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<tr>
<td>MGT103 Business Math</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>OST107 Voice Recognition</td>
<td>1</td>
</tr>
<tr>
<td>OST152 Formatting and Production on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>OST153 Spreadsheet and Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST159 Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST169 Word Processing Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
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<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>OST109 Introduction to the Internet</td>
<td>2</td>
</tr>
<tr>
<td>OST111 Presentation Software Applications</td>
<td>1</td>
</tr>
<tr>
<td>OST156 Office Document Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST157 Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST184 Medical Terminology and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST259 Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
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<table>
<thead>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>OST160 Human Development for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>OST264 Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OST267 Administrative Word Processing Practicum</td>
<td>2</td>
</tr>
<tr>
<td>OST283 Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
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<tr>
<td>HST103 or PSC102</td>
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Total Hours Required for Degree 70

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## Word Processing
(Associate of Applied Science degree only.)

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<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>OST105 Personal Development</td>
<td>3</td>
</tr>
<tr>
<td>OST123 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST146 Keyboarding on Microcomputers*</td>
<td>3</td>
</tr>
<tr>
<td>OST151 Introduction to Transcription</td>
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</tr>
<tr>
<td>MGT103 Business Math</td>
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<tbody>
<tr>
<td>OST107 Voice Recognition</td>
<td>1</td>
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<tr>
<td>OST152 Formatting and Production on Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>OST153 Spreadsheet and Database Applications</td>
<td>3</td>
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<td>OST159 Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST169 Word Processing Transcription I</td>
<td>3</td>
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<tr>
<td>ENG101 English Composition I</td>
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<td>Humanities/Communications</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tr>
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<td>OST111 Presentation Software Applications</td>
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<tr>
<td>OST259 Advanced Word Processing</td>
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<td>Social/Behavioral Science</td>
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<table>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>OST160 Human Development for the Workplace</td>
<td>3</td>
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<tr>
<td>OST172 Desktop Publishing Techniques</td>
<td>3</td>
</tr>
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<td>OST264 Office Management</td>
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<tr>
<td>OST267 Administrative Word Processing Practicum</td>
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<td>Math/Natural Science</td>
<td>3</td>
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<tr>
<td>HST103 or PSC102</td>
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</table>

Total Hours Required for Degree 67

* Students who have completed one full year of keyboarding with a “C” average within the last three years, or can currently perform “touch” keyboarding at a speed of 35 net words per minute for at least five minutes, may skip OST146 and enroll in OST152, Formatting and Production on Microcomputers.
Office Assistant

(Certificate only.)

(Starting with OST146, Keyboarding on Microcomputers)

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
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<tr>
<td>OST105 Personal Development</td>
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<tr>
<td>OST123 Records Management</td>
<td>3</td>
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<tr>
<td>OST146 Keyboarding on Microcomputers*</td>
<td>3</td>
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<tr>
<td>OST151 Introduction to Transcription</td>
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<tr>
<td>OST157 Office Procedures</td>
<td>3</td>
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<td><strong>Total</strong></td>
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Second Semester

<table>
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<tr>
<th>Course</th>
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<tr>
<td>OST152 Formatting and Production on Microcomputers</td>
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<tr>
<td>OST153 Spreadsheet and Database Applications</td>
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<td>OST159 Introduction to Word Processing</td>
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<tr>
<td>OST160 Human Development for the Workplace</td>
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<td>OST169 Word Processing Transcription I</td>
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<td><strong>Total</strong></td>
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</table>

Total Hours Required for Certificate 31

(Starting with OST152, Formatting and Production on Microcomputers)

Veterinary Technology

(Associate of Applied Science degree only.)

This program combines the study of college-level general education courses and extensive course work in science and animal health theory and practice designed to prepare graduates for careers as registered veterinary technicians. Acceptance into the program is competitive; the Veterinary Technology Admission Committee evaluates applicants. For admission procedures, contact either Veterinary Technology or the Office of Admissions. All Veterinary Technology Program students are required to achieve a “C” or better in all Veterinary Technology coursework to advance and complete the program.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>VAT101 Introduction to Veterinary Technology</td>
<td>3</td>
</tr>
<tr>
<td>VAT113 Principles of Clinical Medicine I</td>
<td>4</td>
</tr>
<tr>
<td>BIO207 Vertebrate Anatomy or BIO211 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
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<tr>
<td><strong>Total</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VAT106 Applied Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>VAT114 Principles of Clinical Medicine II</td>
<td>4</td>
</tr>
<tr>
<td>BIO113 Microbiology for the Health Sciences or BIO215 General Microbiology</td>
<td>4-5</td>
</tr>
<tr>
<td>BIO208 Vertebrate Physiology or BIO212 Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
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<tr>
<td><strong>Summer Term</strong></td>
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<tr>
<td>VAT199 Veterinary Technology Internship</td>
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Third Semester

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<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>VAT250 Veterinary Hospital Technology I</td>
<td>5</td>
</tr>
<tr>
<td>VAT258 Clinical Pathological Techniques</td>
<td>5</td>
</tr>
<tr>
<td>VAT263 Equine Technology</td>
<td>2</td>
</tr>
<tr>
<td>Computer Literacy Proficiency*</td>
<td>3</td>
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<tr>
<td>Humanities/Communications</td>
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<td><strong>Total</strong></td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>VAT252 Applied Radiology</td>
<td>2</td>
</tr>
<tr>
<td>VAT256 Veterinary Hospital Technology II</td>
<td>5</td>
</tr>
<tr>
<td>VAT264 Laboratory Animal Technology</td>
<td>3</td>
</tr>
<tr>
<td>VAT265 Food Animal Technology</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

Total Hours Required for Degree 72

* Choose one from CIS125, CIS133, OST146, or OST159

* Students who have completed one full year of keyboarding with a “C” average within the last three years, or can currently perform “touch” keyboarding at a speed of 35 net words per minute for at least five minutes, may skip OST146 and enroll in OST152, Formatting and Production on Microcomputers.
Dean’s Certificate
Veterinary Assistant

The Dean’s Certificate is designed for individuals interested in hands-on animal experience but not in Veterinary Technology intensive training. All Veterinary Assistant Program students are required to achieve a “C” or better in all Veterinary Assistant coursework to advance and complete the program. These certificates are issued by the Dean’s office.

First Semester
- COL101 Intro to College: Strategies for Success 1
- VAT102 The Veterinary Profession 5
- VAT103 Animal Care 5
  11

Second Semester
- VAT107 Hospital Care 5
- VAT108 Clinical Applications 5
  10

Total Hours Required for Dean’s Certificate 21

Welding Technology

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

First Semester
- COL101 Intro to College: Strategies for Success* 1
- WLD141 Gas and Beginning Arc Welding* 5
- MTH105 Industrial Math* 3
- MTT108 Industrial Blueprint Reading* 3
- ENG101 English Composition I 3
- Computer Literacy 1
  15

Second Semester
- WLD142 Advanced Arc Welding* 5
- MTT116 Dimensional Metrology* 3
- MTT148 Introduction to Metallurgy* 3
- HST103 or PSC102 3
- Social/Behavioral Science 3
  17

Third Semester
- WLD243 Gas Metal Arc Welding (MIG)* 5
- WLD244 Gas Tungsten Arc Welding (TIG)* 5
- Math/Natural Science 6
  16

Fourth Semester
- WLD245 Advanced Welding Techniques I 5
- WLD246 Advanced Welding Techniques II 5
- BUS120 Principles of Management 3
- Humanities/Communications 3
  16

Total Hours Required for Certificate 33
Total Hours Required for Degree 64
Course Descriptions

Each course has a department reference and a course number. Courses numbered less than 100 produce no credit toward a college diploma. Courses numbered 100-199 are usually freshmen courses. Courses numbered 200 or above are usually sophomore courses. The prefix used for each course is to denote the department offering the course; it is in no way a statement as to the transferability of the course. Students should check with an academic advisor for all transferability issues.

ARB101 Beginning Arabic 4
Prerequisite: None
Beginning Arabic is a practical, beginning course in speaking and understanding modern Arabic. Attention is given to proper pronunciation, to practicing the words and basic structures used most frequently in daily conversation, and to learning the social conventions and Arabic culture necessary for interpersonal communication with native speakers of contemporary Arabic. Note: This course is received at Jefferson College via interactive television. (F)

ARB102 Intermediate Arabic 4
Prerequisite: ARB101
Intermediate Arabic is a continuation of Beginning Arabic. Students will complete the basic elements of Arabic grammar, increase their vocabulary, and gain added facility in speaking and reading Arabic. Note: This course is received at Jefferson College via interactive television. (S)

ART101 Art Appreciation 3
Prerequisite: None
Art Appreciation is a study of fine art from many periods, prehistoric through contemporary, with emphasis on seeing and understanding style and technique. Art Appreciation will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

ART103 Survey of Art I 3
Prerequisite: None
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. Survey of Art I will partially fulfill the humanities requirement for the Associate of Arts degree. This course is required for all art majors. (D)

ART105 Survey of Art II 3
Prerequisite: None
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. Survey of Art II will partially fulfill the humanities requirement for the Associate of Arts degree. This course is required for all art majors. (D)

ART107 Modern Art 3
Prerequisite: None
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. Modern Art will partially fulfill the humanities requirement for the Associate of Arts degree. This course is required for Fine Arts majors, but non-majors may enroll. (D)

ART112 Introduction to Art 3
Prerequisite: None
Introduction to Art enables beginning students to gain experience in a wide variety of studio disciplines such as design, drawing, painting, printmaking, watercolor, and various three dimensional processes. Historic perspectives on the various media experienced will also be introduced. Introduction to Art is designed for non-art majors. (D)

ART115 Drawing I 3
Prerequisite: None
Drawing I introduces the fundamentals of perceptual drawing. Drawing I students will study still life, landscape, and the figure in various line and value media. This course is required for all art majors. (F,S)
ART117 Watercolor I 3
Prerequisite: ART115
Watercolor I is a studio art course introducing students to the fine art of the transparent water-based media. The theory and practice of watercolor will be studied, with students working from still life, landscape, and figure. Types of pigment, paper, and methods of paint application will be introduced. Students will also learn about the history of the media in this course. Watercolor I is open to both Fine Arts majors and non-majors as well, providing the prerequisite has been met. (F)

ART120 Design I 3
Prerequisite: None
Design I focuses on the formal elements of art, utilizing line, shape, texture, and color to explore two-dimensional design principles. Design I students will gain experience in a variety of media and subject matter. This course is required for all art majors. (F)

ART121 Design II 3
Prerequisite: None
Design II introduces compositional and structural problems of three-dimensional design, emphasizing concepts such as relief, figure-ground relationships, space and volume, texture, light, and environmental issues in the exploration of basic sculpture aesthetics. This course is required for all art majors. (S)

ART123 Ceramics/Pottery I 3
Prerequisite: None
Ceramics/Pottery I introduces basic clay techniques, including coil and slab construction, wheel throwing, glazing, and firing. Ceramics/Pottery I students will gain a strong sense of three-dimensional design and will learn the sculptural aspects of functional pottery. This course is recommended for all art majors. (F, S)

ART141 Painting I 3
Prerequisite: None
Painting I introduces basic painting skills with acrylic and/or oil paint. Painting I students will study color, line, texture, composition, and technique with still life and landscape. (F, S)

ART142 Painting II 3
Prerequisite: ART141
Painting II introduces more complex problems in composition and color. A creative approach to subject matter will be stressed. (F, S)

ART146 Drawing II 3
Prerequisite: None
Drawing II deals with the problem of representing the human figure. Students will work directly from the live model, exploring issues of gesture, balance, proportion, movement, mass, and anatomy. Drawing II is required for all art majors. (S)

ART150 Digital Photography I 3
Prerequisite: None
Digital Photography I is a studio art course introducing students to fine art digital photography. The theory and practice of traditional photographic techniques and their relationship to evolving digital technology will be studied in this course. Students will create a presentation quality portfolio, working with a variety of techniques, and learn how to present exhibit quality work. While the Mac OS and Adobe Photoshop will be introduced in this course, the emphasis will be on developing photographic vision and producing fine art quality photographs, as opposed to merely mastering software. Students will also learn about the history of photography in this course. Digital Photography I is open to both Fine Arts majors and non-majors. (F, S)

ART151 Printmaking I 3
Prerequisite: ART121
Printmaking I introduces various types of Printmaking processes. Printmaking I students will gain experience with materials and equipment used in relief and intaglio printing. (S)

ART160 Graphic Design I 3
Pre-/corequisites: ART115 and ART120
Graphic Design I is a studio art course introducing students to the fundamental elements of graphic design. The theory and practice of traditional graphic design principles and their relationships to evolving digital technology will be studied in this course. Students will study typography and other elements of graphic design, working with a variety of techniques, and learn how to present their work. While the Mac OS and Adobe InDesign and/or Quark Xpress will be introduced in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also learn about the history of graphic design in this course. Graphic Design I is open to both Fine Arts majors and non-majors, providing the pre-/corequisites have been met. (F, S)
ART170 Graphic Design II 3
Prerequisite: ART160
Pre-/corequisite: ART146 or ART151
Graphic Design II is a studio art course introducing students to intermediate elements of graphic design. The theory and practice of traditional graphic design principles and their relationship to evolving digital technology will continue to be studied in this course. Students will utilize color and illustration in graphic design, producing a variety of projects, and learn how to better present their work. While the Mac OS, Adobe CS2 Creative Suite, and/or Quark Xpress will be employed in this course, the emphasis will be on developing design vision and producing graphic designs of a commercial nature, as opposed to merely mastering software. Students will also continue to learn about the history of graphic design in this course. This course is open to both Fine Arts majors and non-majors, providing the pre-/corequisites have been met. (F,S)

ART217 Watercolor II 3
Prerequisite: ART117
Watercolor II is a studio art course allowing students to continue their study of the fine art of the transparent water-based media. Intermediate theories and practices of watercolor will be studied, with students working with still life, landscape, figure, abstract, and non-objective concerns. Types of pigment, paper, and methods of paint application will continue to be studied. Students will also learn about the history of the media in this course. Watercolor II is open to both Fine Arts majors and non-majors as well, providing the prerequisite has been met. (F)

ART223 Drawing III 3
Prerequisite: ART146
Drawing III emphasizes individual expression and individual drawing problems, which include exploring various media and techniques including the use of color. (S)

ART225 Watercolor III 3
Prerequisite: ART217
Watercolor III is a studio art course allowing students to advance their study of the fine art of the transparent water-based media. Advanced theories and practices of watercolor will be studied, with students working with still life, landscape, figure, abstract, and non-objective concerns. Students will work extensively on developing personal imagery and discovering unique problem solutions. Types of pigment, paper, and methods of paint application will continue to be studied. Students will also learn about the history of the media in this course. Watercolor III is open to both Fine Arts majors and non-majors as well, providing the prerequisite has been met. (F)

ART243 Painting III 3
Prerequisite: ART142
Painting III emphasizes individual expression. Painting III students will be assigned problems to increase awareness of the aesthetics of painting. (F,S)

ART250 Digital Photography II 3
Prerequisite: ART150
Digital Photography II is a studio art course introducing students to intermediate techniques in fine art digital photography. The theory and practice of traditional photographic techniques and their relationship to evolving digital technology will continue to be studied in this course. Students will create a presentation quality portfolio, working with a variety of techniques, and learn how to present exhibit quality work. The Mac OS and Adobe Photoshop CS programs will be utilized in this course, with an emphasis on developing personal photographic vision and producing fine art quality photographs. Students will also learn about the history of photography in this course. Digital Photography II is open to both Fine Arts majors and non-majors as well, 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)

AUT101 Power Plants 9
Prerequisite: None
Power Plants is the study of design and construction of automotive engines. The emphasis is on design and fundamentals of general engine diagnosis and repair. Mastery of these fundamentals is necessary for passing the National Institute for Automotive Service Excellence (ASE) engine repair test. (F)

AUT107 Wheel, Frame, and Suspension Systems 9
Prerequisite: AUT101
Wheel, Frame, and Suspension Systems involves the study of automotive steering, suspension, and brake systems. The emphasis is placed on wheel alignment principles and the diagnosis and repair of automotive drum brakes, disc brakes, hydraulic systems, power assist units, and suspension systems. This course will help prepare the student for the National Institute for Automotive Service Excellence (ASE) front-ends and brakes tests. (S)

AUT203 Electrical Systems 9
Prerequisites: AUT107 and MTH102
Corequisite: AUT253
Electrical Systems emphasizes the fundamentals of electricity, the battery, the starter system, the ignition system, and the charging system. This course will impart knowledge that will help the student prepare for the National Institute for Automotive Service Excellence (ASE) engine performance and electrical systems tests. (F)

AUT215 Power Trains 9
Prerequisite: AUT203
Power Trains is a study of the automatic transmission, the manual transmission, and the vehicle drive line. The emphasis is on the theory of operation, service procedures, and diagnostic skills. Instructional materials taught in this course will help prepare the student to take the National Institute for Automotive Service Excellence (ASE) automatic transmission/transaxle and manual drive train and axles tests. (S)
**AUT251 Heating and Air Conditioning**  
2  
Prerequisite: AUT203  
Heating and Air Conditioning involves the study of the heating systems, the mechanical refrigeration systems, and the electrical vacuum control systems used on automobiles. The knowledge gained in this class will help the student prepare for the National Institute for Automotive Service Excellence (ASE) heating and air conditioning test. (S)

**AUT253 Fuel Systems and Emission Controls**  
5  
Prerequisites: AUT107 and MTH102  
Corequisite: AUT203  
Fuel Systems and Emission Controls is a study of the emission control systems and fuel control systems used on the automobile. This course will help prepare the student to take the National Institute for Automotive Service Excellence (ASE) engine performance test. (F)

**AUT256 Automotive Electronics**  
3  
Prerequisite: AUT203  
Automotive Electronics teaches electronic and computerized ignition systems, charging systems, and instrumentation systems. The lighting and accessories systems are also covered. This subject matter will help prepare the student to take the National Institute for Automotive Service Excellence (ASE) electrical systems and engine performance tests. (S)

**AUT258 Automotive Industry Management Fundamentals**  
2  
Prerequisites: AUT101 and MTH102  
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)

**AUT260 Computerized Automobile Controls**  
2  
Prerequisites: AUT203 and AUT253  
Computerized Automobile Controls is a study of the theory, diagnosis, and service of computerized vehicle control systems. This course will help the student prepare for the National Institute for Automotive Service Excellence (ASE) A-6 and L-1 tests. (S)

**BIO101 General Biology**  
5  
Prerequisite: None  
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. General Biology will fulfill the laboratory science requirement for the Associate of Arts degree. Students cannot apply both BIO101 and BIO102 toward graduation. (F,S,Su)

**BIO101H Honors General Biology**  
5  
Prerequisite: Honors Program admission  
Honors General Biology examines the physical, chemical, and functional aspects common to all organisms and presents a general survey of all life forms. Students will have the opportunity to learn and apply scientific processes based on lecture and discussions, conduct individual research projects, and read and analyze current scientific articles. Laboratory time is required. Honors General Biology will fulfill the laboratory science requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. (F)

**BIO102 Concepts in Biology**  
3  
Prerequisite: None  
Concepts in Biology is a non-laboratory course covering concepts common to all life forms. This course focuses on structural and functional human systems. Concepts in Biology will partially fulfill the science requirement for the Associate of Arts degree. Students cannot apply both BIO101 and BIO102 toward graduation. (F,S,Su)

**BIO109 Ecology and Environmental Conservation**  
3  
Prerequisite: None  
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. Ecology and Environmental Conservation will partially fulfill the science requirement for the Associate of Arts degree. (F,S)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIO113</td>
<td>Microbiology for the Health Sciences</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite: High school biology and chemistry or</td>
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<td></td>
<td>equivalent (BIO101), with a grade of “C” or better</td>
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<td></td>
<td>within the previous five years of registration date</td>
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<td></td>
<td>Microbiology for the Health Sciences explores</td>
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<td>microorganisms associated with health, disease, and</td>
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<td>stresses concepts associated with transmission,</td>
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<td>infection, control, and the immune system. Laboratory</td>
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<td></td>
<td>time is required. Microbiology for the Health</td>
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<td>Sciences will fulfill the laboratory science</td>
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<td></td>
<td>requirement for the Associate of Arts degree. Students</td>
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<tr>
<td></td>
<td>cannot apply both BIO113 and BIO215 toward graduation.</td>
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<tr>
<td>BIO116</td>
<td>Anatomy and Physiology for Pre-Hospital Healthcare</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<tr>
<td></td>
<td>Anatomy and Physiology for Pre-Hospital Healthcare is</td>
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<tr>
<td></td>
<td>a course that studies vital human bodily functions</td>
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<td></td>
<td>and associated structure. An overview of cells,</td>
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<td></td>
<td>tissues, organs, and organ systems and how these all</td>
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<td></td>
<td>correlate to normal physiology is emphasized.</td>
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<td></td>
<td>Interactions of the various complex organ systems are</td>
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<td></td>
<td>also explored. (Su)</td>
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<tr>
<td>BIO120</td>
<td>Human Anatomy and Physiology</td>
<td>5</td>
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<tr>
<td></td>
<td>Prerequisite: High school biology and chemistry or</td>
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<td></td>
<td>equivalent (BIO101 and CHM101), with a grade of “C”</td>
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<td></td>
<td>or better within the previous five years of</td>
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<td>registration date</td>
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<td></td>
<td>Human Anatomy and Physiology is the study of basic</td>
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<td>structure and function of the human body and covers</td>
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<td>fundamental concepts of all organ systems. Laboratory</td>
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<td>time is required. Human Anatomy and Physiology will</td>
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<td>fulfill the laboratory science requirement for the</td>
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<td></td>
<td>Associate of Arts degree. Students cannot apply both</td>
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<td></td>
<td>BIO120 and BIO211 toward graduation. (FS)</td>
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<tr>
<td>BIO201</td>
<td>Genetics</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisites: BIO101, BIO205, or BIO206 and CHM111</td>
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<tr>
<td></td>
<td>Genetics explores the molecular basis for life. The</td>
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<td>structure/function and means of expression of the</td>
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<td>gene and its basis as the unit of heredity are</td>
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<td></td>
<td>included. Classical Mendelian genetics, as well as</td>
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<td>modern molecular biological techniques and</td>
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<td>interpretations of genetic data, will be</td>
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<td>considered, particularly as they apply to humans,</td>
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<td>plants, and animals. Laboratory time is required.</td>
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<td>Genetics will fulfill the laboratory science</td>
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<td></td>
<td>requirement for the Associate of Arts degree. (D)</td>
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<tr>
<td>BIO205</td>
<td>General Botany</td>
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<td></td>
<td>Prerequisite: High school biology and chemistry or</td>
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<td></td>
<td>equivalent (BIO101), with a grade of “C” or better</td>
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<td>within the previous five years of registration date</td>
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<td></td>
<td>General Botany deals with structure, function, and</td>
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<td></td>
<td>organization of plant life. This course includes a</td>
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<td>survey of the plant kingdom and identification of</td>
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<td>common native plants. Laboratory time is required.</td>
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<td></td>
<td>General Botany will fulfill the laboratory science</td>
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<td></td>
<td>requirement for the Associate of Arts degree. (F)</td>
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<tr>
<td>BIO206</td>
<td>General Zoology</td>
<td>5</td>
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<td></td>
<td>Prerequisite: High school biology and chemistry or</td>
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<td></td>
<td>equivalent (BIO101), with a grade of “C” or better</td>
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<td></td>
<td>within the previous five years of registration date</td>
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<td></td>
<td>General Zoology deals with animal cell structure and</td>
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<td></td>
<td>chemical processes, the structure and function of</td>
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<td></td>
<td>various organ systems, and an introduction to animal</td>
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<td></td>
<td>genetics, evolution, and ecology. Laboratory time is</td>
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<td>required and consists of classification and dissection</td>
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<td>of representatives of 10 animal phyla and a research</td>
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<td>project. General Zoology will fulfill the laboratory</td>
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<td></td>
<td>science requirement for the Associate of Arts degree.</td>
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<td>(S)</td>
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<td>BIO207</td>
<td>Vertebrate Anatomy</td>
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<td></td>
<td>Prerequisite: High school biology and chemistry or</td>
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<td></td>
<td>equivalent (BIO101), with a grade of “C” or better</td>
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<td></td>
<td>within the previous five years of registration date</td>
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<td></td>
<td>Vertebrate Anatomy compares members of the vertebrate</td>
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<td>classes in taxonomy, anatomy, and evolutionary</td>
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<td>relationships. All major organ systems are examined,</td>
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<td>as are many special modifications for specific life</td>
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<td>styles. Laboratory time is required. Vertebrate</td>
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<td>Anatomy will fulfill the laboratory science</td>
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<td></td>
<td>requirement for the Associate of Arts degree. (F)</td>
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<tr>
<td>BIO208</td>
<td>Vertebrate Physiology</td>
<td>4</td>
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<tr>
<td></td>
<td>Prerequisite: BIO207</td>
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<tr>
<td></td>
<td>Vertebrate Physiology is the study of function</td>
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<td></td>
<td>associated with vertebrate organs, organ systems, and</td>
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<td></td>
<td>integration of these systems for maintaining life.</td>
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<td></td>
<td>Laboratory time is required. (S)</td>
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</tr>
</tbody>
</table>
BIO211 Anatomy and Physiology I  4  
Prerequisite: 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.
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, neuronal, sensory, and endocrine systems. Laboratory time is required. Anatomy and Physiology I will fulfill the laboratory science requirement for the Associate of Arts degree. Students cannot apply both BIO120 and BIO211 toward graduation. (F)

BIO212 Anatomy and Physiology II  4  
Prerequisite: BIO211 with a grade of “C” or better or special permission of the Dean.
Anatomy and Physiology II is a continuation of BIO211 with integration and focus on systems associated with fluids/electrolytes, circulation, respiration, digestion, excretion, and reproduction. Laboratory time is required. (S)

BIO215 General Microbiology  5  
Prerequisite: High school biology and chemistry or equivalent (BIO101), with a grade of “C” or better within the previous five years of registration date.
General Microbiology examines fundamental concepts concerning microorganisms. This course encompasses a wide variety of topics, which illustrate the impact that microbes have on human life. Laboratory time is required. General Microbiology will fulfill the laboratory science requirement for the Associate of Arts degree. Students cannot apply both BIO113 and BIO215 toward graduation. (D)

BUS101 Introduction to Business  3  
Prerequisite: None.
Introduction to Business is a business survey course covering the major business topics of management, marketing, finance, and economics. (F,S,Su)

BUS107 Bookkeeping  3  
Prerequisite: None.
Bookkeeping involves double-entry accounting for students who have never had a bookkeeping or accounting course. This course includes the basic accounting cycle, special journals and ledgers, financial statements, and analysis of business transactions. Bookkeeping will not count toward the Associate of Arts degree at Jefferson College. This course may transfer to a private institution as elective credit. (F,S)

BUS120 Principles of Management  3  
Prerequisite: None.
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)

BUS240 Financial Accounting  3  
Prerequisite: BUS101 or BUS107.
Financial Accounting I is an introduction to basic accounting as required by following generally accepted accounting principles. This course is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor’s degree. (F,S,Su)

BUS241 Managerial Accounting  3  
Prerequisite: BUS240 with a grade of “C” or better.
Managerial Accounting continues the study of accounting but from the standpoint of management. This course is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor’s degree. (F,S)

BUS243 Payroll Accounting  3  
Prerequisite: BUS107 or BUS240.
Payroll Accounting is an in-depth study of payroll accounting and bank reconciliation. This course is required for the one year certificate program in Accounting Technology. Payroll Accounting will not count toward the Associate of Arts degree at Jefferson College. This course may transfer to a private institution as elective credit. (S)
BUS244 Computerized Accounting 3
Prerequisite: BUS107 or BUS240
Computerized Accounting is a comprehensive study of accounts receivable, inventory, and accounts payable. This course uses the computer extensively, with the most current software available. Computerized Accounting is required for the one year certificate program in Accounting Technology. This course will not count toward the Associate of Arts degree at Jefferson College. Computerized Accounting may transfer to a private institution as elective credit. (S)

BUS261 Business Communications 3
Prerequisite: ENG101
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)

BUS265 Business Law 3
Prerequisite: BUS101
Business Law provides an introduction to the law as it applies to businesses. Emphasis is given to the study of contracts. (F,S)

CDA124 Architectural Drafting 4
Prerequisite: CDD104
Corequisite: CDD122
Architectural Drafting is the initial course in the advanced study of architectural drafting technology. Both board and CAD skills are utilized. Architectural styles and floor plan styles are studied for the design of a single story structure. Room use, size, and orientation are applied to the structure. Construction techniques related to wall, floor and roof framing, windows, doors, stairs, cornice, and sill construction are studied, and their related drawings are developed. (S)

CDA253 Residential Drafting and Design 3
Prerequisites: CDA124 and CDD122
Residential Drafting and Design is the second course in the advanced study of architectural drafting technology. Both board and CAD drafting skills are utilized. Environmental and physical attributes of the earth are studied for their effect on a residence. Plot, foundation, elevation, and perspective plans are developed for the home designed in CDA124. The design and sizing of structural members related to this house are part of this course. Residential Drafting and Design fulfills the computer literacy graduation requirement for Associate of Applied Science degree-seeking students. (F)

CDA263 Building Mechanical and Electrical Systems 3
Prerequisite: CDA253
Building Mechanical and Electrical Systems is the third course in the advanced study of architectural drafting technology. The heating, ventilating, air conditioning, electrical, and plumbing systems for the residence designed in CDA124 and CDA253 are covered. Heat loss calculations and duct sizing of the heating and cooling system, design and layout of the electrical system, including circuit design and design and layout of the water and waste system, are accomplished in this course. HVAC, electrical, and plumbing isometric plans are made on the CAD system. (F)

CDA266 Structural Drafting and Design 3
Corequisite: CDD122
Structural Drafting and Design is a course that studies construction methods related to commercial structures. Structural steel erection and shop plans are made for a small commercial building. Poured-in-place, reinforced concrete, and pre-cast, pre- and post-stressed concrete drawings are made on the CAD system. (S)

CDD104 Engineering Drawing 4
Corequisite: CDD121
Engineering Drawing is a beginning class in which the student will learn the fundamentals of drafting. Proper drafting techniques will be studied while creating board-type drawings using technical drawing tools. (F)

CDD121 AutoCAD I 3
Prerequisite: None
AutoCAD I introduces the student to CAD hardware and terminology, operating systems, and the basic and intermediate AutoCAD commands necessary to create drawings. (F)

CDD122 AutoCAD II 3
Prerequisite: CDD121
AutoCAD II concentrates on the intermediate and advanced AutoCAD commands in order to increase productivity. (S)

CDD226 3D AutoCAD 2
Prerequisite: CDD122
3D AutoCAD is a course in which the student will learn the basics of drawing in a three-dimensional CAD environment. The student will learn to construct 3D wire frames, surface models, solid models, and renderings. (F)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CDD227 3D SolidWorks I</td>
<td>2</td>
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<tr>
<td>CDD247 3D SolidWorks II</td>
<td>2</td>
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<tr>
<td>CDM123 Advanced Engineering Drawing</td>
<td>4</td>
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<tr>
<td>CDM267 Computer Aided Design I</td>
<td>5</td>
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<tr>
<td>CDM268 Computer Aided Design II</td>
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<tr>
<td>CHM101 Introductory Chemistry</td>
<td>5</td>
<td></td>
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<tr>
<td>CHM102 Concepts in Chemistry</td>
<td>3</td>
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<tr>
<td>CHM111 General Chemistry I</td>
<td>5</td>
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</tr>
</tbody>
</table>

**CDD227 3D SolidWorks I**

Prerequisite: None

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

**CDD247 3D SolidWorks II**

Prerequisite: CDD227

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

**CDM123 Advanced Engineering Drawing**

Prerequisites: CDD104 and CDD121

Corequisite: CDD122

Advanced Engineering Drawing is an intermediate level drafting class in which the student will advance his/her skills in computer aided drafting while studying topics related to mechanical design and manufacturing techniques. (S)

**CDM267 Computer Aided Design I**

Prerequisites: CDD122 and CDM123

Corequisite: CDD226

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

**CDM268 Computer Aided Design II**

Prerequisites: CDD226 and CDM267

Corequisite: CDD227

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

**CHM101 Introductory Chemistry**

Pre/corequisite: MTH002 with a grade of "C" or better or COMPASS algebra score of at least 42, ASSET elementary algebra score of at least 40, or ACT math score of at least 18

Introductory Chemistry is designed for the student who has had no prior instruction in chemistry. This course will explore 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 will fulfill the laboratory science requirement for the Associate of Arts degree but carries no credit toward a major in natural science or engineering fields. This course is not recommended for science or engineering majors unless they have had no previous chemistry. Students cannot apply both CHM101 and CHM102 toward graduation. (F,S,Su)

**CHM102 Concepts in Chemistry**

Pre/corequisite: MTH002 with a grade of "C" or better or COMPASS algebra score of at least 42, ASSET elementary algebra score of at least 40, or ACT math score of at least 18

Concepts in Chemistry explores the fundamental concepts of chemistry and chemical bases for everyday events. Included are discussions of the scientific method and measurement, the laws of conservation, chemical bonding, chemical reactions, stoichiometry, and how chemistry can be used to understand processes encountered in everyday life and the environment. Concepts in Chemistry will partially fulfill the science requirement for the Associate of Arts degree. 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)

**CHM111 General Chemistry I**

Prerequisite: 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)

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, chemical bonding, chemical reactions in aqueous solutions, physical states of matter, and properties of solutions. Laboratory time is required. General Chemistry I will fulfill the laboratory science requirement for the Associate of Arts degree. (F,S)
CHM112 General Chemistry II 3
Prerequisite: CHM111
General Chemistry II applies the principles learned in General Chemistry I to more advanced topics. This course covers the stoichiometry of acid-base and oxidation-reduction reactions, chemical thermodynamics, reaction kinetics, chemical equilibrium, and electrochemistry, with special emphasis placed on equilibria in aqueous solutions. (S,D)

CHM113 General Chemistry II Laboratory 2
Corequisite: CHM112
General Chemistry II Laboratory is designed to reinforce the principles discussed in General Chemistry II. This course includes analysis of samples by titration and spectrophotometry, qualitative analysis of ionic solutions, experiments which illustrate the basic principles of thermodynamics, kinetics, and ionic equilibria, and an independent project which introduces the student to chemical research. (S)

CHM200 Organic Chemistry I 5
Prerequisite: CHM112
Organic Chemistry I is the study of the structure, nomenclature, and properties of aliphatic hydrocarbons, alkyl halides, ethers, sulfides, alcohols, alkenes, and alkynes. Units on stereochemistry and spectroscopic methods of structure determination are also included. Laboratory time is required. (F,D)

CHM201 Organic Chemistry II 5
Prerequisite: CHM200
Organic Chemistry II is a continuation of Organic Chemistry I with emphasis on aromatic hydrocarbons and their derivatives, carbonyl compounds, carboxylic acids and their derivatives, amines, carbohydrates, lipids, amino acids, proteins, and nucleic acids. Laboratory time is required. (S,D)

CIS122 Basic Computer Skills 1
Prerequisite: None
Basic Computer Skills is designed to provide the student with fundamental computer skills and essential word processing capabilities. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su)

CIS125 Introduction to Data Processing 3
Prerequisite: None
Introduction to Data Processing introduces students to hardware, software, and terminology related to various computers. Additionally, there is the study of various data communications, networks, multimedia, artificial intelligence, operating environments, and future computer uses. This course also gives practical laboratory experiences using Windows and Microsoft Office Professional (an integrated software package for word processing, spreadsheet, database, and presentation). Students may need to work in the computer laboratory outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S)

CIS129 Programming Logic 3
Prerequisite: None
Programming Logic develops analytical skills using structured programming design methods to solve practical business problems. (F)

CIS133 Microcomputer Software Applications 3
Prerequisite: None
Microcomputer Software Applications gives practical experiences using widely utilized microcomputer software application programs: word processing (Word), spreadsheet (Excel), database (Access), and presentation (PowerPoint). Students will also learn basic Windows functions and briefly explore the Internet. Students may need to work in the computer laboratory outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su)

CIS135 Introduction to PhotoShop CS 3
Pre-/corequisite: CIS133
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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS136 Digital Media I</td>
<td>3</td>
<td>None</td>
<td>Digital Media I covers the basics of the creation and use of multimedia components. This course includes creating, importing, exporting, and modifying graphics. Digital Media I also includes creating and enhancing animations and videos. (F)</td>
<td></td>
</tr>
<tr>
<td>CIS147 Networking I</td>
<td>3</td>
<td>None</td>
<td>Networking I teaches students what computer networks are and why they are useful. Activities include designing and building a basic Local Area Network (LAN). The curriculum maps to several Network+ exam objectives. (F)</td>
<td></td>
</tr>
<tr>
<td>CIS152 Fortran Programming</td>
<td>3</td>
<td>MTH134 or MTH141</td>
<td>Fortran Programming explores the principles and techniques of program design using the Fortran programming language. (F)</td>
<td></td>
</tr>
<tr>
<td>CIS153 Introduction to Visual BASIC Programming</td>
<td>3</td>
<td>None</td>
<td>Introduction to Visual BASIC Programming is an introductory course in event driven programming in the Microsoft Visual BASIC language, a popular Microsoft Windows based programming language. Students will learn the full range of this language through lectures and programming projects. (F)</td>
<td></td>
</tr>
<tr>
<td>CIS155 Introduction to Computer Programming</td>
<td>3</td>
<td>MTH134 or MTH141</td>
<td>Introduction to Computer Programming is an introductory programming course using the C++ programming language. This course is designed for students pursuing a four-year degree in computer science and for the Associate of Science students who need C++ as their programming language. (S)</td>
<td></td>
</tr>
<tr>
<td>CIS157 Introduction to JAVA Programming</td>
<td>3</td>
<td>CIS129</td>
<td>Introduction to JAVA Programming teaches the processes and methods of designing, developing, and debugging computer programs in the JAVA language. This course includes the concepts of object oriented program design. (S)</td>
<td></td>
</tr>
<tr>
<td>CIS160 Web Development Tools - Dream Weaver and GoLive</td>
<td>3</td>
<td>None</td>
<td>Web Development Tools - Dream Weaver and GoLive allows students to master these web development tools. The skills in this class provide a method for fast development of web pages and graphics. Students will develop skills to construct basic web design structures, including frames, tables, forms, and graphics. Students will learn master structuring, formatting, file compression, and the theory behind good web site development. GoLive, integration software, will also be used as a package for explanations of rapid development for graphics and animation problems. (S)</td>
<td></td>
</tr>
<tr>
<td>CIS166 Digital Media II</td>
<td>3</td>
<td>CIS136</td>
<td>Digital Media II is designed to introduce the student to the Macromedia suite of web-authoring applications. This course includes instruction in Macromedia Flash MX2004 (animation, animated logos, manipulation of video, etc.), Dreamweaver MX2004 (visual editor for creating and managing web sites and web pages), Fireworks MX2004 (create and edit images for the web), and FreeHand MX (use vector illustrator tool; create logos, graphics, and buttons; and add special effects to vector images). (S)</td>
<td></td>
</tr>
<tr>
<td>CIS199 Data Processing Internship</td>
<td>2-5</td>
<td>Instructor approval</td>
<td>Data Processing Internship is an opportunity for supervised work experience in data processing. Semester hours of credit depend on quality and quantity of experience. (D)</td>
<td></td>
</tr>
<tr>
<td>CIS210 Flash</td>
<td>3</td>
<td>None</td>
<td>Flash is a hands-on experience with Macromedia Flash MX as used in a typical web/graphics design environment. Students will master the basics of drawing, create animations, and manage Flash tools, as well as manage and use libraries, organize projects, create interactive buttons, add sounds, and publish movies. Students will also integrate graphics from other sources, including Fireworks and Freehand. (S)</td>
<td></td>
</tr>
</tbody>
</table>
CIS225 Fireworks 3
Pre-/corequisite: CIS135
Fireworks provides the student with the ability to design and construct basic Fireworks graphics which could be added to web pages, educational courseware material, or used to work as a form structure for a programming project. The student will learn to master tools used to alter animation graphics and application of filters and effects, as well as develop a basic understanding of graphics terminology and creation. The student will also develop skills to see how web integration of various software packages is performed. In addition, the student should be able to master basic editing techniques on various Fireworks and other graphic formats. (F)

CIS235 Advanced PhotoShop CS and Illustrator 3
Prerequisite: CIS135
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, multi-layered 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)

CIS236 Oracle, SQL, and Database Design 3
Prerequisite: None
Oracle, SQL, and Database Design covers the concepts of SQL and relational databases. Students will learn how to create tables, enter and manipulate data, query data in tables, and format the results using SQL commands. Students should be familiar with PC software. This course includes extensive laboratory time, and additional laboratory time may be required. (S)

CIS237 Oracle and SQL Server Database Administration 3
Prerequisite: CIS236
Oracle and SQL Server Database Administration focuses on the administrative tasks of a datarserver. Issues covered include security, backup, data integrity, indexes, table management, performance measurements, event logging, and stored procedures. This course includes extensive laboratory time, and additional laboratory time may be required. (F)

CIS239 A+ Computer Software 3
Prerequisite: None
A+ Computer Software explores how computer operating systems interact with hardware. Students will learn how to troubleshoot and maintain Linux and Windows OS and other computer software. (S)

CIS247 Networking II 3
Prerequisite: CIS147
Networking II teaches advanced concepts in computer networking. Activities include building, troubleshooting, and correcting a complex LAN. The curriculum maps to several Network+ exam objectives. (S)

CIS262 Client/Server Management 3
Prerequisite: CIS147
Client/Server Management allows students to learn how to set up and manage a client server network using Windows clients and server operating systems. Server roles to be covered include file/printer server, domain controller, and Web/FTP server. Students will also learn how to manage a client-server environment using role-based policies. (F)

CIS274 Systems Development and Design 3
Prerequisite: None
Systems Development and Design explores the methods used to analyze, plan, and manage information technology projects. Students should be familiar with PC software. (S)
CIS275 Linux OS 3
Prerequisite: CIS243
Linux OS introduces students to the Linux operating system and how to install, maintain, and troubleshoot Linux workstations and servers. (S)

CIS276 Computer Operations 3
Prerequisite: CIS125 or CIS133
Computer Operations explores the fundamentals of operating systems on mainframes and microcomputers. The student will be using several popular operating systems used in the business environment. (S)

CIS281 Introduction to Web Development 3
Prerequisite: CIS125 or CIS133
Introduction to Web Development explores the concepts of web page development and deployment. Topics focus on Hypertext Markup Language (HTML), browsers, and web servers. Additional material addresses interactive web page development using scripting languages. (S)

CIS282 Networking/Support Projects 3
Prerequisites: CIS243, CIS247, CIS262, and ETT246
Pre-/corequisite: CIS275
Networking/Support Projects focuses on installing, configuring, and supporting a computer network based on “client” needs. (S)

CIS283 Advanced Visual BASIC Programming 3
Prerequisite: CIS153
Advanced Visual BASIC Programming explores the principles and implementations of client/server computing architectures. Topics include mainframe, microcomputer, and database server techniques. Students will design a client/server prototype using microcomputers or a database server. (F,S)

CIS285 e-Commerce Concepts 3
Prerequisite: CIS281
e-Commerce Concepts explores the concepts, methods, and technologies of conducting electronic business. Issues covered include marketing, planning, design, development, and maintenance of the site, as well as payment processing, security, and customer service. (F)

CIS287 Advanced Web Development 3
Prerequisite: CIS160 or CIS281
Advanced Web Development teaches students, through lecture and laboratory experiences, the tools and methods to develop a web-based system, which interfaces with core business systems. (S)

CIS289 Applications in JAVA Programming 3
Prerequisites: CIS239 and CIS281
Applications in JAVA Programming teaches students, through lecture and laboratory experiences, to design and create object oriented business systems using JAVA programming language. This course includes advanced programming techniques such as data structures, database integration, and error handling. (D)

CIS290 Certification Preparation 1
Prerequisites: CIS243, CIS247, CIS262, and ETT246
Pre-/corequisite: CIS275
Certification Preparation will review prior Networking and A+ courses to help students prepare for the Network+ and A+ certification exams. Students will review textbooks and take practice exams to prepare for the official CompTIA certification exams. (S)

COL101 Introduction to College: Strategies for Success 1
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. (F,S,Su)

CRJ110 Introduction to Criminal Justice 3
Prerequisite: None
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)

CRJ112 Criminal Law 3
Prerequisite: CRJ110
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)
CRJ114 Rules of Criminal Evidence 3
Pre-/corequisite: CRJ110
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)

CRJ120 Juvenile Justice System 3
Prerequisite: None
Juvenile Justice System examines the intent, application, and procedures of the Missouri Juvenile Code, juvenile case disposition, crime prevention methods, and reporting procedures. The organization and functions of jurisdiction of juvenile agencies are also explored. (F, S)

CRJ130 Introduction to Corrections 3
Prerequisite: None
Introduction to Corrections includes an introduction to corrections, correctional theory, and correctional 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. (S)

CRJ140 Ethics in Criminal Justice 3
Prerequisite: CRJ110
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 followed by a discussion of moral development in 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)

CRJ222 Criminal Investigation 3
Pre-/corequisites: CRJ110 and CRJ114
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. (S)

CRJ224 Police Administration 3
Prerequisites: CRJ110, CRJ114, and CRJ222
Police Administration is a study of organization and administration systems used in modern criminal justice agencies. Emphasis will be on the characteristics of police organizations and personnel, budgeting for police departments, control and responsibility of police departments to other public agencies, and general principles of public administration. (S)

CRJ242 Advanced Criminal Investigation 3
Prerequisite: CRJ222
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. (F, S)

CUL101 Culinary Arts I 4
Prerequisite: None
Culinary Arts I surveys the basic skills in quantity food production. Topics examined include basic preparation techniques, standardized recipes, recipe conversion, and kitchen mathematics. The class format includes both lecture and laboratory sessions. (F)

CUL102 Culinary Arts II 4
Prerequisite: CUL101
Culinary Arts II is a continuation of Culinary Arts I. The emphasis is on preparation techniques as they apply to various food groups, as well as techniques of garnishment, plating, and service. Students will be required to plan, cost, prepare, and serve an actual banquet. (S)

CUL103 Culinary Arts III 4
Prerequisite: CUL102
Culinary Arts III will re-emphasize the key areas in professionalism and leadership. Students will be introduced to elements of nutrition, food classification, menu etiquette, and the business aspects of the culinary arts, including banquets and catering, cost control, and management. Students will learn basic Garde Mange, baking, and soups as a part of a total menu preparation. (F)
CUL104 Culinary Arts IV  4  
Prerequisite: CUL103  
Culinary Arts IV will re-emphasize the key areas in professionalism and leadership. Students are introduced to essential elements of sanitary management, accident prevention, and front of house duties. Students will learn advanced Garde Mange, advanced baking, and pastry. (S)

CUL106 Baking  2  
Prerequisite: None  
Baking is the study of the age-old process of this staple food product. This course is an in-depth focus of the process of baking, its diverse potential, and experimentation in the various methods and techniques used in all parts of the world. Baking will involve actual production of breads and baked products and experimentation in breads production. Each student will be involved in all aspects of the course and furnish his or her individual renditions of the topics studied. This is primarily a laboratory instructed course. (F,D)

CUL108 Pastry  2  
Prerequisite: None  
Pastry is the study of baking and focuses on complex products common to bake shops. This course is a hands-on laboratory process in which students will explore the endless possibilities that our study of fundamentals represents. This application gives students insight and allows for creativity to evolve as possibilities emerge. Students learn basic pie dough and then make products accordingly. The students explore éclair pastes and their uses. A variety of meringues and fillings are studied and applied. (S,D)

CVL105 Residential Carpentry  3  
Prerequisite: High school diploma or GED  
Residential Carpentry is centered on safety with carpentry tools (both hand and power) and safety when working with others while learning residential layout, floor and wall framing, roof construction, exterior and interior finish, and remodeling a building after it is correctly built. The primary method of instruction will be erecting a 16'x24' house (from a plan), remodeling it, and disassembling it under the direction of the instructor. (D)

CVL106 Residential Plumbing  3  
Prerequisite: High school diploma or GED  
Residential Plumbing is an introduction to the basics of plumbing. The student will learn how to safely install, troubleshoot, and repair plumbing to meet the requirements of local building codes. The student will also learn how to safely use the tools of the trade to install pipes, tubing, and fixtures. (F,D)

CVL113 Construction Techniques  2  
Prerequisite: None  
Construction Techniques is an introduction to the materials and methods of construction and an overview of the workings and opportunities of the construction industry. (F)

CVL120 Construction Methods and Estimating  3  
Prerequisite: CVL113  
Construction Methods and Estimating is the study of heavy building construction methods and the estimating of commercial and residential project costs. (S)

CVL151 Surveying I  4  
Prerequisite: MTH121  
Surveying I covers the theory and practice of plane surveying including the use and care of equipment, horizontal and vertical control equipment, horizontal and vertical control surveys, stadia and mapping surveys, and the principles of surveying calculations. (S)

CVL155 Advanced Residential Carpentry  3  
Prerequisite: CVL105 with a grade of “C” or better  
Advanced Residential Carpentry accentuates safe conduct while working in close quarters with others where power and hand tools are being used to do finish work on a house that was framed in CVL105. Finish work on a house begins with the exterior with an introduction on the application of various roofing and siding, soffitt and cornices, doors and windows, and exterior casing. After mastering these skills, the class will learn how to trim the interior of doors and windows, calculate steps and how to install them, how to “run base,” and install door and window hardware. Time permitting, the class will disassemble the house at the conclusion of the course. (S)

CVL213 Soil Analysis  3  
Corequisite: CVL113  
Soil Analysis is a study of the terminology, application, and testing of soil as an engineering material. (F)

CVL222 Construction Management  3  
Prerequisite: CVL120  
Construction Management is the study of managing construction projects, including records and reports, drawings and specifications, construction law and safety, planning and scheduling, and claims and disputes. (F)
CVL253 Environmental Technology 3
Prerequisite: PHY111
Environmental Technology involves the application of engineering principles to the planning, design, construction, and operation of systems such as water treatment and distribution, sewage, solid and hazardous waste disposal, storm water control, and water, air, and noise pollution control. (S)

CVL256 Statics and Strength of Materials 5
Prerequisite: PHY108 or PHY111
Statics and Strength of Materials is the study of forces acting on elastic bodies emphasizing stress, strain, centroids, and moment of inertia as related to engineering analysis and design. (S)

CVL257 Surveying II 3
Prerequisite: CVL151
Surveying II consists of hands-on experiences involving horizontal and vertical curves, route surveying, construction surveying, and land surveying. (F)

CVL273 Civil Drafting and Design 3
Corequisite: CDD122
Civil Drafting and Design is a course in which students study land, its legal description, and land use feasibility. The student will draw maps for buildings, subdivisions, road and dam construction, and mining/geology sites. (S)

ECE102 Introduction to Early Childhood Education 4
Prerequisite: None
Introduction to Early Childhood Education is an introduction to the field of early childhood education including historical foundation, familiarity with the broad range of current programs and trends, and an examination of the skills required of the teacher of young children. Also, three hours of weekly observation put theories into action. (F)

ECE103 Child Health, Nutrition, and Safety 3
Prerequisite: None
Child Health, Nutrition, and Safety is a study of the factors affecting children's health including nutritional needs, childhood diseases, and a safe but challenging learning environment. (F, S)

ECE107 School Age Child Care 3
Corequisite: ECE102
School Age Child Care includes the growth, development, and special needs of children ages 6-12 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. (S)

ECE108 Infant/Toddler Care 3
Prerequisite: None
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)

ECE120 Integrating Children with Special Needs 3
Prerequisite: ECE102
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)

ECE122 Behavior Management 3
Prerequisite: ECE102
Behavior Management is an examination of the guidance approach to discipline. Traditional disciplinary procedures of classroom behavior management will be evaluated up through the current evolvement and emphasis on developmentally appropriate guidance techniques. (F, S)
<table>
<thead>
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<tbody>
<tr>
<td>ECE201</td>
<td>Early Childhood Education Laboratory</td>
<td>2</td>
<td>Pre-/corequisite: ECE102</td>
<td>Early Childhood Education Laboratory consists of six hours per week of direct interaction with young children in a child care setting under qualified supervision and a bi-weekly one-hour seminar. (F,S,Su)</td>
</tr>
<tr>
<td>ECE202</td>
<td>Early Childhood Education Practicum I</td>
<td>2</td>
<td>Prerequisite: ECE201</td>
<td>Early Childhood Education Practicum I involves six hours weekly of supervised, directed experiences with children in a child care setting and a bi-weekly one-hour seminar. (F,S,Su)</td>
</tr>
<tr>
<td>ECE205</td>
<td>Early Childhood Education Practicum II</td>
<td>2</td>
<td>Prerequisite: ECE202</td>
<td>Early Childhood Education Practicum II is a continuation of Practicum I but with more specific responsibility for planning and implementing curriculum components in an early childhood setting. (F,S,Su)</td>
</tr>
<tr>
<td>ECE210</td>
<td>Curriculum Strategies for Preschool Classrooms</td>
<td>3</td>
<td>Prerequisite: ECE102</td>
<td>Curriculum Strategies for Preschool Classrooms is an examination of techniques, learning activities, and materials used to teach young children with an emphasis on planning and implementing a developmentally appropriate curriculum utilizing constructivist theory. (F)</td>
</tr>
<tr>
<td>ECE212</td>
<td>Family, School, and Community Relations</td>
<td>3</td>
<td>Prerequisite: ECE102</td>
<td>Family, School, and Community Relations stresses the importance of parent involvement in a child's education and examines strategies to promote this. Community agencies and their benefits for parents and programs will also be discussed. (S)</td>
</tr>
<tr>
<td>ECE214</td>
<td>Early Childhood Education Administration</td>
<td>3</td>
<td>Prerequisite: ECE102</td>
<td>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)</td>
</tr>
<tr>
<td>ECO100</td>
<td>Introduction to Economics</td>
<td>3</td>
<td>Prerequisite: None</td>
<td>Introduction to Economics is a survey course that covers both macroeconomics and microeconomics. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. Students seeking a bachelor's degree in business should take Macroeconomics and Microeconomics. (F,S,Su)</td>
</tr>
<tr>
<td>ECO101</td>
<td>Macroeconomics</td>
<td>3</td>
<td>Prerequisite: None</td>
<td>Macroeconomics explains the organization and goals of the U.S. economic system and how it operates. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. Macroeconomics is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S,Su)</td>
</tr>
<tr>
<td>ECO102</td>
<td>Microeconomics</td>
<td>3</td>
<td>Prerequisite: None</td>
<td>Microeconomics is a study of economics from the individual producer's and consumer's standpoint. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. Microeconomics is required of students who wish to transfer to a four-year school, majoring in any field of business, leading to a bachelor's degree. (F,S)</td>
</tr>
<tr>
<td>EDU105</td>
<td>Exploring the Field of Education</td>
<td>1</td>
<td>Prerequisite: None</td>
<td>Exploring the Field of Education serves as the formal entrance into the A.A.T. degree program. After students have successfully completed this course, ENG101, and an F.B.I. background check, 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 five hours in a P-12 classroom. (F,S)</td>
</tr>
<tr>
<td>EDU205</td>
<td>Technology for Teachers</td>
<td>3</td>
<td>Prerequisites: EDU105 and ENG101</td>
<td>Technology for Teachers will teach students how to integrate instructional technology into P-12 classrooms. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. (F,S,Su)</td>
</tr>
</tbody>
</table>
EDU210 Foundations of Education 3
Prerequisites: EDU105 and ENG101
Foundations of Education is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Students will explore the nature of school environments, design and organization of school curricula, and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. The required field experience is a minimum of 10 hours. (F,S,Su)

EDU225 Educational Psychology 3
Prerequisites: EDU105 and ENG101
Pre-/corequisite: PSY201, PSY202, or PSY205
Educational Psychology is designed to help students relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. This course will focus on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional strategies for students with special needs will also be introduced. A minimum of five hours of field experience is required. (F,S,Su)

EDU230 Teaching Profession with Field Experience 3
Prerequisites: EDU105, EDU210, and ENG101
Teaching Profession with Field Experience provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. This course is designed to assist students in determining if a career in teaching is an appropriate goal. (F,S)

EDU280 Education Capstone 1
Prerequisites: EDU205, EDU210, and EDU230
Pre-/corequisite: EDU225
Education Capstone is the last in the sequence of education courses. Students will create a Professional Development Case Study Portfolio to document what they know and can do based on MoSTEP 1.2 Mid-Preparation Benchmarks. Students will not receive a passing grade for the course unless they have successfully passed the C-BASE. (F,S,Su)

EGR101 Computer Aided Engineering Design 4
Prerequisite: High school geometry
Computer Aided Engineering Design is a course which teaches the skills of sketching and computer aided drafting, including the theory of descriptive geometry. Students will be expected to apply the design process to a design problem which will consist of a solution, documentation, and construction of the solution. This course is required for the Associate of Science degree. (F,S)

EGR228 Engineering Mechanics-Statics 3
Prerequisite: MTH180
Corequisite: MTH185
Engineering Mechanics-Statics is a course which applies principles of mechanics to engineering problems of equilibrium. There is a heavy emphasis on three-dimensional problems and vector methods to deal with the conditions for equilibrium. This course is required for the Associate of Science degree. (F)

EGR250 Engineering Mechanics-Dynamics 3
Prerequisites: PHY223, EGR228, and MTH185
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
Corequisite: MTH205
Circuit Analysis I is a beginning course in the mathematical modeling of an electrical circuit. Emphasis is placed on circuit elements, Kirchoff’s laws, mesh and nodal analysis, and the response of resistors, inductors, and capacitors to various signals. (S)
EMT111 Emergency Medical Technology I 10
Prerequisite: High school diploma or GED certificate and a COMPASS writing skills score of at least 65, ASSET writing skills score of at least 40, or an ACT English score of at least 20, or ENG001; and a COMPASS reading skills score of at least 74, ASSET reading skills score of at least 40, or ENG009; and a COMPASS pre-algebra score of at least 33, ASSET numerical skills score of at least 38, or an ACT math score of at least 16, or MTH001
Emergency Medical Technology I prepares an individual in all phases of emergency care with the focus on general emergency care, patient transport, and patient handling. (F,S)

EMT206 Pre-Paramedic Training 3
Prerequisite: High school diploma or GED certificate, current or pending Missouri EMT License
Pre-Paramedic Training is directed toward exposing the EMT to the concepts and techniques of pre-hospital care at the paramedic level. This course allows those pre-hospital providers with little or no working experience in EMS to be evaluated in their performance, as well as their knowledge. This evaluation will allow the student to consider if he/she is competent to pursue a career in EMS as a paramedic. (Su)

EMT235 EMT Paramedic I 20
Prerequisite: EMT206, ENG101, BIO116 or BIO212, and COMPASS pre-algebra score of at least 33, ASSET numerical skills score of at least 38, or ACT math score of 16 or higher, or MTH001, and current Missouri EMT license
Immunizations: MMR, PPD, DPT, Hepatitis B series
The EMT Paramedic program, consisting of EMT235, Paramedic I, and EMT236, Paramedic II, is designed to meet the professional expectations of the paramedic in the emergency field. The paramedic will be prepared to effectively handle all types of medical and trauma emergencies. These courses consist of 40 weeks of instruction, flexible schedule of two days per week, and arranged clinical and internship experiences. Successful completion of these courses will enable the student to take the practical and written examinations with the NREMT for certification as an Emergency Medical Technician-Paramedic. This certification will then be recognized by the Missouri Department of Health – Bureau of Emergency Medical Services for licensure as a Paramedic. (F)

EMT236 EMT Paramedic II 20
Prerequisite: EMT235
EMT Paramedic II is a continuation of EMT Paramedic I. (S)

ENG001 Basic Writing Skills 3
Prerequisite: COMPASS writing skills score of 18-64, ASSET writing skills score of 32-39, ACT English score of 12-19, or ENG045 with a grade of "B" or better
Basic Writing Skills prepares students to enter ENG101 by reviewing spelling, grammar, and punctuation as the students write paragraphs and short themes. A minimum essentials test is administered. This course is not intended for non-native speakers of English. Basic Writing Skills is not applicable toward the associate degree. (F,S)

ENG005 Basic Grammar and Punctuation 1
Prerequisite: COMPASS writing skills score of 18-64 or ASSET writing skills score of 32-39
Basic Grammar and Punctuation is an individualized review of the basics of grammar, punctuation, usage, sentence building, and capitalization. This course is not applicable toward the associate degree. (F,S,Su)

ENG008 College Success and Study Skills 1
Prerequisite: None
College Success and Study Skills introduces students to the key elements of academic success with an emphasis on developing the strategies necessary for success at the college level. Topics include note-taking, effective reading, test taking, time management, learning styles, and campus support resources and services. The College Success and Study Skills student, through an individual approach, learns study skills needed for success in college. This course is not applicable toward the associate degree. (F,S,Su)

ENG009 Reading Improvement 1
Prerequisite: COMPASS reading skills score of 73 or below, ASSET reading skills score of 23-39, or ACT score of 17 or below
Reading Improvement is designed for the student who needs to improve his/her reading skills. Reading Improvement students will complete a comprehensive reading program, which is designed to enhance reading rate while maintaining or improving comprehension. This course will assist students in becoming more efficient readers through the development of strategies to adjust reading rate to the kind of material being read. Reading Improvement includes a computer-based assessment and reading program, eye training, exercises to enhance reading speed, and individualized instruction. This course is not applicable toward the associate degree. (F,S,Su)
ENG017 Spelling/Vocabulary Skills 1
Prerequisite: None
Spelling/Vocabulary Skills is a combined spelling and vocabulary course, which offers essential tips and techniques for any college student interested in improving writing quality and reading comprehension. This course is not applicable toward the associate degree. (F,S,Su)

ENG023 Reading Strategies 3
Prerequisite: None
Reading Strategies is designed to enable students with basic reading skills to improve their reading strategies for college. The format of the course combines two hours per week in class, along with two hours lab in the Learning Center. Reading Strategies is not applicable toward the associate degree. (F,S,Su)

ENG031 English as a Second Language I 5
Prerequisite: Compass ESL grammar/usage score of 42-62, reading score of 38-64, and listening score of 42-66
English as a Second Language I (ESL) is a beginning ESL class designed for the non-native speaker of English to develop basic reading, writing, listening, speaking, and grammar skills. Multimedia lab work is required. This course is not applicable toward the associate degree. (D)

ENG032 English as a Second Language II 5
Prerequisite: Compass ESL grammar/usage score of 63-83, reading score of 65-79, and listening score of 67-81, or ENG031 with a grade of “C” or better
English as a Second Language II (ESL) is a low-intermediate ESL class designed for the non-native speaker of English to develop low-intermediate reading, writing, listening, speaking, and grammar skills. Multimedia lab work is required. This course is not applicable toward the associate degree. (D)

ENG033 English as a Second Language III 3
Prerequisite: Compass ESL grammar/usage score of 84-93, reading score of 80-91, and listening score of 82-91; 475 TOEFL (computer 150) score; or ENG032 with a grade of “C” or better
English as a Second Language III (ESL) is an intermediate ESL class designed for the non-native speaker of English to improve basic reading and writing skills. Students will become familiar with the American style of writing, with emphasis on grammar, organization, and reading comprehension skills. This course is not applicable toward the associate degree. (D)

ENG034 English as a Second Language IV 3
Prerequisite: Compass ESL grammar/usage score of 94-99, reading score of 92-99, and listening score of 92-99; 500 TOEFL (computer 173); 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)

ENG040 Fundamentals of Writing 1
Prerequisite: COMPASS writing skills score of 5 or below, ASSET writing skills score of 26 or below, or ACT English score of 8 or below
Fundamentals of Writing I is targeted for students who need a basic understanding of grammatical and mechanical usage. This course offers students an opportunity to learn basic grammar and punctuation usage as the groundwork for solid-sentence structure and clear communication. Fundamentals of Writing I is designed to prepare students for enrollment in Fundamentals of Writing II. This course also meets the demands of foreign students studying English grammar and punctuation. Fundamentals of Writing I is not applicable toward the associate degree. (F,S,Su)

ENG045 Fundamentals of Writing II 1
Prerequisite: COMPASS writing skills score of 6-17, ASSET writing skills score of 27-31, ACT English score of 9-11, or ENG040 with a grade of “B” or better
Fundamentals of Writing II is designed for students to learn good sentence composition. This course includes a comprehensive study of grammatical and mechanical usage and the study of writing steps, which are instrumental in the production of well-written sentences. Fundamentals of Writing II is not applicable toward the associate degree. (F,S,Su)

ENG101 English Composition I 3
Prerequisite: COMPASS writing skills score of 65 or higher, ASSET writing skills score of 40 or higher, ACT English score of 20 or higher; ENG001 with a grade of “C” or better; or ENG034 with a grade of “C” or better
English Composition I offer 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)
ENG101H Honors Composition I 3
Prerequisite: Honors Program admission
Honors Composition I is a writing workshop utilizing readings, discussion, conferences, and research. Students will review some basic communication skills, but the course will emphasize sharing ideas through essay writing. Honors Composition I meets the ENG101 requirement for all degree programs and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG101 and ENG101H toward graduation. (F)

ENG102 English Composition II 3
Prerequisite: ENG101/101H with a grade of “C” or better
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. Composition II is required for the Associate of Arts degree. (F,S,Su)

ENG102H Honors Composition II 3
Prerequisite: Honors Program admission and ENG101/101H with a grade of “C” or better
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 will partially fulfill the English Composition requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG102 and ENG102H toward graduation. (F,S)

ENG104 Creative Writing 3
Prerequisite: ENG101/101H
Creative Writing deals with creating poems or short stories. The student will be given the opportunity to study appropriate, effective writing techniques. (F,S)

ENG105 Literary Types: Poetry/Short Story 3
Prerequisite: None
Literary Types: Poetry/Short Story deals with essential elements of poetry and the short story. Students will explore poetic terms, language, and meaning and will study the thematic purpose of short stories. Literary Types: Poetry/Short Story will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

ENG106 Literary Types: Drama/Short Novel 3
Prerequisite: None
Literary Types: Drama/Short Novel explores basic elements of drama and the short novel. Students will trace drama from Greek origins to modern times with emphasis on structure and theme. Students will study the author’s technique and theme in the short novel. Literary Types: Drama/Short Novel will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

ENG110 Journalism I 3
Prerequisite: ENG101/101H
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
Prerequisite: ENG110
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)

ENG112 Film Appreciation: Introduction to Cinema 3
Prerequisite: None
Film Appreciation examines the history and basic elements of world film. Students will study film’s images, sound, editing, and aesthetics. This course contains important communications-media influences and so critical essays and research papers are often required. Film Appreciation will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

ENG143 Literature for Children 3
Prerequisite: ENG101/101H
Literature for Children introduces students to methods of sharing quality literature for young children. Students will learn criteria for evaluating literature, enrichment activities, and storytelling techniques. Literature for Children is required for the Early Childhood degree and is recommended for Elementary Education majors. (F,S,Su)

ENG210 Journalism III 1
Prerequisite: ENG111
Journalism III is a continuation of Journalism II. (F,S)

ENG211 Journalism IV 1
Prerequisite: ENG210
Journalism IV is a continuation of Journalism III. (F,S)
ENG215 World Literature: Before 1650 3
Prerequisite: None
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. World Literature: Before 1650 will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

ENG215H Honors World Literature 3
Prerequisite: Honors Program admission
Honors World Literature explores historical, social, and philosophical thought as reflected in the literature of Western Culture from the Ancient World through the Renaissance. Students will have the opportunity to design individualized research projects. Honors World Literature will partially fulfill the humanities requirements for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG215 and ENG215H toward graduation. (D)

ENG216 World Literature: After 1650 3
Prerequisite: None
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. World Literature: After 1650 will partially fulfill the humanities requirement for the Associate of Arts degree. (S)

ENG225 English Literature: Before 1800 3
Prerequisite: None
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. English Literature: Before 1800 will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

ENG226 English Literature: After 1800 3
Prerequisite: None
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. English Literature: After 1800 will partially fulfill the humanities requirement for the Associate of Arts degree. (S)

ENG228 American Literature: Before 1865 3
Prerequisite: None
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. American Literature: Before 1865 will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

ENG229 American Literature: After 1865 3
Prerequisite: None
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. American Literature: After 1865 will partially fulfill the humanities requirement for the Associate of Arts degree. (S)

ENG235 The Shakespeare Plays 3
Prerequisite: None
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. The Shakespeare Plays will partially fulfill the humanities requirement for the Associate of Arts degree. (D)

ENG235H Honors Shakespeare 3
Prerequisite: Honors Program admission
Honors Shakespeare is a combination literature and film course. Students will read representative Shakespearian plays, design paper projects, and conduct class discussion of a selected play. Honors Shakespeare will partially fulfill the humanities requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG235 and ENG235H toward graduation. (F)
ENG250 Mythology 3
Prerequisite: None
Mythology offers the student a cross-cultural study of mythology ranging from classical Greek and Roman to American Indian, Asian, and African. Mythology students will study major cultural works such as The Odyssey, Gilgamish, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. Mythology will partially fulfill the humanities requirement for the Associate of Arts degree. (D)

ENG250H Honors Mythology 3
Prerequisite: Honors Program admission
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, Gilgamish, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. Mythology will partially fulfill the humanities requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG250 and ENG250H toward graduation. (S)

ENG255H Honors Literary Types: Poetry 3
Prerequisite: Honors Program admission
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 will partially fulfill the humanities requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

ETC103 DC Circuits 5
Prerequisite: COMPASS algebra score of at least 42, ASSET elementary algebra score of 40 or higher, ACT math score of 18 or higher, or MTH002 with a grade of “C” or better
DC Circuits is a study of electrical units of measure, direct current theory, circuit theorems and analysis techniques, and equipment and procedures common to the analysis of DC circuits. (F,D)

ETC104 AC Circuits 5
Prerequisite: ETC103
AC Circuits is a study of time constants, alternating current theory, waveform parameters, reactive components, circuit analysis techniques, transformers, resonance, and filters, and equipment and procedures common to the analysis of AC circuits. (F,D)

ETC110 Residential Wiring 3
Prerequisite(s): HRA101 or ETC103 and ETC104
Residential Wiring is a lecture/laboratory class that provides a background of electrical principles and practices and an understanding of National Electrical Code requirements. This course includes the study of safety requirements, blueprint reading, service entrances, rough-in, trim out, low voltage, and an introduction to home automation. (F,S)

ETC111 Residential Wiring Practicum 2
Prerequisites: ETC110 and HRA101 or ETC103 and ETC104
Residential Wiring Practicum is a laboratory class that will provide practical experience in the following areas: safety requirements, blueprint reading, service entrances, rough-in, trim out, and low voltage systems. (S)

ETC132 Semiconductors I 5
Prerequisite: ETC104
Semiconductors I is a study of basic semiconductor physics, diode applications, bipolar transistors, transistor biasing techniques, transistor amplifiers, field transistors, FET biasing techniques, FET amplifiers, and frequency analysis. (F,S,D)

ETC133 Semiconductors II 5
Prerequisite: ETC132
Semiconductors II is a study of semiconductor devices and circuits to include operational amplifiers, active filters, oscillators, regulated power supplies, and thyristors. (F,S,D)

ETC255 Introduction to Digital Circuits 6
Prerequisite: ETC132
Introduction to Digital Circuits involves a study of basic logic circuit design and specific operating characteristics of commonly used integrated circuit technologies. Sequential and combinational logic circuits are developed, implemented, and analyzed in detail. (F,D)

ETI221 Industrial Electricity 3
Prerequisite: HRA101
Industrial Electricity is a course designed to prepare the student to use AC circuit theory to solve industrial control problems. This course also covers maintenance and use of solid state devices and controls, DC and three phase motors and motor controllers, and use of AC power systems. (S)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETI225</td>
<td>Introduction to the National Electrical Code</td>
<td>3</td>
<td>ETI221, ETI236, or instructor approval</td>
<td>Introduction to the National Electrical Code is a course designed to provide the students with a working knowledge of the National Electrical Code (NEC) and some hands-on experience in industrial electrical wiring to NEC standards. This course also covers installation and maintenance of solid state devices and controls, DC and three phase motors, and motor controllers. (S)</td>
</tr>
<tr>
<td>ETI236</td>
<td>Industrial Control</td>
<td>4</td>
<td></td>
<td>Industrial Control involves a study of AC motor and DC motor theory, as well as control devices and symbols, ladder diagrams, common motor control circuits, sensors and transducers, closed-loop process control, synchro components, and servo systems. (F,D)</td>
</tr>
<tr>
<td>ETI256</td>
<td>Introduction to Microprocessors</td>
<td>4</td>
<td>ETC255</td>
<td>Introduction to Microprocessors involves a study of microprocessor architecture, interfacing, programming, and troubleshooting with an emphasis on control applications. (S,D)</td>
</tr>
<tr>
<td>ETI261</td>
<td>Introduction to Programmable Controllers</td>
<td>3</td>
<td>ETI221 or ETI236</td>
<td>Introduction to Programmable Controllers is a study of safe installation and programming practices that are common to most programmable controllers. Programming includes implementing logic, sequencing, timing, counting, and arithmetic operations through analog or digital input and output modules. (S)</td>
</tr>
<tr>
<td>ETI263</td>
<td>PLCs for Automation</td>
<td>4</td>
<td>ETI236</td>
<td>PLCs for Automation is a study of Programmable Logic Controllers (PLCs), their hardware components, and programming methods. Basic and advanced programming procedures are studied and applied. Safe installation and troubleshooting practices are studied and applied. Process control, data acquisition, and computer-controlled machines and processes are also studied. (S)</td>
</tr>
<tr>
<td>ETI277</td>
<td>Servicing Robotic Systems</td>
<td>5</td>
<td>ETC256</td>
<td>Servicing Robotic Systems is a project-oriented course involving the interaction and interfac ing of the elements of automation. This course includes automation safety, installation, system analysis, integration, and system documentation. Servicing Robotic Systems fulfills the computer literacy graduation requirement for Associate of Applied Science degree-seeking students. (S)</td>
</tr>
<tr>
<td>ETI299</td>
<td>Robotics Automation Internship</td>
<td>3</td>
<td>ETC256, ETI263, and ETI277</td>
<td>Robotics Automation Internship provides on-the-job experience in the field of automation. The student is required to work approximately 120 hours with an approved and cooperating industry. The internship is usually completed during the last three weeks of the spring semester and is open to second year robotics technology students. (S)</td>
</tr>
<tr>
<td>ETT231</td>
<td>Transmission and Signaling Basics</td>
<td>3</td>
<td>ETC133</td>
<td>Transmission and Signaling Basics provides a brief history of telecommunications and introduces the student to transmission principles, transmission media, and terminology used in the industry. Special emphasis is placed on telephony and the types of signaling used in telephone systems. Laboratory experiences emphasizing signaling, transmission basics, and the use of test equipment are included. (F)</td>
</tr>
<tr>
<td>ETT235</td>
<td>Cabling and Equipment Installation</td>
<td>3</td>
<td></td>
<td>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. (F)</td>
</tr>
<tr>
<td>ETT243</td>
<td>Optical and Broadband Transmission Systems</td>
<td>3</td>
<td>ETT231</td>
<td>Optical and Broadband Transmission Systems examines modulation techniques, multiplexing techniques, multiplexers, satellite technology, SONET, PCS, and antenna characteristics. An introduction to terminal test equipment and its utilization are covered, as well as a study of fiber optics as it applies to long-distance communications. (S)</td>
</tr>
<tr>
<td>ETT245</td>
<td>Local Area Networks</td>
<td>3</td>
<td></td>
<td>Local Area Networks prepares students to install and maintain local area network (LAN) equipment. Network configurations, file servers, network interface cards, cabling, bridge/routers, and network protocols are covered. (S)</td>
</tr>
</tbody>
</table>
ETT246 A+ Computer Hardware 3
Prerequisite: Basic computer literacy skills strongly recommended
Installation and Repair of Microcomputer Systems covers configuration, diagnosis, and repair of microcomputers and microcomputer peripheral devices. Software installation and upgrading are included. Both hardware and software troubleshooting techniques are covered. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S)

ETT247 Wide Area Networking 3
Corequisites: ETT245 and ETT260
Wide Area Networking is an introduction to emerging networking technologies. The Integrated Services Digital Network (ISDN), Frame Relay, and Asynchronous Transfer Mode (ATM) are covered. Course emphasis is on Frame Relay Internetworking. (S)

ETT260 Digital Telephony 3
Prerequisite: ETC255
Digital Telephony involves a study of voice/data systems with an emphasis on Pulse Code Modulation (PCM), channel banks, digital multiplexers, and interfaces with customer data equipment. Laboratory work emphasizes installation and testing of channel banks and customer equipment. (S)

ETT299 Telecommunications Internship 3
Prerequisites: ETT231, ETT235, ETT243, ETT245, ETT246, ETT247, and ETT260
Telecommunications Internship provides on-the-job experiences in the field of telecommunications. The student is required to work approximately 120 hours with an approved and cooperating industry. The internship is usually completed during the last three weeks of the spring semester and is open to second year telecommunications majors. (S)

FRN101 Beginning French 5
Prerequisite: None
Beginning French allows the students to develop fundamental oral and written skills in French. There will be three hours of group interaction, plus two hours of multimedia work with audio and video files each week. Notes: This course is received at Jefferson College via interactive television. Coursework on the Internet is required. Many transfer institutions require three semesters of foreign language. (F)

FRN102 Intermediate French 5
Prerequisite: FRN101 or equivalent skills
Intermediate French students will learn how to express themselves and communicate effectively in French. There will be three hours of group participation, plus two hours of multimedia with audio and video files each week. 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. Notes: This course is received at Jefferson College via interactive television. Coursework on the Internet is required. Many transfer institutions require three semesters of foreign language. (S)

FRN201 French Grammar and Composition 3
Prerequisite: FRN102 or equivalent skills
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. In addition to three hours of group interaction, there will be one hour with the audio files in the language lab each week. Individualized instruction is available. Note: Many transfer institutions require three semesters of foreign language. (D)

FRN253 French Reading 3
Prerequisite: FRN201 or equivalent skills
French Reading students will expand their reading skills and vocabulary and will be introduced to French literature. French Reading will partially fulfill the humanities requirement for the Associate of Arts degree. Note: Many transfer institutions require three semesters of foreign language. (D)

FST103 Fire Prevention 3
Prerequisite: None
Fire Prevention studies the fundamental principles, theory, techniques, and procedures of fire prevention, organization of fire prevention programs, conducting of fire prevention inspections, and fire hazards and causes. (D)
FST110 Fire Fighter I and II 8
Prerequisites: High school diploma/GED certificate and valid driver's license
Pre-/corequisite: FST116
Fire Fighter I and II covers fire protection characteristics, behavior of fire, chemistry of fire, extinguishing agents, water supply, in-depth fire streams, auto extrication, and fire theory. Successful completion of this course and FST116, Hazardous Materials Awareness and Operations, and subsequent passing of state exams connected with each course, will certify an individual to the NFPA 1001-1997 Fire Fighter Professional Qualification Standards. This is a state certification course. (F, S)

FST116 Hazardous Materials Awareness and Operations 2
Corequisite: FST110
Hazardous Materials Awareness and Operations consists of an awareness section and an operations section. The awareness portion of this course educates and trains emergency responders in hazardous materials recognition and identification, in how to assess whether to intervene, and in the background of laws and regulations affecting the standard of care for hazardous materials emergency responders. The operations portion of this course is designed to enable emergency first responders to operate in a defensive mode, minimizing harm to people, property, and the environment while maintaining their own safety. Both portions are designed to provide first responders with the cognitive knowledge and hands-on skill required by OSHA 1910.120 (q), NFPA 472, and the Hazardous Materials Emergency Preparedness (HMEP) Guidelines for Public Sector Hazardous Materials Training. (F,S)

FST125 Fire Suppression and Management 3
Prerequisite: FST110
Fire Suppression and Management is a survey of fire suppression organizations, water supply systems, fire apparatus, manpower and equipment utilization, fire defense and insurance rates, budgeting, and general fire management. (D)

FST127 Building Construction 3
Prerequisite: FST110
Building Construction includes an analysis of various methods of building construction, various types of construction materials, and basic principles of construction design. Also covered are the fire resistant features of materials, life safety methods of construction, and an introduction to fire codes and laws. (D)

FST229 Fire Fighting Tactics and Strategy 4
Prerequisite: FST110
Fire Fighting Tactics and Strategy emphasizes utilization of manpower, equipment and apparatus, preplanning and fire ground decision-making, techniques of fire control in general, and an application of these techniques to fires. Also included are a survey of fire apparatus, extinguishing agents, ventilation, and the incident command system. (D)

FST231 Hazardous Materials I 3
Prerequisite: None
Hazardous Materials I is a study of chemical characteristics and reactions related to storage, transportation, handling of hazardous materials, i.e., flammable liquids, combustible solids, oxidizing, and corrosive materials. Emphasis is placed on emergency situations and fire fighting control. (D)

FST232 Hazardous Materials II 3
Prerequisite: FST231
Hazardous Materials II is a study of hazards related to storage, handling, and transportation of explosives, poisons, corrosive materials, water-reactive materials, and radioactive substances. Emphasis is placed on fire fighting methods, as well as personal and public safety. (D)

FST233 Hydraulics and Equipment 4
Prerequisite: FST110
Hydraulics and Equipment studies the application of the laws of mathematics and physics to properties of fluid states, force pressure, and flow velocities. Emphasis is placed on applying principles of hydraulics to fire fighting problems. (D)
FST235 Fire Protection Systems 3
Prerequisite: None
Fire Protection Systems is an introduction to fire protection systems including standpipe and hose, automatic sprinkler, dry powder, CO2, foam, smoke detecting, and heat actuating systems. Emphasis is placed on the need for design, installation, and fire department inspection of the various types of systems. (D)

FST251 Fire and Arson Investigation and Detection 3
Prerequisite: Authorization from fire district administrator
Fire and Arson Investigation and Detection is for employed or volunteer fire fighters only and includes fundamental principles, theory, techniques, and procedures of arson investigation and detection. Preparation of reports, evidence, and interviews to prepare for actual court cases is covered. (D)

FST253 Codes, Laws, and Ordinances for Company Officers 3
Prerequisite: FST103
Codes, Laws, and Ordinances for Company Officers explores the fundamental principles of codes, laws, and ordinances relating to the fire service. (D)

FST254 Fire Officer I 4
Prerequisite: FST110
Fire Officer I studies the requirements, responsibilities, and skills required to become an effective company officer. This course is subdivided into five sections consisting of: fitting into the organization, handling interpersonal relationships, managing individual performance, managing pre-incident and fire ground procedures, and administration of safety, health, and legal guidelines. Fire Officer I prepares the student for state certification. (D)

FST255 Fire Officer II 3
Prerequisite: FST254
Fire Officer II targets administrative and operational aspects of the daily routine of a company level officer. This course takes the component structures of the incident command system and develops tactics and strategies necessary to conclude a successful emergency incident. Fire Officer II prepares the student for state certification. (D)

FST256 Fire Suppression and Management II 3
Prerequisite: FST125
Fire Suppression and Management II explores the advanced principles of fire department management pertaining to budgets, manpower, specifications, and apparatus. (D)

GEO103 World Regional Geography 3
Prerequisite: None
World Regional Geography is an introduction to the academic discipline of Geography including a world survey, presenting the essential physical and cultural characteristics, key issues, and problems of the major regions of the world: the Americas, Europe, Russia, North Africa, Southwest Asia, Subsaharan Africa, South Asia, East Asia, and the Pacific. Special attention is given to selected countries. World Regional Geography will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F,S)

GEO120 Seminar in Global Studies 1
Prerequisite: None
Seminar in Global Studies consists of a seminar, team-taught by a number of instructors who teach courses, predominantly global in subject and scope, within the Global Studies program, and other instructors and guest speakers with particular global interests and information. This seminar forms an integral unit of the Global Studies program and must be completed by all program enrollees. Seminar in Global Studies will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F,S)

GRM101 Beginning German 4
Prerequisite: None
Beginning German allows the student to develop the fundamental oral and written communication skills in German. This course is an introduction to listening, speaking, reading, writing, and the German culture. Notes: This course is received at Jefferson College via interactive television. Coursework on the Internet is required. (F,S)

GRM102 Intermediate German 4
Prerequisite: GRM101 or equivalent skills
Intermediate German builds on the skills acquired in Beginning German. This course encompasses listening, speaking, reading, writing, and the German culture. Notes: This course is received at Jefferson College via interactive television. Coursework on the Internet is required. (F,S)

GUD101 Career Planning and Exploration 2
Prerequisite: None
Career Planning and Exploration is an orientation to career decision-making. This course overviews the world of work; explores personal values, needs, and skills; and studies major occupational fields. Career Planning and Exploration uses the College’s Career Services Center as a major source of information. (F,S,Su)
GUD136 Learning To Learn  3
Prerequisite: None
Learning to Learn is a course based on research on the learning and thinking skills of effective learners. This course emphasizes the development of effective academic skills including the structure of learning, problem solving, critical reading, and utilizing campus and community resources. Students will also assess their current academic skills and identify changes appropriate for academic success. (F,S)

HLT016 Certified Medication Technician  6
Prerequisites: Certified Nurse Aid certification, high school graduate or GED, successful completion of the Test of Adult Basic Education (TABE), vocabulary and comprehension, mathematical concepts and applications tests, and a statement of eligibility from employer Certified Medication Technician teaches the certified nurse assistant to prepare, administer, and chart medications in a long-term care facility. This course includes 68 hours of laboratory and classroom instruction. Successful completion of this course enables the student to receive certification with the Missouri Division of Aging. Students may not use Title IV funds (Pell grants or student loans) to pay for this course. (F,S)

HPE101 Physical Fitness I  1
Prerequisite: None
Physical Fitness I promotes overall personal physical fitness. Students may select a fitness program geared for their particular needs. (F,S,Su)

HPE102 Volleyball I  1
Prerequisite: None
Volleyball I reviews techniques, fundamental skills, and basic rules of the game through participation. (F,S)

HPE103 Beginning Tennis  1
Prerequisite: None
Beginning Tennis explores the techniques essential to the game from the perspective of strokes, strategy, and rules of the game. (F,S)

HPE104 Recreational Games  1
Prerequisite: None
Recreational Games explores techniques essential to racquetball, table tennis, shuffleboard, and horseshoes. (F,S)

HPE105 Basketball  1
Prerequisite: None
Basketball reviews techniques, fundamental skills, and basic rules of the game through participation. (F,S)

HPE106 Weight Training I  1
Prerequisite: None
Weight Training I deals with the instruction and techniques that are required for proper life-long fitness through weight equipment. (F,S)

HPE107 Aerobics I  1
Prerequisite: None
Aerobics I offers a figure-shaping fitness workout combining aerobic exercises with vigorous dance movements. (F,S)

HPE109 Beginning Golf  1
Prerequisite: None
Beginning Golf is an activity course providing students with a life-long activity of fun and exercise. Basic fundamentals will be taught so a student may go to a golf course and know the basics of the game. (F,S)

HPE110 Recreational Shooting I  1
Prerequisite: Admission to the Jefferson College Law Enforcement Academy
Recreational Shooting I addresses safe gun handling, legal aspects of firearms, fundamentals of marksmanship, and shooting stance/loading/dry firing. Introduction, skill development and qualification with the handgun and shotgun, stress combat courses, and night fire with the handgun and shotgun are included. (F)

HPE111 Recreational Shooting II  1
Prerequisite: Admission to the Jefferson College Law Enforcement Academy
Recreational Shooting II covers advanced training devoted to stress combat, shooting decisions utilizing the Firearms Training Simulator, night fire with the handgun and shotgun, and care and cleaning of firearms. (S)

HPE120 Beginning Swimming  1
Prerequisite: None
Beginning Swimming deals with basic water safety skills, coordination of swimming strokes, and building confidence in water activities. (D)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HPE122</td>
<td>Water Fitness</td>
<td>1</td>
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<tr>
<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Water Fitness is a recreational conditioning program designed as a means of attaining and/or maintaining physical fitness through water activities. (F,S,Su)</td>
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<tr>
<td>HPE124</td>
<td>Recreational Water Activities</td>
<td>1</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Recreational Water Activities explores techniques essential to volleyball, basketball, water polo, and other aquatic activities. (F,S,Su)</td>
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<tr>
<td>HPE130</td>
<td>Personal Health</td>
<td>3</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>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)</td>
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<tr>
<td>HPE132</td>
<td>First Aid and C.P.R.</td>
<td>3</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>First Aid and C.P.R. deals with providing emergency care for one who has been injured or suddenly taken ill. The student will learn and practice skills and techniques needed for Infant/Child and Adult C.P.R. and emergency first aid. The student must purchase applicable Red Cross certification cards. (F,S,Su)</td>
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<tr>
<td>HPE134</td>
<td>Coaching/Officiating Volleyball</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: HPE102 or HPE280</td>
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<td></td>
<td>Coaching/Officiating Volleyball reviews the theories and techniques of coaching and officiating volleyball. The student is given opportunities to conduct drills and participate in the various officiating roles. Coaching/Officiating Volleyball will meet the requirements for most physical education degree programs. (S)</td>
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<tr>
<td>HPE135</td>
<td>Coaching Baseball</td>
<td>2</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>Coaching Baseball explores the techniques and strategies through offensive and defensive team play. The student will have the opportunity to conduct drills, teach techniques, and actively participate in labs and group discussions. Coaching Baseball will meet the requirements for most physical education degree programs. (F)</td>
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<tr>
<td>HPE138</td>
<td>Lifetime Fitness and Wellness</td>
<td>2</td>
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<td></td>
<td>Prerequisite: None</td>
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<td>Lifetime Fitness and Wellness provides contemporary information about the beneficial effects of a positive healthy lifestyle and how to implement and live such a lifestyle. This course is designed to help the student understand and evaluate wellness and exercise needs and develop an individual exercise program. (F,S)</td>
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<tr>
<td>HPE201</td>
<td>Physical Fitness II</td>
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<tr>
<td></td>
<td>Prerequisite: HPE101</td>
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<td>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)</td>
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<tr>
<td>HPE202</td>
<td>Volleyball II</td>
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<td></td>
<td>Prerequisite: HPE102</td>
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<td></td>
<td>Volleyball II reviews and refines fundamental skills and team strategy. Advanced individual and team skills and tactics are introduced. (F,S)</td>
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<tr>
<td>HPE206</td>
<td>Weight Training II</td>
<td>1</td>
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<td>Prerequisite: HPE106</td>
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<td>Weight Training II deals with the advanced instruction and techniques that are required for proper life-long fitness through weight equipment. Review of the techniques and fundamental skills taught in Weight Training I will be stressed. (F,S)</td>
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<tr>
<td>HPE207</td>
<td>Aerobics II</td>
<td>1</td>
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<td>Prerequisite: HPE107</td>
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<td></td>
<td>Aerobics II incorporates an advanced aerobic fitness and figure shaping workout using vigorous dance movements and body toning exercises. (F,S)</td>
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<tr>
<td>HPE220</td>
<td>Intermediate Swimming</td>
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<td></td>
<td>Prerequisite: HPE120 or swimming skills</td>
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<td>Intermediate Swimming deals with techniques related to various swimming strokes and basic forms of rescue. (D)</td>
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<tr>
<td>HPE225</td>
<td>Lifeguard Training</td>
<td>3</td>
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<td></td>
<td>Prerequisite: HPE220 or intermediate swimming skills and permission of instructor</td>
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<td>Lifeguard Training deals with the development of knowledge and skills necessary for saving a life in the event of an emergency. This course meets all of the requirements for the American Red Cross Lifeguard Certificate. (Su)</td>
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<tr>
<td>HPE226</td>
<td>Water Safety Instructor</td>
<td>2</td>
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<td></td>
<td>Prerequisite: HPE225 or current lifeguard training certificate</td>
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<td>Water Safety Instructor examines the principles of teaching swimming. The student will have the opportunity to learn techniques essential to the learning process through study and practice. (D)</td>
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<td>Course Code</td>
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<tr>
<td>HPE250</td>
<td>Varsity Baseball</td>
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<tr>
<td></td>
<td>Prerequisite: Participation in college intercollegiate baseball program</td>
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<td></td>
<td>Varsity Baseball is designed for students selected to participate in the intercollegiate program. (F,S)</td>
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<tr>
<td>HPE260</td>
<td>Varsity Basketball</td>
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<tr>
<td></td>
<td>Prerequisite: Participation in college intercollegiate baseball program</td>
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<td>Varsity Basketball is designed for students selected to participate in the intercollegiate program. (F,S)</td>
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<tr>
<td>HPE280</td>
<td>Varsity Volleyball</td>
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<tr>
<td></td>
<td>Prerequisite: Participation in college intercollegiate volleyball program</td>
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<td></td>
<td>Varsity Volleyball is designed for students selected to participate in the intercollegiate program. (F,S)</td>
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<tr>
<td>HRA101</td>
<td>Basic Electricity</td>
<td>5</td>
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<td></td>
<td>Prerequisite: None</td>
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<td>Basic Electricity is a lecture/laboratory class including electron theory, series and parallel circuits, test equipment, single and three phase motors, and an introduction to household wiring. (F,D)</td>
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<tr>
<td>HRA105</td>
<td>Principles of Refrigeration</td>
<td>5</td>
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<td>Prerequisite: None</td>
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<td>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,D)</td>
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<tr>
<td>HRA121</td>
<td>Refrigeration Mechanical Systems</td>
<td>5</td>
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<td></td>
<td>Prerequisites: HRA101 and HRA105</td>
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<td>Refrigeration Mechanical Systems covers the basic fundamentals required for maintenance of all industrial, commercial, and residential building systems. Theory required for effective diagnosis of mechanical and electrical systems is presented. Emphasis is also given to job place work ethics. (S)</td>
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<tr>
<td>HRA122</td>
<td>Air Conditioning Mechanical Systems</td>
<td>5</td>
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<td></td>
<td>Prerequisites: HRA101 and HRA105</td>
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<td>Air Conditioning Mechanical Systems covers the basic air conditioning and ventilation system fundamentals required for the maintenance of residential and commercial systems. Theory required for effective troubleshooting capability is also presented. (S)</td>
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<tr>
<td>HRA216</td>
<td>Residential Air Conditioning Systems</td>
<td>5</td>
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<tr>
<td></td>
<td>Prerequisites: HRA121 and HRA122</td>
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<td>Residential Air Conditioning Systems covers the theory, installation, diagnosis, and service of residential air conditioning systems including heat pumps. (F,D)</td>
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<tr>
<td>HRA225</td>
<td>Residential Heating Systems</td>
<td>5</td>
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<td></td>
<td>Prerequisites: HRA121 and HRA122</td>
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<td></td>
<td>Residential Heating Systems studies the theory, installation, diagnosis, and service of residential heating systems. This course covers high efficiency gas heating systems, heat loss and heat gain, necessary calculations, and duct sizing and layout. (F,D)</td>
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<tr>
<td>HRA248</td>
<td>Light Commercial Refrigeration Systems</td>
<td>5</td>
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<td>Prerequisites: HRA101 and HRA105</td>
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<td>Light Commercial Refrigeration Systems studies the theory, application, installation, and servicing of light commercial refrigeration systems such as display cases, walk-in coolers and freezers, and ice cube makers. (S,D)</td>
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<tr>
<td>HRA249</td>
<td>Commercial Refrigeration Systems</td>
<td>5</td>
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<tr>
<td></td>
<td>Prerequisites: HRA101 and HRA105</td>
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<td></td>
<td>Commercial Refrigeration Systems is the study of commercial systems used in retail and wholesale operations. This course calculates sizing of commercial refrigeration compartments for installation and equipment sizing. Sizing includes condensing units with evaporators. System piping is covered for size determination of length and pipe diameters. Piping effects are covered, including line resistance and operational effect. (S,D)</td>
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<tr>
<td>HST103</td>
<td>U.S. History I to Reconstruction</td>
<td>3</td>
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<td></td>
<td>Prerequisite: None</td>
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<td></td>
<td>U.S. History I shows the development of the United States from Columbian contact through post Civil War reconstruction. This course is designed to help students understand and function in their society. U.S. History I will fulfill the constitution requirement for the Associate of Applied Science degree and partially fulfill the social and behavioral science requirement for the Associate of Arts, Associate of Arts in Teaching, and Associate of Science degrees. This course will fulfill the Missouri law requiring study of the national and state constitutions. (F,S)</td>
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</tbody>
</table>
**HST103H Honors U.S. History I to Reconstruction** 3
Prerequisite: Honors Program admission
Honors U.S. History I shows the development of the United States from Columbian contact through post Civil War reconstruction. This course is designed to help students understand and function in their society. Honors U.S. History I will fulfill the constitution requirement for the Associate of Applied Science degree and partially fulfill the social and behavioral science requirement for the Associate of Arts, Associate of Arts in Teaching, and Associate of Science degrees. This course will fulfill the Missouri law requiring study of the national and state constitutions. Honors U.S. History I fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HST103 and HST103H toward graduation. (F)

**HST104 U.S. History II from Reconstruction** 3
Prerequisite: None
U.S. History II shows the development of the United States reconstruction to the present. This course is designed to help students understand and function in their society. U.S. History II will partially fulfill the history and political science requirement for the Associate of Arts degree. This course does not meet constitution requirements. (F)

**HST104H Honors U.S. History II from Reconstruction** 3
Prerequisite: Honors Program admission
Honors U.S. History II shows the development of the United States reconstruction to the present. This course is designed to help students understand and function in their society. Honors U.S. History II will partially fulfill the history and political science requirement for the Associate of Arts degree. This course does not meet constitution requirements. Honors U.S. History II fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HST104 and HST104H toward graduation. (S)

**HST130 American Studies** 3
Prerequisite: None
American Studies is designed to encourage the study and understanding of the United States and its culture through personal contact with historic areas. American Studies includes an extensive tour, study sessions, and a research project. (D)

**HST201 Ancient and Medieval Civilization** 3
Prerequisite: None
Ancient and Medieval Civilization is a general introduction to the political, social, economic, and cultural history of western civilization. Beginning with Prehistory and continuing through the Ancient Middle East, this course concludes with the beginnings of the early modern world. Ancient and Medieval Civilization will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

**HST202 Renaissance to Early Modern Europe** 3
Prerequisite: None
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. Renaissance to Early Modern Europe will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

**HST203 Modern Europe** 3
Prerequisite: None
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. Modern Europe will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

**HST205 African-American History** 3
Prerequisite: None
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. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (S)

**HST210 Asian Civilization** 3
Prerequisite: None
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 “non-western” history course. This course will partially fulfill the humanities requirement for the Associate of Arts degree. (F)
HST235 Women in History  
Prerequisite: None
Women in History is a general introduction to the history of women and their roles in and contributions to society, literature, and art. This course begins with prehistory and continues to the present. Women in History will partially fulfill the humanities requirement for the Associate of Arts degree. (S)

HST240 Missouri History  
Prerequisite: None
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. Missouri History will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (S)

HUM125 Seminar in World Cultures  
Prerequisite: None
Seminar in World Cultures may be repeated for a maximum of six credit hours. Each course offering of Seminar in World Cultures will vary in terms of countries and cultures studied and may include, at various times, selected countries of Europe, Africa, Latin America, and Asia. Length of course will vary between 3 1/2 and 6 1/2 weeks abroad and will meet three or more classroom hours prior to travel. Classroom sessions will introduce students to the countries history, culture, art, architecture, customs, and other significant contributions to world civilization. Specific course objectives, strategies and evaluation procedures, and specific credit hours designation will be outlined in a learning agreement with the instructor of record. Seminar in World Cultures will partially fulfill the humanities requirement for the Associate of Arts degree. (D)

HUM250H Honors Humanities  
Prerequisite: Honors Program admission
Honors Humanities draws together the main themes of a liberal arts education; therefore, topics may change semester by semester. Students will study varied topics including myth, religion, literature, science and technology, and the humanities and their impact on societies past and present. This course will partially fulfill the humanities requirement for the Associate of Arts degree. Honors Humanities fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

HUM260 Liberal Arts Seminar  
Prerequisite: None
Liberal Arts Seminar draws together the main themes of a liberal arts education: the consideration of the impact of science, technology, and the humanities on societies over time, values and ethics appropriate to a new age, the future consequences of present policies, as well as the enjoyment and importance of both the arts and the sciences. The theme may change semester by semester. This course synthesizes the historical and cultural traditions. Liberal Arts Seminar will partially fulfill the humanities requirement for the Associate of Arts degree. (D)

HUM260H Honors Liberal Arts Seminar  
Prerequisite: Honors Program admission
Honors Liberal Arts Seminar draws together the major themes of a liberal arts education: the consideration of the impact of science, technology, and the humanities on societies over time, values and ethics appropriate to a new age, the future consequences of present policies, as well as the enjoyment and importance of both the arts and the sciences. The theme may change semester by semester. This course synthesizes the historical and cultural traditions. Honors Liberal Arts Seminar will partially fulfill the humanities requirement for the Associate of Arts degree. This course fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HUM260 and HUM260H toward graduation. (S)

HUM270 Leadership Development Studies through the Humanities  
Prerequisite: None
Leadership Development Studies through the Humanities is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Leadership Development Studies through the Humanities will partially fulfill the humanities requirement for the Associate of Arts degree. (D)
HUM270H Honors Leadership Development Studies through the Humanities 3
Prerequisite: Honors Program admission
Honors Leadership Development Studies through the Humanities is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Honors Leadership Development Studies through the Humanities will partially fulfill the humanities requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both HUM270 and HUM270H toward graduation. (S)

MGT103 Business Mathematics 3
Prerequisite: None
Business Mathematics deals with applying math to business situations. Topics covered include trade and cash discounts, merchandise pricing, depreciation, financial statement analysis, and simple and compound interest. Business Mathematics will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F, S, Su)

MGT132 Salesmanship 3
Prerequisite: None
Salesmanship will examine selling as a process that provides benefits to both buyers and sellers. This course places emphasis on retail and industrial presentations. Salesmanship will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F, S)

MGT133 Advertising 3
Prerequisite: None
Advertising is a study of the advertising industry in relation to our economy. The student will explore advertising’s impact on buying habits, communication styles, and media usage. Advertising will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F, S)

MGT150 Marketing 3
Prerequisite: None
Marketing is an introduction to marketing as a social process. This course considers “marketing mix” elements as human activities directed at satisfying the needs and wants of consumers and industrial users through the exchange processes. Marketing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F, S)

MGT151 Retailing 3
Prerequisites: MGT103 and MGT150
Retailing deals with organization, management, and operation of retail institutions. Emphasis is placed on merchandising for improved inventory and financial control covering both dollar control and unit control methods of retail planning. Retailing will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F, S)

MGT199 Business Internship I 4
Prerequisite: MGT150
Business Internship I involves supervised work experience in marketing, merchandising, retailing, and management. The student is required to work within an approved and cooperating industry. Business Internship I will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F, S, Su)
MGT245 QuickBooks 3
Prerequisites: BUS107 or BUS240, and CIS133
QuickBooks will familiarize students in the Business Management A.A.S. degree program with QuickBooks software for daily bookkeeping. Mastery of this course will allow students to effectively utilize QuickBooks software in the small-business environment. (F,S)

MGT262 Financial Management 3
Prerequisite: MGT151
Financial Management develops a conceptual understanding of investment and financial decisions toward maximizing the business owner's wealth. The students are exposed to the environment in which financial decisions are made and examine the analytical techniques used in finance. Financial Management will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S)

MGT299 Business Internship II 4
Prerequisite: MGT199
Business Internship II is a continuation of supervised work experience in marketing, merchandising, retailing, and management. The student is required to work within an approved and cooperating industry. Business Internship II will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,Su)

MSA071 Prep Voice Lessons (Applied Music) 1
Prerequisite: MSC103 or permission of instructor
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA072 Prep String Lessons (Applied Music) 1
Prerequisite: Permission of instructor
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA073 Prep Woodwind Lessons (Applied Music) 1
Prerequisite: MSC103 or permission of instructor
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA074 Prep Brass Lessons (Applied Music) 1
Prerequisite: Permission of instructor
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. (F,S,Su)

MSA075 Prep Percussion Lessons (Applied Music) 1
Prerequisite: Permission of instructor
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA076 Prep Piano Lessons (Applied Music) 1
Prerequisite: MSC103 or permission of instructor
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. (F,S)

MSA171 Voice Lessons I (Applied Music) 1
Prerequisite: MSC103 or permission of instructor
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

MSA172 String Lessons I (Applied Music) 1
Prerequisite: Permission of instructor
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)
### MSA173 Woodwinds Lessons I  
**(Applied Music)**  
1  
Prerequisite: MSC103 or permission of instructor  
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

### MSA174 Brass Lessons I  
**(Applied Music)**  
1  
Prerequisite: Permission of instructor  
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

### MSA175 Percussion Lessons I  
**(Applied Music)**  
1  
Prerequisite: Permission of instructor  
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F)

### MSA176 Piano Lessons I  
**(Applied Music)**  
1  
Prerequisite: MSC103 or permission of instructor  
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

### MSA181 Voice Lessons II  
**(Applied Music)**  
1  
Prerequisite: MSA171  
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Private Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

### MSA182 String Lessons II  
**(Applied Music)**  
1  
Prerequisite: MSA172  
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

### MSA183 Woodwinds Lessons II  
**(Applied Music)**  
1  
Prerequisite: MSA173  
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

### MSA184 Brass Lessons II  
**(Applied Music)**  
1  
Prerequisite: MSA174  
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

### MSA185 Percussion Lessons II  
**(Applied Music)**  
1  
Prerequisite: MSA175  
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F)

### MSA186 Piano Lessons II  
**(Applied Music)**  
1  
Prerequisite: MSA176  
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

### MSA271 Voice Lessons III  
**(Applied Music)**  
1  
Prerequisite: MSA181  
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

### MSA272 String Lessons III  
**(Applied Music)**  
1  
Prerequisite: MSA182  
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)
MSA273 Woodwinds Lessons III
(Applied Music) 1
Prerequisite: MSA183
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA274 Brass Lessons III
(Applied Music) 1
Prerequisite: MSA184
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

MSA279 Percussion Lessons III
(Applied Music) 1
Prerequisite: MSA185
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA280 Piano Lessons III
(Applied Music) 1
Prerequisite: MSA186
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA281 Voice Lessons IV
(Applied Music) 1
Prerequisite: MSA271
Applied Voice involves one 30-minute private lesson and five practice hours per week with the voice. Applied Voice lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

MSA282 String Lessons IV
(Applied Music) 1
Prerequisite: MSA272
Applied String involves one 30-minute private lesson and five practice hours per week on a chosen string instrument. Applied String lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA283 Woodwinds Lessons IV
(Applied Music) 1
Prerequisite: MSA273
Applied Woodwind involves one 30-minute private lesson and five practice hours per week on a chosen woodwind instrument. Applied Woodwind lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA284 Brass Lessons IV
(Applied Music) 1
Prerequisite: MSA274
Applied Brass involves one 30-minute private lesson and five practice hours per week on a chosen brass instrument. Applied Brass lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S,Su)

MSA285 Percussion Lessons IV
(Applied Music) 1
Prerequisite: MSA279
Applied Percussion involves one 30-minute private lesson and five practice hours per week on a chosen percussion instrument. Applied Percussion lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)

MSA286 Piano Lessons IV
(Applied Music) 1
Prerequisite: MSA280
Applied Piano involves one 30-minute private lesson and five practice hours per week on the piano. Applied Piano lesson and practice time doubles when taking two semester hours credit. Music seminar time is required. (F,S)
MSC101 Fundamentals of Music 3
Prerequisite: None
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. Fundamentals of Music will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S,Su)

MSC103 Music Theory I 4
Prerequisite: High school music theory or MSC101
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. Music Theory I will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

MSC104 Music Theory II 4
Prerequisite: MSC103
Music Theory II continues development in sight singing and aural perception. This course also studies secondary triads, seventh chords, and harmonic analysis and introduces secondary dominant chords and elementary modulation. Music Theory II is required for music majors. (S)

MSC105 Introduction to Music Technology 1
Pre-/corequisite: MSC101 or MSC103
Introduction to Music Technology introduces the use of music notation software, which will be used throughout the student's course work, and music accompaniment software, as well as develops an understanding of music through composition and arranging. (F)

MSC125 Jefferson College Singers 1
Prerequisite: None
Jefferson College Singers is a mixed chorus with no auditions required. Jefferson College Singers perform a public concert each semester consisting of Broadway, patriotic, sacred, and folk music. Jefferson College Singers study and perform Handel's Messiah biennially in the fall, in conjunction with the Community Chorale. (F,S)

MSC126 Community Chorale 1
Prerequisite: None
Community Chorale is a large mixed chorus composed mostly of community singers with some high school and college students. Community Chorale performs a lengthy sacred work, such as Verdi’s Requiem or Haydn’s Creation, and is open to all students. (S)

MSC127 Starlight Chorus 1
Prerequisite: None
Starlight Chorus is a large mixed chorus that meets during the summer semester one evening per week. Music from two Broadway musicals is performed on the outdoor Fine Arts Theatre stage. (Su)

MSC128 Starlighters 1
Prerequisite: None
Starlighters is a group of 20-30 mixed voices that performs a choreographed medley of Broadway selections in conjunction with the Starlight Chorus during the summer. They rehearse one evening per week. (Su)

MSC131 Appreciation of Music 3
Prerequisite: None
Appreciation of Music 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. Appreciation of Music is designed for non-music majors and will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S,Su)

MSC133 Jazz Appreciation 3
Prerequisite: None
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 and will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)
MSC135 History of Rock and Roll 3
Prerequisite: None
History of Rock and Roll is a survey of the major trends, styles, and genres of rock music from 1945 to the present day. This course will also focus on concurrent historical and cultural influences that shaped the music, with attention given to those artists and groups who have proven to be of the most enduring significance. History of Rock and Roll is designed for non-music majors and will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

MSC137 World Music 3
Prerequisite: None
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. World Music will partially fulfill the humanities requirement for the Associate of Arts degree. (F)

MSC144 Woodwind Ensemble 1
Prerequisite: Proficiency in playing at least one woodwind instrument and audition during or before the first week of classes
Woodwind Ensemble involves performance of literature for small combinations of woodwind instruments and usually draws on members of the Band. (F,S)

MSC145 Brass Ensemble 1
Prerequisite: Proficiency in playing at least one brass instrument and audition during or before the first week of classes
Brass Ensemble involves performance of literature for small combinations of brass instruments and usually draws on members of the Band. (F,S)

MSC146 Percussion Ensemble 1
Prerequisite: Proficiency in playing at least one percussion instrument; audition required
Percussion Ensemble studies and performs on a variety of percussion instruments using various ethnic, classical, and contemporary percussion ensemble repertoires. Percussion Ensemble is open to all students. (F,S)

MSC152 Concert Band 1
Prerequisite: Proficiency in playing at least one band instrument; no audition required
Concert Band involves the study and public performance of band literature at school and community functions. Concert Band is open to all students. (F,S)

MSC161 Class Piano I 2
Prerequisite: Permission of instructor
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
Prerequisite: MSC161 or instructor approval
Class Piano II is a continuation of Class Piano I and continues to build basic proficiencies for music majors. Class Piano II adds chord reading and transposition. This course is required for all music majors, except piano majors. Class Piano II is open to non-music majors with instructor approval. (F,S)

MSC163 Class Voice 2
Prerequisite: None
Class Voice is a methods course including a study of the basics of singing, posture, breath control, tone development, technique, and diction; knowledge of these areas is applied through the singing of various songs. Class Voice is required for all music majors, including voice majors, but is also open to those interested in improving the solo voice. (D)

MSC167 Class Percussion 2
Prerequisite: MSC103 or instructor approval
Class Percussion is a methods course including a study of the major orchestral percussion instruments and the techniques necessary to play them. Students also develop rhythm skills. Class Percussion is required for all music majors but is also open to non-majors. (F)

MSC168 Jazz Improvisation I 2
Prerequisite: Understanding of basic music theory and proficiency at playing a musical instrument
Jazz Improvisation I introduces materials and practices in extemporaneous performance. This course introduces aural and analytical approaches in the standard jazz repertoire. (F,S)

MSC169 Jazz Improvisation II 2
Prerequisite: MSC168 or equivalent
Jazz Improvisation II is a continuation of Jazz Improvisation I. This course studies jazz improvisatory playing with increased concentration on performance and includes detailed harmonic analysis of standard jazz literature. Jazz Improvisation II also introduces advanced melodic concepts. (F,S)
MSC203 Music Theory III  4
Prerequisite: MSC104
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
Prerequisite: MSC203
Music Theory IV is advanced study in sight singing and aural perception. This course also further studies in chromatic harmony, contemporary musical practice and techniques, and elemental formal analysis. Music Theory IV is required for all music majors. (S)

MSC231 Music Literature: Before 1750  3
Prerequisite: MSC103 or equivalent
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. Music Literature: Before 1750 will partially fulfill the humanities requirement for the Associate of Arts degree. (S)

MSC232 Music Literature: After 1750  3
Prerequisite: MSC103 or equivalent
Music Literature: After 1750 covers the musical literature of the Classical, Romantic, and Modern eras. This course is required for all music majors. Music Literature: After 1750 will partially fulfill the humanities requirement for the Associate of Arts degree. (S)

MSC241 Small Jazz Combo  1
Prerequisite: Proficiency at playing a musical instrument common to the small jazz idiom; an audition may be required
Small Jazz Combo is the study and performance of the small jazz group repertoire. Concurrent enrollment in Jazz Improvisation I or Jazz Improvisation II is encouraged. Small Jazz Combo is open to all students. (F,S)

MSC248 Madrigal/Contempo Ensemble  1
Corequisite: MSC259
Madrigal/Contempo Ensemble consists of 12-14 mixed voices who achieve the highest ratings in Chamber Singer auditions. Madrigal/Contempo Ensemble performs mostly Renaissance madrigals but occasionally performs a lighter style for community appearances. (F,S)

MSC251 Jazz Lab Band  1
Prerequisite: Proficiency at playing a musical instrument common to the big band idiom
Jazz Lab Band is the study and performance of big band jazz literature. The group usually performs in at least one out-of-state festival each year and appears at several local schools. (F,S)

MSC259 Chamber Choir  1
Prerequisite: Audition during or before the first week of classes
Chamber Choir is a select choir of approximately 24 mixed voices and is involved in a local and out-of-state tour each spring. The fall productions of the Chamber Choir include “Ye Olde Madrigal Christmasse Feaste” and a biennial performance of Handel’s Messiah with the Community Chorale. Chamber Choir is open to all students. (F,S)

MTH001 Basic Mathematics  3
Prerequisite: None
Basic Mathematics deals with the development of arithmetic skills. The student will have the opportunity to learn arithmetic operations with whole numbers, fractions, and decimals. Basic Mathematics is not applicable toward the associate degree. (F,S,Su)

MTH002 Basic Algebra  3
Prerequisite: COMPASS pre-algebra score of at least 33, ASSET numerical skills score of at least 38, ACT math score of 16 or higher, or MTH001 with a grade of “B” or better
Basic 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. Basic Algebra is not applicable toward the associate degree. (F,S,Su)

MTH009 Geometry  1
Prerequisite: None
Geometry is designed as an introduction to basic Euclidean Geometry. This course is intended for those students who feel they need to review or to learn geometry in preparation for further mathematics courses. Geometry is not applicable toward the associate degree. (F,S,Su)

MTH102 Mathematics for Technicians  3
Prerequisite: None
Mathematics for Technicians involves arithmetic and basic algebraic application to various technical fields. This course is required for the Automotive Technology degree and certificate. Mathematics for Technicians is not applicable toward the Associate of Arts degree. (F)
MTH105 Industrial Math 3
Prerequisite: None
Industrial Math examines basic math skills including fractions, decimals, and trigonometric functions. Industrial Math is not applicable toward the Associate of Arts degree. (F,S)

MTH113 Mathematics for Health Sciences 3
Prerequisite: COMPASS pre-algebra score of at least 33, ASSET numerical skills score of 40 or higher, or MTH001 with a grade of “B” or better and admission into the nursing program
Mathematics for Health Sciences provides a review of basic math skills, principles, and concepts. This course also teaches the student systems of measurement and conversion for dosage calculations in medication administration. Mathematics for Health Sciences fulfills the mathematics requirement for the Associate of Applied Science degree in Nursing and the Certificate requirement for Practical Nursing. (F)

MTH121 Technical Mathematics I 3
Prerequisite: COMPASS algebra score of at least 42, ASSET elementary algebra score of at least 40, ACT math score 18 or higher, or MTH002 with a grade of “C” or better
Technical Mathematics I is a study of selected topics from algebra and trigonometry with technical applications. Refer to the required curricular section of the catalog as this course is required in a number of programs. Technical Mathematics I is not applicable toward the Associate of Arts degree. (F,S)

MTH122 Technical Mathematics II 3
Prerequisite: MTH121 with a grade of “C” or better
Technical Mathematics II is a continuation of Technical Mathematics I involving more advanced topics in algebra and trigonometry. Refer to the required curricular section of the catalog as this course is required in a number of programs. Technical Mathematics II is not applicable toward the Associate of Arts degree. (S,D)

MTH128 Intermediate Algebra 3
Prerequisite: COMPASS algebra score of at least 42, ASSET elementary algebra score of at least 40, ACT math score 18 or higher, or MTH002 with a grade of “C” or better
Intermediate Algebra continues the development of the algebraic skills introduced in Basic Algebra. This course counts as an elective toward the Associate of Arts degree. (F,S,Su)

MTH130 Structure of the Real Number System 3
Prerequisite: COMPASS algebra score of at least 66, ASSET intermediate algebra score of at least 40, ACT math score of 20 or higher, or MTH128 with a grade of “C” or better
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 will fulfill the mathematics requirement for the Associate of Arts degree for early childhood and elementary education majors only. (F,S,Su)

MTH131 Introduction to College Mathematics 3
Prerequisite: COMPASS algebra score of at least 66, ASSET intermediate algebra score of at least 40, ACT math score of 20 or higher, or MTH128 with a grade of “C” or better
Introduction to College Mathematics deals with several advanced mathematical topics, many of which are included in College Algebra. This course is not a prerequisite for any mathematics course. Introduction to College Mathematics will fulfill the mathematics requirement for the Associate of Arts degree. A graphing calculator is required. (F,S)

MTH133 Trigonometry 3
Prerequisite: COMPASS algebra score of at least 66, ASSET intermediate algebra score of at least 40, ACT math score of 20 or higher, or MTH128 with a grade of “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
Prerequisite: COMPASS algebra score of at least 66, ASSET intermediate algebra score of at least 40, ACT math score of 20 or higher, or MTH128 with a grade of “C” or better
College Algebra consists of several nonsequential algebraic topics. The student will explore these topics within the realms of both the real number system and the complex number system. This course will fulfill the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH134 and MTH141 toward graduation. A graphing calculator is required. (F,S,Su)
MTH141 Precalculus 5
Prerequisite: COMPASS algebra score of at least 66, ASSET college algebra score of 38 or higher, ACT math score of 20 or higher, or MTH128 with a grade of “C” or better
Precalculus covers the College Algebra and Trigonometry topics required for the Calculus I, II, III sequence. This course will fulfill the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH141 and MTH133 or both MTH141 and MTH134 toward graduation. A graphing calculator is required. (F,S)

MTH161 Calculus for Business and the Social Sciences 3
Prerequisite: COMPASS college algebra score of at least 46, ASSET college algebra score of at least 40, ACT math score of 22 or higher, or MTH134 with a grade of “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. Calculus for Business and the Social Sciences will fulfill the mathematics requirement for the Associate of Arts degree. Students cannot apply both MTH161 and MTH180 toward graduation. A graphing calculator is required. (F,S)

MTH168 Business Statistics 3
Prerequisite: COMPASS college algebra score of at least 46, ASSET college algebra score of at least 40, ACT math score of 22 or higher, or MTH134 with a grade of “C” or better
Business Statistics covers descriptive statistics, probability, probability distributions, sampling distributions, and hypothesis testing. A graphing calculator is required. (F,S)

MTH180 Calculus I 5
Prerequisite: Any one of the following: COMPASS trigonometry score of at least 46; ASSET college algebra score of at least 45 plus either high school trigonometry or precalculus with a grade of “C” or better; ACT math score of at least 24 plus either high school trigonometry or precalculus with a grade of “C” or better; MTH141 with a grade of “C” or better; MTH133 and MTH134 both with a grade of “C” or better
Calculus I covers limits, continuity, differentiation, and integration. This course fulfills the mathematics requirement for the Associate of Arts degree. Students cannot apply both MTH180 and MTH161 toward graduation. A graphing calculator (TI-83 recommended) is required. (F,S,Su)

MTH185 Calculus II 5
Prerequisite: MTH180 with a grade of “C” or better
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
Prerequisite: MTH185 with a grade of “C” or better
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
Prerequisite: MTH201
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)

MTT105 Introduction to Machine Shop 2
Prerequisite: None
Introduction to Machine Shop is a general introduction to machine shop practices. This course provides an overview of the materials, machinery, and methods of machine shop. (F,S)

MTT108 Industrial Blueprint Reading 3
Prerequisite: None
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. (F,S)
MTT116 Dimensional Metrology 3
Prerequisite: MTH105 with a grade of “C” or better
Dimensional Metrology develops dimensional measurement ability in students. They will learn how to use measuring equipment and instruments, including scales, micrometers, calipers, gage blocks, indicators, and production gages. Basic statistics, probability, and acceptance sampling are also covered in this course. (S)

MTT122 Machine Shop I 6
Prerequisite: None
Machine Shop I is an introduction to basic machine tool technology. This course includes safety practices, layout and bench work, and an introduction to the use of machine tools. (F,S)

MTT123 Machine Shop II 6
Prerequisite: MTT122
Machine Shop II is a continuation of Machine Shop I involving the construction and use of machine tools, lathes, surface grinders, milling machines, and drill presses. (F,S)

MTT130 Metal Fabrication 3
Prerequisite: None
Metal Fabrication provides students with specialized learning experiences in metal work. Students are prepared to assume the duties of an all-around entry-level metal worker capable of fabricating and assembling, machining, bending, forming, and welding a variety of metal products in many industries. This course is comprised of three components: sheet metal, machinery, and welding. Instruction includes theory, laboratory, and shop work as they relate to materials layout. (D)

MTT145 Concepts of Numerical Control 3
Prerequisite: MTT105 or MTT122
Concepts of Numerical Control gives the student a basic knowledge of how NC machines work and how to program them. Students gain introductory knowledge and practice in three axis programming using cartesian coordinate systems. (F,S)

MTT147 Hydraulics and Pneumatics I 2
Prerequisite: None
Hydraulics and Pneumatics I is a study of basic components of hydraulic and pneumatic systems. Included is an examination of how components are combined to build up various circuits for control and power transmission. (F)

MTT148 Introduction to Metallurgy 3
Prerequisite: None
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. (S)

MTT151 CNC Programming I 2
Prerequisite: MTT122 or instructor approval
CNC Programming I is an introduction to programming CNC machines utilizing the fundamentals of the EIA Programming Language. Operation of CNC machine tools is covered. (S)

MTT234 Machine Shop III 9
Prerequisite: MTT234
Machine Shop III is an advanced study of machine tool operations. This course includes making setups and precision machining of parts on vertical and horizontal milling machines, surface grinders, electrical discharge machines, and lathes. Machine Shop III also includes an introduction to tool making. (F,S)

MTT235 Introduction to Toolmaking 9
Prerequisite: MTT234
Introduction to Toolmaking is devoted entirely to the introduction of toolmaking. This course includes designing and building jigs and fixtures, stamping dies, form dies, and injection mold dies. (F,S)

MTT263 CNC Programming II 5
Prerequisite: MTT151 or instructor approval
CNC Programming II provides an orientation to numerical control machines. Absolute and incremental programming are taught for the control of machines and lathes. (F)

MTT265 Advanced CNC Programming 5
Prerequisite: MTT263 or instructor approval
Advanced CNC Programming provides the student with advanced programming training using Unigraphics software. This software is used with AutoCAD to complete our total CAD/CAM programming link. Unigraphics software is used to program our CNC milling machines and CNC lathes. (S)
MTT269 Computer Integrated Manufacturing

Corequisite: MTT265 or instructor approval
Computer Integrated Manufacturing teaches the student how to use application programs like word processing, spreadsheets, and AutoCAD to more efficiently produce EIA programs used in CNC machining. (S)

OST105 Personal Development

Prerequisite: None
Personal Development emphasizes the importance and development of professional image and career planning. Goal setting and time management are included, and career opportunities are explored. This course is a requirement for all OST Associate of Applied Science degree and certificate majors and may also be taken by non-OST majors. (F,S)

OST107 Voice Recognition

Prerequisite: None
Voice Recognition provides instruction in creating voice profiles, changing and correcting text, training for difficult words, and creating special characters and numbers. Formatting instructions and special displays and enhancements will also be covered. This course is a requirement for all OST Associate of Applied Science degree majors and may also be taken by non-OST majors. (F,S)

OST109 Introduction to the Internet

Prerequisite: None
Introduction to the Internet covers basic instruction in Internet services including the World Wide Web; e-mail; discussion groups; Internet news; creating, navigating, and maintaining a web page; and using Internet tools. This course is a requirement for all OST Associate of Applied Science degree majors and may also be taken by non-OST majors. (F,S)

OST111 Presentation Software Applications

Prerequisite: Keyboarding proficiency of 30 wpm and computer literacy
Presentation Software Applications provides instruction and practical experience in using presentation graphics software. This course will include projects commonly completed by office support personnel in presenting information in a clear manner. Presentation Software Applications is a requirement for all OST Associate of Applied Science degree majors and recommended for certificate majors. (F,S)

OST113 Keyboarding Skill Building

Prerequisite: Completion of OST146 or one unit of high school keyboarding
Keyboarding Skill Building provides intensive practice in speed and accuracy development. This course is repeatable, and students will receive a pass/fail grade. Keyboarding Skill Building is a recommended elective for all OST Associate of Applied Science degree and certificate majors. (F,S)

OST113 Records Management

Prerequisite: None
Records Management is the study of common methods for storing records based upon alphabetic filing rules. In addition to manual filing, emphasis is placed on computerized filing, micro graphics, and overall records management procedures. This course is a requirement for all OST Associate of Applied Science degree and certificate majors. (F,S)

OST146 Keyboarding on Microcomputers

Prerequisite: None
Keyboarding on Microcomputers teaches the touch method using a computer keyboard and the numeric ten-key pad. This course also includes formatting and production of basic letters, memorandums, and reports. Students may possibly omit this course if they have completed a full year of keyboarding within the last three years with a “C” average. Keyboarding on Microcomputers is a requirement for all OST Associate of Applied Science degree and certificate majors. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S)
OST151 Introduction to Transcription 3
Prerequisite: None
Introduction to Transcription is devoted to developing background skills necessary for transcribing office documents from any source of input. This course covers review and application of English skills for proofreading and editing business letters, memos, and short reports and is designed to strengthen knowledge of good communication and to force thinking and judgment while transcribing correspondence. Introduction to Transcription is a requirement for all OST Associate of Applied Science degree and certificate majors. (F,S)

OST152 Formatting and Production on Microcomputers 3
Prerequisite: OST146 or two semesters of high school typewriting or equivalent during last three years
Formatting and Production on Microcomputers provides further development of speed and accuracy in straight-copy keyboarding and document production skills. A straight-copy speed of 45-50 words per minute for five minutes is necessary for successful completion. This course is a requirement for all OST Associate of Applied Science degree and certificate majors. (F,S)

OST153 Spreadsheet and Database Applications 3
Prerequisite: Keyboarding proficiency of 30 wpm
Spreadsheet and Database Applications provides practical experience in using spreadsheet and database software. This course will emphasize projects most frequently completed by administrative support personnel. Spreadsheet and Database Applications is required for all OST Associate of Applied Science degree and certificate majors. (F,S)

OST156 Office Document Applications 3
Prerequisites: OST151 or ENG101; and CIS122 or OST146
Office Document Applications involves the composition of office documents, as well as the revising and editing of office documents, using microcomputers for input. Students will learn to produce effective messages and formats and to set up disk filing systems. This course is a requirement for all OST Associate of Applied Science degree majors. (F,S)

OST157 Office Procedures 3
Pre-/corequisite: OST152
Office Procedures provides instruction in the following areas: scheduling and conducting meetings, travel arrangements, handling mail, establishing priorities, and using proper telephone techniques. This course includes extensive use of case studies, solution of problems, and class discussion. Office Procedures is a requirement for all OST Associate of Applied Science degree and certificate majors. (F,S)

OST159 Introduction to Word Processing 3
Prerequisite: OST152
Introduction to Word Processing includes the study of the Windows environment and word processing software using IBM-compatible microcomputers. This course is a requirement for all OST Associate of Applied Science degree and certificate majors. Introduction to Word Processing fulfills the computer literacy graduation requirement for degree-seeking students. (F,S)

OST160 Human Development for the Workplace 3
Prerequisite: None
Human Development for the Workplace promotes development of skills and personality factors essential for success in the workplace. Major areas of study include human relations skills, business ethics, and standards of conduct, business etiquette, and strategies for conducting the job search and receiving promotions. This course is a requirement for all OST Associate of Applied Science degree and certificate majors and may also be taken by non-OST majors. (F,S)

OST169 Word Processing Transcription I 3
Prerequisite: OST151
Pre-/corequisite: OST152
Word Processing Transcription I provides for a mastery of machine transcription skills in the production of documents using a microcomputer. Materials cover a variety of specialty areas, as well as stressing proficiency in language skills, editing, and proofreading necessary to produce mailable documents. This course is a requirement for all OST Associate of Applied Science degree (except legal) and certificate majors. (F,S)
OST172 Desktop Publishing Techniques 3  
Prerequisite: Proficiency with a Windows word processing program
Desktop Publishing Techniques teaches students how to use an IBM-compatible microcomputer to assemble words, pictures, and graphics in order to use the laser printer as a printing press. Students will work with a mouse and create basic documents such as newsletters, brochures, announcements, and programs. This course is a requirement for all OST Associate of Applied Science word processing majors and may also be taken by non-OST majors. (F,S)

OST180 Legal Terminology and Procedures 3  
Prerequisite: Sophomore standing or current employment as a legal secretary
Legal Terminology and Procedures helps students learn the tasks commonly performed by a legal secretary and related terminology. Topics covered include civil and criminal litigation, trial and appellate procedures, wills and probate, and legal agreements. This course is a requirement for all OST Associate of Applied Science legal majors. (F)

OST184 Medical Terminology and Procedures 3  
Prerequisite: Sophomore standing or current employment as a medical secretary
Medical Terminology and Procedures provides a study of medical terminology including roots, prefixes, and suffixes; systematic presentation of types of disorders; definitions of laboratory tests; standard abbreviations; and commonly used medications. A brief presentation of anatomy and physiology precedes the content concerning disorders. This course is a requirement for all OST Associate of Applied Science medical transcriptionist majors. (F)

OST199 Office Internship I 2-4  
Prerequisite: Successful completion of one semester of OST courses
Office Internship I is a cooperative education course which enhances student academic training by giving the student the opportunity to apply academic study to actual employment experience. Through the cooperation of the college coordinator and the office supervisor, the student can work at on-campus or off-campus sites to correct deficiencies before full-time employment. This course is an elective for all OST Associate of Applied Science degree and certificate majors. (F,S)

OST240 Integrated Software Projects 3  
Prerequisites: OST111, OST153, and OST159
Pre-/corequisite: OST259
Integrated Software Projects presents a series of projects for students simulating real-world business activities covering the areas of travel, sports, education, management, and banking. These projects will utilize Microsoft Windows, Word, Excel, Access, and PowerPoint. This course is a requirement for all OST Associate of Applied Science executive and legal majors. (F,S)

OST259 Advanced Word Processing 3  
Prerequisites: OST152 and OST159
Advanced Word Processing is a continuation of Introduction to Word Processing and covers more advanced word processing features including customizing documents, adding visual appeal, and organizing texts in documents. This course is a requirement for all OST Associate of Applied Science degree majors. (F,S)

OST264 Office Management 3  
Prerequisite: OST159
Pre-/corequisites: OST259 and OST267
Office Management includes a study of management principles as they relate to office administration with emphasis on human resources supervision, salary, and benefits and management of the work environment. This course is a requirement for all OST Associate of Applied Science degree majors. (F,S)

OST267 Administrative Word Processing Practicum 2  
Prerequisite: OST159
Pre-/corequisites: OST259 and OST264
Administrative Word Processing Practicum allows students, under the supervision of an instructor, to operate the Word Processing Center through rotating positions while completing actual work for the college faculty and staff. Office attire is required while working in the Center. This course is a requirement for all OST Associate of Applied Science degree majors. (F,S)

OST282 Legal Transcription 3  
Prerequisite: OST180
Legal Transcription is an intensive study of legal terms as written in Gregg or Speedwriting shorthand and learning the meanings thereof. The students will also build skill in transcribing legal communications and documents into usable formats from both shorthand transcription and machine transcription. Legal Transcription is a requirement for all OST Associate of Applied Science legal majors. (S)
OST283 Medical Transcription 3
Prerequisites: OST169 and OST184
Medical Transcription continues the study of medical vocabulary, use of abbreviations, and medical reference books. The student will transcribe case histories, physical examinations, and various other medical reports using an IBM-compatible microcomputer. This course is a requirement for all OST Associate of Applied Science medical transcriptionist majors. (S)

OST299 Office Internship II 2-4
Prerequisite: OST199
Office Internship II is a cooperative education course. This supervised work course enhances student academic training by giving the student the opportunity to apply academic study to employment experience. Through the cooperation of the college coordinator and the office supervisor, the student can work at on-campus or off-campus sites to correct deficiencies before full-time employment. This course is an elective for OST Associate of Applied Science degree majors. (F,S)

PHL101 Logic 3
Prerequisite: None
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 Aristotelian Logic, truth tables, and formal systems of deductive reasoning. Logic will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

PHL102 Introduction to Philosophy 3
Prerequisite: None
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. Introduction to Philosophy will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

PHL201 World Religions 3
Prerequisite: None
World Religions is a comparative religions course which considers the major faiths of the world: Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism. This course will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

PHL202 Ethics 3
Prerequisite: None
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. This course will partially fulfill the humanities requirement for the Associate of Arts degree. (F,S)

PHL202H Honors Ethics 3
Prerequisite: Honors Program admission
Honors Ethics stresses the nature of moral argumentation and the structure of moral reasoning. Background material on contemporary moral issues is provided for the student, and the student is then required to articulate well-structured moral positions. As an Honors course, extensive in-class participation is required of all students. Honors Ethics will partially fulfill the humanities requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PHL202 and PHL202H toward graduation. (S)

PHL203 Medical Ethics 3
Prerequisite: None
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)

PHY101 Survey of Physical Science 5
Prerequisite: None
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. Survey of Physical Science will fulfill the laboratory science requirement for the Associate of Arts degree. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S)

PHY102 Topics in the Physical Sciences 3
Prerequisite: None
Topics in the Physical Sciences is a lecture-discussion course which focuses on application of scientific principles to current human concerns and interests. This course will fulfill the science requirement for a number of programs leading to the Associate of Applied Science degree and partially fulfills the science requirement for the Associate of Arts degree. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S,Su)
**PHY105 Physical Geology**  
Prerequisite: None  
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. Physical Geology will fulfill the laboratory science requirement for the Associate of Arts degree. (F,S)

**PHY106 Introduction to Astronomy**  
Prerequisite: None  
Introduction to Astronomy is a general education course which is designed to acquaint students with the structure of our solar system and the universe. Laboratory time is required. Two Saturday four-hour observation nights are included as part of the laboratory. Introduction to Astronomy will fulfill the laboratory science requirement for the Associate of Arts degree. (F)

**PHY108 Technical Physics**  
Prerequisite: MTH121  
Technical Physics is a course designed for career-technical students that covers topics in mechanics, heat, electricity, magnetism, light, and atomic physics. This course carries no credit toward a major or minor in any science field. Technical Physics is required in a number of Associate of Applied Science curricula. This course is not applicable toward the Associate of Arts degree. (D)

**PHY111 Elementary College Physics I**  
Prerequisites: Satisfactory completion of three units of high school mathematics, MTH121, MTH133, and MTH134, or MTH141  
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. Elementary College Physics I will fulfill the laboratory science requirement for the Associate of Arts degree. (F)

**PHY112 Elementary College Physics II**  
Prerequisite: PHY111 with a grade of “C” or better  
Elementary College Physics II is an advanced study of topics from Elementary College Physics I. This course is algebra-based and is designed to meet requirements of students majoring in health professions including pre-medicine. Laboratory time is required. (S)

**PHY118 Introduction to Physics**  
Pre-/corequisite(s): MTH133 and MTH134, or MTH141  
Introduction to Physics is the beginning course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors. This course is a study of the development, philosophy, and methods of physics. Introduction to Physics is required for the Associate of Science degree. (S)

**PHY223 General Physics I**  
Prerequisite: PHY118  
Pre-/corequisite: MTH180  
General Physics I, which is calculus-based, is the second course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is a rigorous study of topics in kinematics, dynamics, fluid mechanics, and thermodynamics. Laboratory time is required. This course is required for the Associate of Science degree. General Physics I fulfills the computer literacy graduation requirement for degree-seeking students. (F)

**PHY224 General Physics II**  
Prerequisite: PHY223 with a grade of “C” or better  
Corequisite: MTH185  
General Physics II, which is calculus-based, is the third course in the physics sequence for all physics, chemistry, mathematics, and pre-engineering majors and is an in-depth study of electricity, magnetism, light, and atomic physics. Laboratory time is required. This course is required for the Associate of Science degree. (S)

**PNE041 PNE Clinical**  
Corequisite: PNE141  
PNE Clinical involves instructor supervised, off-campus clinical experiences providing nursing care to patients across the life span in various hospital and community settings. (F)

**PNE042 PNE Clinical**  
Prerequisite: Faculty approval  
Corequisites: PNE171, PNE172, PNE174, and PNE175  
PNE Clinical involves instructor supervised, off-campus clinical experiences providing nursing care to patients across the life span in various hospital and community settings. (S,Su)
PNE141 Fundamentals of Nursing 3
Prerequisite: Admission to Bi-Level Nursing program
Fundamentals of Nursing introduces the student to fundamental concepts and scientific principles that underlie nursing care. This course consists of classroom, clinical laboratory, and geriatric clinical components. Upon completion of this course, the student will be prepared to function at a beginning level of nursing and provide a foundation for nursing education. (F)

PNE143 Nutrition 3
Prerequisite: PNE145 with a grade of “C” or better
Corequisites: PNE141 and PNE167
Nutrition provides the student with a background of sound nutritional principles and their application to social, physiological, economic, and cultural factors. Basic therapeutic nutrition is also introduced. (F)

PNE145 Personal Vocational Concepts 1
Prerequisite: Admission to Bi-Level Nursing program
Personal Vocational Concepts introduces the beginning student to nursing as a profession and explores the stressors inherent to entry into the role of a practical nurse. This course includes historical aspects, ethical and legal aspects, professional organizations, and career opportunities of practical nursing. (F)

PNE148 Mental Health 1
Prerequisite: PNE145 with a grade of “C” or better
Corequisites: PNE141, PNE143, and PNE167
Mental Health discusses basic human needs, growth and development, and their relationship to mental health. Reactions to stress, anxiety, physical, and psychological trauma are examined. Students increase their knowledge and understanding of human relations to assist in providing holistic patient care. (F)

PNE162 Drugs and Their Reactions 1
Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, BIO120, and MTH113 with a grade of “C” or better
Corequisites: PNE171 and PNE172
Drugs and Their Reactions presents basic principles of pharmacodynamics while the student learns to administer commonly prescribed drugs in the clinical setting. Major drug classifications are introduced, as well as usual and idiosyncratic effects and precautions with administration. Mathematics of drugs and solutions are emphasized. (S)

PNE163 Pharmacology I .5
Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, PNE174, BIO120, MTH113, and PSY101 with a grade of “C” or better
Pharmacology I presents basic principles of pharmacodynamics while the student learns to administer commonly prescribed drugs in the clinical setting. Major drug classifications are introduced, as well as usual and idiosyncratic effects and precautions with administration. Mathematics of drugs and solutions are emphasized. (F)

PNE164 Pharmacology II .5
Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, PNE163, PNE167, PNE174, BIO120, MTH113, and PSY101 with a grade of “C” or better
Pharmacology II presents basic principles of pharmacodynamics while the student learns to administer commonly prescribed drugs in the clinical setting. Major drug classifications are introduced, as well as usual and idiosyncratic effects and precautions with administration. Mathematics of drugs and solutions are emphasized. (S)

PNE167 Growth and Development Across the Life Span 3
Prerequisite: Admission to Bi-Level Nursing Program
Corequisite: PNE141
Growth and Development Across the Life Span introduces the student to patterns of growth and normal developmental stages across the life span. Family relationships, health maintenance, and health problems are discussed for each developmental stage. Reflecting the aging population, emphasis will be placed on the elderly client and the role of the nurse providing care in a variety of settings. (F)
PNE171 Medical-Surgical Nursing I  4  
Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, BIO120, and MTH113 with a grade of “C” or better  
Corequisite: PNE162  
Medical-Surgical Nursing I is designed to provide the nursing student with the knowledge and skills to prioritize and implement nursing care toward a select group of patients according to Maslow’s Hierarchy of Needs. Emphasis will be placed on providing total care on a continuum from prevention through rehabilitation of the various dysfunctions. Career development and job placement are incorporated into this course. (S)

PNE172 Medical-Surgical Nursing II  3  
Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, BIO120, and MTH113 with a grade of “C” or better  
Corequisites: PNE162 and PNE171  
Medical-Surgical Nursing II is designed to provide the Level I Nursing student with the knowledge and skills to prioritize and implement nursing care toward a select group of patients according to Maslow's Hierarchy of Needs. Emphasis will be placed on providing total care on a continuum from prevention through rehabilitation of the various dysfunctions. Management and leadership skills are incorporated into the course. (S)

PNE174 Maternal and Child Nursing  1  
Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE162, PNE167, PNE171, PNE172, BIO120, and MTH113 with a grade of “C” or better  
Maternal and Child Nursing is designed to assist the student in utilizing a family-centered approach to focus on the child bearing family. Human sexuality, reproduction, and common childhood disease processes are explored. The clinical component provides the students the opportunity to care for the child bearing family, with experience during labor and delivery, postpartum, and newborn periods. (Su)

PNE175 Medical-Surgical Nursing III  1  
Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE162, PNE167, PNE171, PNE172, BIO120, and MTH113 with a grade of “C” or better  
Corequisite: PNE174  
Medical-Surgical Nursing III is designed to provide the nursing student with the knowledge and skills to prioritize and implement nursing care toward a select group of patients according to Maslow's Hierarchy of Needs. Emphasis will be placed on providing total care on a continuum from prevention through rehabilitation of the various dysfunctions. Team management theory and clinical experience are also incorporated into this course. (Su)

PSC102 U.S. and Missouri Governments and Constitutions  3  
Prerequisite: None  
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. U.S. and Missouri Governments and Constitutions fulfills the constitution requirement for the Associate of Applied Science degree and partially fulfills the social and behavioral science requirement for the Associate of Arts, Associate of Arts in Teaching, and Associate of Science degrees. This course fulfills the Missouri law requiring study of the national and state constitutions. (F,S,Su)

PSC103 Current Political Issues  3  
Prerequisite: None  
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. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F,S,Su)

PSC155 International Relations  3  
Prerequisite: None  
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. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (S)

PSC250 Independent Study: Model United Nations  3  
Prerequisite: Instructor approval  
Model United Nations emphasizes the origins, structure, and functions of the United Nations in the contemporary international arena. This course is an independent study course, running from October to February, which includes participation in the Midwest Model United Nations where students will represent a country in a simulation. Model United Nations will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (S)
PSC250H Independent Study: Model United Nations Honors  
Prerequisite: Honors Program admission  
Model United Nations Honors emphasizes the origins, structure, and functions of the United Nations in the contemporary international arena. This course is an independent study course, running from October to February, which includes participation in the Midwest Model United Nations where students will represent a country in a simulation. Honors students will be expected to take leadership roles and accept spokesperson responsibilities in the simulation. Model United Nations Honors will partially fulfill the social and behavioral science requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSC250 and PSC250H toward graduation. (S)  

PSC290 Public Service Government Internship  
Prerequisites: Sophomore standing, PSC102 and PSC103 with a grade of “B” or better, and overall GPA of 2.75 or higher  
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. (S)  

PSY101 General Psychology  
Prerequisite: None  
General Psychology deals with the scientific study of behavior and mental processes found in humans and animals. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F,Su)  

PSY101H Honors General Psychology  
Prerequisite: Honors Program admission  
Honors General Psychology, taught in a seminar format, deals with the scientific study of behavior and mental processes found in humans and animals. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both PSY101 and PSY101H toward graduation. (F)  

PSY120 Psychology of Personal Adjustment  
Prerequisite: PSY101  
Psychology of Personal Adjustment is an applied psychology class which discusses the adjustments which individuals must accomplish as they live their lives. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F,S,Su)  

PSY201 Child Development  
Prerequisite: PSY101  
Child Development reviews the scientific information (empirical, theoretical, and applied) regarding the development of children from birth to the beginning of adolescence. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (S)  

PSY202 Adolescent Psychology  
Prerequisite: PSY101  
Adolescent Psychology studies the scientific information (empirical, theoretical, and applied) regarding human development from puberty to young adulthood. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F)  

PSY205 Human Development  
Prerequisite: PSY101  
Human Development examines the development of the individual from conception through adulthood. The physical, cognitive, and psychosocial development of the individual is described for each period of life. Human Development will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F,S)  

RNR138 Nursing Bridge Course  
Prerequisites: Admission to the Bi-Level Nursing program Level II; PSY101, BIO120, or BIO211 and BIO212 with a grade of “C” or better; and current Missouri LPN license and IV certification  
Nursing Bridge Course is intended to recognize existing competencies and prepare the LPN for the transition into an associate degree nursing program. In preparation for the transition, this course will provide a review of math for nurses, pharmacology, growth and development, the normal reproductive process, and the application of the nursing process. A clinical component will be provided to assess medical-surgical skills. (Su)
RNR225 Psychiatric Nursing 5
Prerequisites: BIO113, RNR233, RNR256, and RNR268 with a grade of “C” or better and current Missouri LPN license
Psychiatric Nursing teaches students knowledge and skills to meet the nursing needs of the mentally ill patient. Psychiatric facilities are used for observation and practice focusing on primary, secondary, and tertiary intervention. (S)

RNR233 Nursing of Adults and Children IV 10
Prerequisites: PNE141, PNE162, PNE171, PNE172, PNE174, and PNE175 with a grade of “B” or better or RNR138 with a grade of “C” or better
Corequisite: RNR256
Nursing of Adults and Children IV explores the change in role from LPN to RN. In addition, the student acquires knowledge and skill in meeting the nursing needs of adults and children with alterations in selective body systems. General hospitals, clinics, pediatric facilities, and community agencies are utilized for pediatric and adult medical-surgical patients. (F)

RNR256 Nursing Trends 1
Prerequisites: PNE141, PNE162, PNE171, PNE172, PNE174, and PNE175 with a grade of “B” or better or RNR138 with a grade of “C” or better
Corequisite: RNR233
Nursing Trends explores selected topics related to the development of nursing practice and education, professional organizations, ethical and legal aspects, current issues and trends, and professional conduct. (F)

RNR268 Nursing of Adults and Children V 9
Prerequisites: BIO113, RNR233, and RNR256 with a grade of “C” or better and current Missouri LPN license
Nursing of Adults and Children V is a continuation of Nursing of Adults and Children IV and will provide knowledge and skills in meeting the nursing needs of adults and children with alterations in selective body systems. General hospitals, clinics, and community agencies are utilized for observation and practice for adult medical-surgical patients. (S)

SOC210 Alcohol, Drugs, and Society 3
Prerequisite: None
Alcohol, Drugs, and Society examines the medical, legal, and social aspects of alcohol and drug use. Medical aspects considered include treatment approaches and the role of physicians in controlling such behavior. In the legal realm, past and present alcohol and drug laws are explored. Cultural and social influences on alcohol and drug use are discussed. (F)

SOC240 Marriage and Family 3
Prerequisite: None
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. Transfer students should plan to complete the course, General Sociology, before or after completing the course, Marriage and Family. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (F,S)

SOC250 Social Disorganization 3
Prerequisite: None
Social Disorganization explores the scientific developments (empirical, theoretical, and applied) which have occurred in the sociological research on deviant behavior. Transfer students should plan to complete the course, General Sociology, before or after completing the course, Social Disorganization. This course will partially fulfill the social and behavioral science requirement for the Associate of Arts degree. (S)

SPD105 Oral Communication 3
Prerequisite: None
Oral Communication involves the student in both interpersonal (one-to-one) communication and public speaking. This course will require tests and activities demonstrating understanding of principles of interpersonal communication and speeches demonstrating skill in both informative and persuasive speaking. Oral Communication will fulfill the oral communication requirement for the Associate of Arts degree. (F,S)
**SPD105H Honors Oral Communication**  3  
Prerequisite: Honors Program admission  
Honors Oral Communication explores interpersonal, small, group, computer mediated, and public communication through a combination of collaborative learning strategies. Students will demonstrate understanding of personal communication concepts through Internet exploration, class discussions, and group projects and presentations. Students will learn to analyze personal communication competencies, identify challenges to effective communication, and devise strategies to manage the challenges. Public communication concepts will be demonstrated through informative and persuasive speech presentations. Honors Oral Communication will fulfill the oral communication requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both SPD105 and SPD105H toward graduation. (F)

**SPD110 Oral Interpretation of Literature**  3  
Prerequisite: None  
Oral Interpretation of Literature involves the student in the analysis for performance of prose, poetry, and drama. This course is an elective course for speech and drama and all other Arts and Sciences degree programs. (S)

**SPD120 Theatre Appreciation**  3  
Prerequisite: None  
Theatre Appreciation exposes the student to virtually all aspects of theatre, including theatre history, acting, directing, stagecraft, and play analysis. This course is required for speech and drama majors and will partially fulfill the humanities requirement for the Associate of Arts degree. (F, S)

**SPD120H Honors Theatre Appreciation**  3  
Prerequisite: Honors Program admission  
Honors Theatre Appreciation uses a seminar format to study the history of theatre as seen through representative plays and playwrights and involves practical application of theatre conventions to allow students the opportunity to learn by doing. This course will partially fulfill the humanities requirement for the Associate of Arts degree and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both SPD120 and SPD120H toward graduation. (S)

**SPD130 Beginning Acting**  3  
Prerequisite: None  
Beginning Acting provides the student with training in the elements of stage performance. This course will include exercises, discussion, performance, and critique in such areas as movement, improvisation, voice, ensemble acting, and character analysis. Beginning Acting is required for all theatre majors. (F)

**SPD140 Stagecraft**  2  
Prerequisite: None  
Stagecraft students will learn, through laboratory experiences and lectures, the technical aspects of theatre, including scene design and construction, painting, rigging, lighting, sound, and property construction. Stagecraft may be repeated for a maximum of four hours credit. (F, S)

**SPD175 Public Speaking**  3  
Prerequisite: None  
Public Speaking develops the student's ability in the construction and delivery of informative, persuasive, and special occasion platform speeches. This course will fulfill the oral communication requirement for the Associate of Arts degree. This is a preferred course for those going into teacher education. (F, S)

**SPD186 Introduction to Television Production**  3  
Prerequisite: None  
Introduction to Television Production is a survey of all the basic skills and disciplines necessary for television production. This course includes experience with studio and remote cameras, lighting, audio, producing, directing, video continuity, interviewing, and news. Introduction to Television students produce a 10-minute final project which combines the use of all skills of television production. Laboratory time is required. (F, S)

**SPD198 Television Production Practicum**  1  
Prerequisite: SPD186  
Television Production Practicum provides hands-on experience in TV production work for JCTV, Cable Channel 13. Television Production Practicum students, through practical experience, will apply the knowledge and skills learned in Introduction to Television Production. This course requires a minimum of three hours per week and may be repeated for a maximum of four credit hours. (F, S)

**SPD199 Theatre Practicum**  1  
Prerequisite: None  
Theatre Practicum provides practical experience in performance or technical aspects of play production. This course may be repeated for a maximum of four credit hours. (F, S)

**SPD286 Television Production II**  3  
Prerequisite: SPD186  
Television Production II emphasizes individual production of short television features through the production techniques of planning, shooting, and editing. This course includes VCR operations, news packages, news features, commercials, and control room post-production editing. (F, S)
**SPD299 Broadcasting Internship**  1  
Prerequisite: SPD186
Broadcasting Internship allows students to pursue their own actual broadcast station experience to work and encounter techniques, disciplines, procedures, and operations of commercial television and radio stations in the metro area. (F,S)

**SPN101 Beginning Spanish**  5  
Prerequisite: None
Beginning Spanish students will develop fundamental Spanish oral and written skills. Multimedia laboratory work is required. There are two different SPN101 sections: regular and the ITV (interactive television) course for the distance learner. Note: Many transfer institutions require three semesters of foreign language. (F,S,Su)

**SPN102 Intermediate Spanish**  5  
Prerequisite: SPN101 or equivalent skills
Intermediate Spanish students learn how to express themselves and communicate more effectively in Spanish. Multimedia laboratory work is required. There are two different SPN102 sections: regular and the ITV (interactive television) course for the distance learner. Students who complete this course with a “C” or higher as their first Spanish course at Jefferson College will be eligible to receive five hours retroactive credit for the course bypassed (Beginning Spanish). Students who have completed two to four years of high school Spanish should inquire with the foreign language instructor for further details. Note: Many transfer institutions require three semesters of foreign language. (F,S)

**SPN201 Spanish Grammar and Composition**  3  
Prerequisite: SPN102 or equivalent skills
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. In addition to three hours of group interaction, there will be one hour with the audio files in the language lab each week. Individualized instruction is available. Note: Many transfer institutions require three semesters of foreign language. (D)

**SPN253 Spanish Reading**  3  
Prerequisite: SPN201 or equivalent skills
Spanish Reading students will expand their reading skills and vocabulary and will be introduced to Hispanic literature. This course will partially fulfill the humanities requirement for the Associate of Arts degree. Note: Many transfer institutions require three semesters of foreign language. (D)

**VAT101 Introduction to Veterinary Technology**  3  
Prerequisite: Admission to Veterinary Technology program
Introduction to Veterinary Technology orients students to career management as veterinary technicians and provides comprehensive instruction in professional ethics, electronic communications, business management, and public health interest. (F)

**VAT102 The Veterinary Profession**  5  
Prerequisite: None
The Veterinary Profession is designed to provide instruction in the functions of all members of the veterinary health care team and familiarize the student with the legal issues involved in these functions and in the veterinary practice. Also included is information about the serious safety topics facing veterinary professionals. Students are also instructed in basic communication and reception skills that are required in a small animal veterinary practice. A laboratory session provides experience in concepts taught in the classroom. (D)

**VAT103 Animal Care**  5  
Prerequisite: None
Animal Care introduces the student to techniques in basic handling and restraint needed to assist the veterinarian or veterinary technician in various clinical situations. The student is instructed in recognition of vital signs of animals and infectious diseases that cause deviation of these signs. Also included are tasks specific to veterinary assistants that include bathing and grooming, wound care, prescription filling, and basic nutrition. A laboratory session provides hands-on animal experience and practice of various techniques relevant to the profession of veterinary assistant. (D)

**VAT106 Applied Pharmacology**  3  
Prerequisites: VAT101 and VAT113 with a grade of “C” or better
Applied Pharmacology provides the principles of pharmacy management, record keeping, and classification of drugs. This course also covers pharmacological concepts applicable to veterinary medicine, prescriptions, preparation of medication for dispensing, administration of medication, and interaction of drugs within various animal species. (S)
VAT107 Hospital Care 5
Prerequisites: Completion of VAT102 and VAT103 with a grade of “C” or better
Hospital Care instructs the veterinary assistant student in basic maintenance and disinfection of all facets of a small animal veterinary hospital and care of veterinary medical equipment. Included are the instruction of use of practice logs, and identification and sterilization of instruments used in a practice. A laboratory session provides practice of the various techniques taught in the classroom. (D)

VAT108 Clinical Applications 5
Prerequisites: Completion of VAT102 and VAT103 with a grade of “C” or better
Clinical Applications prepares the veterinary assistant student for actual duties involved in specific areas in the hospital. Included are instruction in sample collection, laboratory testing, radiology, administration of medication, and other tasks specific for nursing care and the surgical patient. A laboratory session is included to allow the student hands-on practice of techniques with live animals. (D)

VAT113 Principles of Clinical Medicine I 4
Prerequisite: Admission to Veterinary Technology program
Principles of Clinical Medicine I provides the student with a focus on practical veterinary nursing. Topics include medical terminology, elementary animal care, small animal and avian nutrition, medical math, and animal behavior. A laboratory session for this course provides hands-on animal experience. (F)

VAT114 Principles of Clinical Medicine II 4
Prerequisites: VAT101 and VAT113 with a grade of “C” or better
Principles of Clinical Medicine II further prepares the student for employment as a veterinary technician intern by providing the basics in medical and surgical nursing. Also introduced are areas of clinical pathology that include basic parasitology, hematology, and urinalysis. A laboratory session is included to provide practice for techniques learned in the classroom. (S)

VAT199 Veterinary Technology Internship 5
Prerequisites: VAT101, VAT106, VAT113, and VAT114 with a grade of “C” or better
Veterinary Technology Internship is a summer course that enables students to become acquainted with and more proficient in day-to-day clinical experiences under the direct supervision of cooperating veterinarians. A total of 420 clock hours is required for the technician internship. (Su)

VAT250 Veterinary Hospital Technology I 5
Prerequisites: VAT101, VAT106, VAT113, and VAT114 with a grade of “C” or better
Veterinary Hospital Technology I involves practical applications in preventative medicine and medical and surgical nursing, including pre-surgical preparation and post-surgical care of animals, induction and monitoring of anesthesia, and surgical assistance. An extensive laboratory session is included to practice techniques learned in the classroom. (F)

VAT252 Applied Radiology 2
Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 with a grade of “C” or better
Applied Radiology is a lecture/laboratory course covering basic principles of radiation safety, preparing technique charts, positioning and radiographing domestic animal species, and processing films. Also included are the identification and solution of problems common in veterinary radiology. (S)

VAT256 Veterinary Hospital Technology II 5
Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 with a grade of “C” or better
Corequisites: VAT252 and VAT264
Veterinary Hospital Technology II is a lecture/laboratory course and is a continuation of Veterinary Hospital Technology I with concentration on general hospital skills, surgical technology, management practices, record keeping, and practical clinical experience. (S)
VAT258 Clinical Pathological Techniques 5
Prerequisites: VAT101, VAT106, VAT113, and VAT114 with a grade of “C” or better
Clinical Pathological Techniques is a lecture/laboratory course and continues those techniques taught previously with emphasis on hematology, clinical chemistry, and diagnostic procedures for body fluids, scrapings, and excretory samples. Parasite life cycles are also covered. (F)

VAT263 Equine Technology 2
Prerequisites: VAT101, VAT106, VAT113, and VAT114 with a grade of “C” or better
Equine Technology familiarizes the student with equine anatomy, physiology, nutrition, diseases, restraint, surgical procedures, nursing, clinical pathology, radiography, and grooming. A laboratory session is included to allow students practice of techniques learned in the classroom. (F)

VAT264 Laboratory Animal Technology 3
Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 with a grade of “C” or better
Laboratory Animal Technology covers the care, anatomy, physiology, and common disease problems of laboratory and non-domestic animals and includes a laboratory session to cover the handling and common procedures in common species. Also covered is the consideration of the ethics of using animals as experimental models in the research laboratory. (S)

VAT265 Food Animal Technology 3
Prerequisites: VAT101, VAT106, VAT113, VAT114, VAT199, VAT250, VAT258, and VAT263 with a grade of “C” or better
Corequisites: VAT252 and VAT264
Food Animal Technology is a lecture/laboratory course and familiarizes students with techniques employed in practices where domestic food animals are concerned. Topics include breed identification of various species, anatomy and physiology, nutrition, restraint, disease prevention, and medical and surgical nursing. (S)

WLD141 Gas and Beginning Arc Welding 5
Prerequisite: None
Gas and Beginning Arc Welding deals with the oxy-acetylene, brazing, and beginning shielded metal arc welding processes. (F,S)

WLD142 Advanced Arc Welding 5
Prerequisite: WLD141
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
Prerequisite: WLD142
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
Prerequisite: WLD243
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
Prerequisite: WLD244
Advanced Welding Techniques I deals with the practice of oxy-acetylene 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
Prerequisite: WLD245
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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M.S.N., University of Wisconsin-Madison
APRN,BC, American Nurses Credentialing Center
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B.S., University of Missouri-St. Louis  
M.S., University of Missouri-St. Louis  

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M.A., University of Missouri-Columbia  
M.A.S., The Johns Hopkins University  
Ph.D., University of Miami  

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Coursework  
University of Missouri-Columbia  

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M.A.T., Southeast Missouri State University  
University of Missouri-Columbia  

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Station Manager  
L.C., University of Missouri-Columbia  

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Associate Professor of Heating, Refrigeration, and Air Conditioning Technology  
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A.A., Jefferson College  
B.S., National-Louis University  
M.S., National-Louis University  

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B.A., Fontbonne College  
M.A., University of Essex  
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Southern Illinois University-Edmardville  

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M.A., Northwest Missouri State University  
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St. Louis Community College  

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M.Ed., University of Missouri-St. Louis  
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University of Missouri-Columbia  
University of Missouri-St. Louis  

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Master Automobile Technician, National Institute for Automotive Service Excellence  

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Missouri Baptist University  
Southeast Missouri State University  

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M.Ed., University of Missouri-Columbia  

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M.A., University of Missouri-Columbia  

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M.A., Ottawa University  

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B.S., University of Baltimore  
M.B.A., University of Baltimore  
Ph.D., The American University, Washington, D.C.  

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M.A., Auburn University-Alabama  
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Southern Illinois University-Edmardville  
The Troy State University System  

Tasha Welsh  
Director of Human Resources  
A.A., Jefferson College  
B.A., University of Missouri-St. Louis  

Al Zierenberg  
Instructor of Welding  

The Troy State University System
Facilities – Hillsboro Campus

Since 1964, Jefferson College has developed one of the finest community college campuses in the state. Each of the modern structures is designed and equipped to meet the community’s ever-changing educational needs.

A $4.9 million building project at the Hillsboro campus completed in the fall of 1986 added 57,000 square feet of classrooms, labs, and other learning facilities. The Technology Center, a 43,000 square foot, three-level structure featuring a center atrium design, houses state-of-the-art facilities and equipment for several high-tech programs.

The Library-Administration Building offers classrooms, offices, and computer labs. In the original two-story portion of the building are the Library, Learning Center, Assessment Center, Disability Support Services, the Faculty Center for Teaching and Learning, Institutional Research and Planning, and the Jefferson County History Center. The north wing has offices for the President, Institutional Advancement, Business and Community Development, Public Relations and Marketing, Human Resources, Learning Resources, Continuing Education, and the Business Office.

The sprawling Career Education Building contains 75,246 square feet of classrooms, offices, and laboratories. Equipment representing the latest advancements in technology is available to students.

The Field House complex provides facilities for physical education and intramural and intercollegiate sports, including an Olympic-size indoor pool. The building is also used for cultural and social programs throughout the year.

Many cultural activities are held in the Fine Arts Building with its unique indoor-outdoor stage. The outdoor theater is the site of full-scale musical theater productions and concerts, and the beautiful indoor theater is busy year-round with plays, concerts, meetings, and festivals. The building also houses two small amphitheaters and practice rooms for the music department, art studios, and a handsome two-story gallery for displays by residents and visiting artists.

The majority of liberal arts classes are held in the Arts and Sciences I Building. Comfortable, well-lighted classrooms and fully-equipped science and language laboratories are located there, as well as a student lounge. Lecture halls accommodate larger groups, and the intimate Little Theater is often used for studio theater productions, musical programs, films, and lectures.

When students attend classes, their second home is the Student Center. From registration to Commencement, Student Services provides educational information and guidance on everything from financial aid to career choices. The cafeteria provides great food and refreshments, a giant screen TV, wireless Internet, and plenty of room for socializing. The cafeteria is located on Level I with the Viking Room and the College Bookstore. The top floor of the building is occupied by the Advising and Retention Center, Student Development, and Student Support Services. The Student Development Office performs a variety of services for individual students and organized groups. Student Senate and Phi Theta Kappa also have offices on the top floor.

Many of the high school students enrolled in the Area Technical School at the College attend classes in the Area Technical School building. The Area Technical School building, completed in the summer of 1999, consists of 32,709 square feet on two levels and includes classrooms, laboratories, and offices for several technical programs available to area high school students enrolled through 11 public high schools in Jefferson College’s service area.
Where is Jefferson College located?

Jefferson College

...is located on Jefferson College Drive just off Highway 21 north of Highway A near Hillsboro, Missouri, approximately 23 miles south of St. Louis.

Jefferson College Northwest

...is located at the intersection of Highway 30 and PP in High Ridge, Missouri, approximately 9 miles south of St. Louis.

Jefferson College Arnold

...is currently located at 4500 Jeffco Blvd. in Arnold, Missouri, approximately 15 miles south of St. Louis. Summer classes will be held at this location. Fall and Spring classes will be offered at the new Jefferson College Arnold site. This new site is located at Highway 141 and Astra Way near the Arnold Library and Recreation Center.
Dean’s Office
First Floor Room 129B
Ms. Linda Bigelow
Dean of Learning Resources
(636) 797-3000, 789-3000, or 942-3000
Extension 162
Storm Safe Area Shaded
● Dot Indicates Fire Extinguisher

First Floor

Classroom 102
Classroom 104
Classroom 106
Office 110B
Mail Room 108
110
Smart Classroom 112

West Entrance
Lobby
Janitor

114
Lecture Hall 2
117

Janitor 116

Lecture Hall 3
(Little Theatre)
119

Smart Classroom
115
Storage 111
● Hazardous Storage

113
Concession

East Entrance
Elev.

Language Laboratory 101
Classroom 103
Classroom 105
Student Lounge 107F

Offices: 107C
107D
107E
107F

Storage 107A
107B

Faculty & Staff Lounge 107

First Floor Room 110

Dean’s Office

Ms. Sally Borgerson
Associate Dean of Arts and Science Education
(636) 797-3000, 789-3000, or 942-3000
Extension 327

Second Floor

Biology & Botany Laboratory 210
Biology & Zoology Laboratory 212
Microbiology Anatomy Physiology Laboratory 214
Physics Laboratory 216
Analytical Chemistry Laboratory 218

Animal Lab 212B
Storage 212A

● Janitor 202

Office 202

Storage 217C

Animal Lab 213

Office 211

Storage 217B

Organic Chemistry Laboratory 217A

Shower Room with Fire Blanket

Office 215

221 223
Office 219

231

Physics Laboratory 231

Sport Room 239A

Office 239B

Computerized Physics Laboratory 239C

239D 239E 239F 239G 239H 239I

231A 231B

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Revised 3.07
Deans’ Offices

First Floor Room 105
Dr. John R. Keck
Dean of Career and Technical Education
(636) 797-3000, 789-3000, or 942-3000, Extension 400

First Floor Room 101
Ms. Brenda Russell
Associate Dean of Career and Technical Education
(636) 797-3000, 789-3000, or 942-3000
Extension 467

Lower Level
Storm Safe Area Shaded

Dot Indicates Fire Extinguisher

Revised 1.07
Dean's Office
First Floor Room 106/106A
Dr. Julia Hampton
Dean of Student Services
(636) 797-3000, 789-3000, or 942-3000
Extension 200

Dean of Student Services
First Floor
Second Floor
Dean’s Office
Second Floor Room 203

Dr. Mindy Selsor
Dean of Arts & Science Education
Chief Academic Officer
(636) 797-3000, 789-3000, or 942-3000, Extension 329
Classes will be offered at the new Jefferson College Arnold site beginning Fall 2007.

Call (636) 797-3000, 789-3000, 942-3000, extension 562, for more information.

This new site is located at Highway 141 and Astra Way near the Arnold Library and Recreation Center.
Jefferson College Northwest is located at the intersection of Highway 30 and PP in High Ridge, MO (approx. 9 miles from St. Louis).

Call (636) 797-3000, 789-3000, 942-3000, extension 532, for more information about Jefferson College Northwest.
STARS is a powerful collection of web-based tools that has become the primary communication highway utilized by Jefferson College to relay important information. STARS users receive login information when they apply for admission and have access to features such as e-mail even after graduation or leaving the College.

HOW TO LOG IN….
1. Launch your Internet browser*.
2. Go to the college website at www.jeffco.edu and click the STARS logo.
3. Enter your user name and password and click on Login.
4. If you have entered the correct user name and password, you will be on the STARS tab.
5. It’s important to enter a security question into the system should you ever need assistance with your password. Information on the HELP tab in STARS can assist with this process or you may visit any registration site or call the STARS Help Desk (see below).

*AOL users should log in to AOL first; then minimize it. Next, bring up Internet Explorer and continue to follow the steps above.

*SBC users must access the Internet directly through Internet Explorer (look for this symbol on the desktop or in the START menu) in order to successfully log on to STARS.

If you experience difficulties logging on, please contact:

<table>
<thead>
<tr>
<th>STARS HELP DESK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call (636) 797-3000, extension 234</td>
</tr>
<tr>
<td>Prompt 1: E-mail assistance</td>
</tr>
<tr>
<td>Prompt 2: Login problems or other issues</td>
</tr>
<tr>
<td>(Security Question required to assist with login problems)</td>
</tr>
<tr>
<td>Help Desk Hours</td>
</tr>
<tr>
<td>Monday - Thursday: 8:00 a.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Friday: 8:00 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Saturday (when College is open): 9:00 a.m. - 5:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WINDOWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 5.5 SP2 or Better</td>
</tr>
<tr>
<td>Netscape Navigator 4.79; 6.2.3; or 7.0</td>
</tr>
</tbody>
</table>

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<tr>
<th>MACINTOSH</th>
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<tbody>
<tr>
<td>Internet Explorer 5.1</td>
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<tr>
<td>Netscape 4.79</td>
</tr>
</tbody>
</table>

To see what browser and version your computer is using, connect to the Internet, click on Help in the top toolbar, and then click on ‘About.’ You will see the name and version of the browser in the lower part of the drop down box. Browsers not listed above (SAFARI, Firefox, or Opera, etc.) are not supported by the STARS Help Desk.
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... Do you already have a Class B certification and need an upgrade to Class A?
... Are you interested in a part-time or full-time academy?
... Is an associate degree your goal?
... Are you looking for an educational path leading to a degree in Criminal Justice?

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Anita Nobles at extension 425 Dr. John Keck at extension 400

Discover Your Future at Jefferson College - Your Success Is Our Top Priority!
Have you ever thought about becoming a teacher?

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☐ No

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✔ Kindergarten
✔ Elementary school
✔ Middle school
✔ High school
✔ Special education

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Why should you earn your AAT at Jefferson College?

✔ You will begin your college education at an affordable college close to home.

✔ You can transfer easily into a four-year college or university teacher education program.

✔ If you are not sure whether you would like to teach or not, you can find out what teaching involves before you make your career decision.

✔ You will have the opportunity to experience the classroom from a teacher’s perspective.

✔ If you wish to become a paraprofessional or teacher’s aide, the AAT is also the degree for you!

✔ Classes are available at all three Jefferson College locations: Hillsboro, Northwest, and the new location in Arnold.

For more information about the Associate of Arts in Teaching degree, see information in this catalog. You may also contact Carolyn Elphingstone at ext. 351 or Dr. Ken Boning at ext. 344

Shape the future....make a difference...do you have what it takes?
• Phi Theta Kappa is the International Honors Society of the two-year college.

• Phi Theta Kappa is the largest Academic Honors Society in the world.

• Xi Zeta is Jefferson College’s Chapter of Phi Theta Kappa.

• Members of Phi Theta Kappa are eligible for over 36 million exclusive transfer scholarships; including competitive scholarships and automatic transfer scholarships to colleges across America.

Who can become a member of Phi Theta Kappa?
Membership is by invitation only. Membership invitations are mailed each semester to students, full or part-time, who have completed 12 degree-seeking credit hours with a cumulative GPA of at least a 3.5.

What does the Xi-Zeta Chapter do?
• The Community College Readership Program provides USA Today newspapers to promote stimulating civic interest among students.
• Xi Zeta sponsors an annual Teacher of the Year award and Faculty & Staff Appreciation Tea in the spring.
• Xi Zeta assists with college events such as Shocktober, Spring Fling, Girl Scout Badge Day, and Great America Smoke-Out.
• Xi Zeta recycles used paper to promote Operation Green: Improving our Communities, Phi Theta Kappa’s 2006-2008 International Service Project.
• Phi Theta Kappa: The Engaged Honor Society encourages Xi Zeta to continue to support the Relay for Life as a part of the Society’s Civic Engagement Initiative.
• Phi Theta Kappa has a different Honors Study Topic every two years. The 2006-2008 Honors Study Topic is “Gold, Gods, and Glory: The Global Dynamics of Power.” This serves as the framework for educational activities and the Satellite Seminar Series.
• Phi Theta Kappa Leadership Development Studies seeks to build and equip the next generation of our leaders at the community college level. Professor Trish Loomis, Honors Program Director, is Jefferson College’s certified faculty member that teaches the Humanities Leadership Development course to provide emerging and existing leaders the opportunity to explore the concept of successful leadership, and to develop and improve their leadership skills.
• Xi Zeta is involved in community service projects such as Project Graduation and serving meals at the Ronald McDonald House. St. Louis’ two Ronald McDonald Houses serve as “home-away-from-home” for families with seriously ill children being treated at area hospitals.

Questions? Contact Dr. Michael Booker at (636) 797-3000, ext. 312
Or Lynn Hoff at (636) 797-3000, ext. 302
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Visit us on the Web
www.umsl.edu/~conted/outreach

Outreach Education Centers

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Outreach courses also available at other sites. Please call for details.

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