Greetings from the President

Welcome to Jefferson College, where student learning is the focus of everything we do! We are extremely proud of our long history of serving the region with high quality educational programs and services.

Jefferson College offers dynamic programs for students of all ages and backgrounds. Whether you’re interested in our university transfer programs, technical career programs, customized business and industry training, or continuing education courses, we are committed to your success.

Put simply, our mission is to provide quality education that is student-centered, comprehensive, and accessible.

Jefferson College is noted for its:

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

Whether you attend classes in Hillsboro, Arnold, High Ridge, Imperial, or online, our goal is to provide the instructional support you desire to achieve your educational goals. Please let us know whenever we can be of any assistance to you.

Jefferson College gives you many choices—take your pick today and discover your future!

Dr. Raymond V. Cummiskey
President of Jefferson College
Welcome to Jefferson College!

Who Uses the 2010-2011 Catalog?

- New freshmen who began during the Summer 2010 term, Fall 2010 semester, or the Spring 2011 semester.
- Re-entering students who have earned no credit during the Summer 2009 term through Spring 2010 semester.
- Any prior student who elects to use the 2010-2011 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
- Services to Students
- Physical Facilities
- Academic Calendar
- Personnel Directory
- Program and Graduation Requirements
- Admission and Financial Assistance Policies

www.jeffco.edu
**Table of Contents**

Accreditation ................................................. 4
Academic Calendar ............................................ 5
Non-Discrimination Notice .................................... 6
About the College ............................................ 7
Student Life On Campus ....................................... 9
Community Services .......................................... 11
Jefferson College Foundation .................................. 12
Admissions ...................................................... 13
Financial Information .......................................... 17
Financial Aid ................................................... 20
Scholarships Available ......................................... 24
Jefferson College Agreement For Success ..................... 26
Academic Policies .............................................. 27
General Degree Requirements ................................ 38
Student Conduct ............................................... 39
Recognition of Achievement ................................... 40
Services to Students ........................................... 41
Jefferson College Degrees ..................................... 48
Associate of Arts Degree ...................................... 50
Associate of Arts in Teaching Degree ........................ 57
Associate of Science Degree .................................. 61
Associate of Applied Science Degree ......................... 65
Career and Technical Education ............................... 68
Course Descriptions ........................................... 85
Board of Trustees & Administrative Officers ............... 144
Faculty and Staff ............................................... 145
Jefferson College Locations .................................. 150
Facilities – Hillsboro Campus ................................ 151
Hillsboro Campus Map .......................................... 152
Campus Directories ............................................. 153
Jefferson College Arnold ...................................... 163
Jefferson College Northwest .................................. 164
Jefferson College Imperial .................................... 164
Smart Technology and Remote Services (STARS) ........... 165
Index ............................................................. 176
Accreditation

Specific programs are accredited/approved by the following organizations:
• American Design Drafting Association
• American Veterinary Medical Association
• Child Development Center Missouri Accreditation
• Inter-Industry Conference on Auto Collision Repair
• Missouri Department of Elementary and Secondary Education
• Missouri Division of Emergency Medical Services
• Missouri State Board of Nursing

Jefferson College’s institutional affiliations include:
• American Association of Community Colleges
• American Association of Community College Trustees
• Council of North Central Community/Junior Colleges
• Missouri Association of Career and Technical Education
• 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
2010-2011 Academic Calendar

Fall 2010 Semester

August 16  Classes begin
September 4  Labor Day recess begins, 7:00 a.m.
September 7  Labor Day recess ends, 7:00 a.m.
October 6  First short session ends
October 7  Second short session begins (ends on same schedule as 16-week classes)
October 15  Faculty In-Service (no day classes; night classes will meet)
November 11  Veterans' Day (campus closed)
November 24  Thanksgiving recess begins, 12:00 p.m.
November 29  Thanksgiving recess ends, 7:00 a.m.
November 30  Last meeting for Tuesday only classes (one time a week day/night classes)
December 2  Last day of classes (TR)
December 3  Last day of classes (MWF)
December 6-11  Final Exams (Thursday only, one time a week day/night classes must meet on 12/16)
December 6  Last meeting for Monday only classes (one time a week day/night classes)
December 8  Last meeting for Wednesday only classes (one time a week day/night classes)
December 10  Last meeting for Friday only classes (one time a week day/night classes)
December 11  Last meeting for Saturday classes (one time a week classes)
December 16  Last meeting for Thursday only classes (one time a week day/night classes)
December 20  Grades due, 12:00 p.m.

Spring 2011 Semester

January 10  Classes begin
January 17  Martin Luther King Day (campus closed)
February 21  Presidents’ Day (campus closed)
March 1 / 4  First short session ends (TR classes, March 1; MWF classes, March 4)
March 3 / 7  Second short session begins (TR classes, March 3; MWF classes, March 7)
  (ends on same schedule as 16-week classes)
March 14  Spring Break begins, 7:00 a.m.
March 21  Spring Break ends, 7:00 a.m.
April 14  Faculty Work Day (no day classes; night classes will meet)
May 3  Last day of classes (TR); Last meeting for Tuesday only classes (one time a week day/night classes)
May 4  Last day of classes (MWF); Last meeting for Wednesday only classes (one time a week day/night classes)
May 5  Last meeting for Thursday only classes (one time a week day/night classes)
May 6  Last meeting for Friday only classes (one time a week day/night classes)
May 7  Last meeting for Saturday only classes (one time a week classes)
May 9-12  Final Exams (Monday only, one time a week day/night classes must meet on 5/16)
May 14  Commencement
May 16  Last meeting for Monday only classes (one time a week day/night classes)
May 18  Grades due, 12:00 p.m.

Intersession 2011 Semester

May 16  Classes begin
May 30  Memorial Day (campus closed)
June 3  Last day of classes
June 7  Intersession grades due, 12:00 p.m.

Summer 2011 Semester

June 6  Classes begin
July 4  Independence Day (campus closed)
July 14  6-week sessions ends
July 18  6-week grades due, 12:00 p.m.
July 28  8-week session ends
August 1  8-week grades due, 12:00 p.m.
Non-Discrimination Notice

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.

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 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 is the College Affirmative Action Officer, Tasha Welsh, Office - Administration 133-E, telephone number (636)797-3000/942-3000, ext. 157. The Americans with Disabilities Act (ADA) coordinator for students is Sundaye Harrison, Office - Library 110, ext. 169.

The designated College official for any alleged discriminatory act or occurrence falling within the provisions of Title IX of the 1972 Education Act is the College Coordinator of Title IX, Patricia Loomis, Office - ASII 408, telephone number (636)797-3000/942-3000, ext. 349.

Copies of the Jefferson College Board of Trustees “Procedure for Resolving Complaints of Discrimination” may be obtained in the Office of the President, the Office of the Dean of Student Services, or in the Office of the Director of Human Resources.

Credits

Catalog Editor .......................................................... Kimberly Harvey
Publication Design .......................................................... Amy Coomes, Lauren Murphy
Other Contributors ...................................................... Julia Hampton, Deneen Mains, Nicole Rees
Photos .......................................................... Roger Barrentine, Amy Coomes, Samantha DeClue, Lauren Murphy
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 400+ acre campus two miles north of Hillsboro and 23 miles south of St. Louis on Highway 21. The green, rolling hills with their native oaks and elms now share the acreage with design-coordinated buildings, modern inside and out. These advanced structures, their learning-enhancing facilities, and the spacious natural setting only 40 minutes from the cultural advantages of the city of St. Louis provide the maximum benefits this area can offer to the more than 9,000 students the College serves each academic year.

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

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

The Jefferson College Imperial site will open in 2010 to expand career and technical education services to residents in the northern part of Jefferson County. This site is located at 4500 Jeffco Boulevard near Imperial.

College Degrees

The College offers four associate degrees and several 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)797-3000/942-3000, 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)797-3000/942-3000, ext. 112.
Student Life On Campus

The college has multiple settings where students may study, attend events, or just relax with friends.

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

**Arts and Sciences 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 a computer laboratory.

**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** has collaborative study spaces, magazines, videos, music CDs, and books on the first floor. Check out Library material and ask for help with your research at the Circulation Desk. Disability Support Services is also located on the first floor.

On the second floor, you will find a quiet place to study, books, government documents, and the Jefferson County History Center. Computers are available for student use on both floors. The Library has wireless Internet access.

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

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

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

**The Technology 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.
Jefferson College – Arnold

Opened for classes in Fall 2007, Jefferson College Arnold - located near the intersection of Highway 141 and Astra Way - is a full-service facility that offers a “one-stop shop” for student services including admissions, registration, financial aid, and advising; wireless Internet access; an open computer lab; Learning/Testing Center; Academic Support Center; Library; bookstore; and student lounge area with vending machines.

Jefferson College – Northwest

Jefferson College Northwest - located at Highways 30 and PP - offers a variety of classes, student services, and advising support from a dedicated staff, wireless Internet access, an open computer lab, Learning/Testing Center, limited Library services, and vending machines.
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 Business and Community Development Department and are available at all three College sites. For further information, call (636)797-3000/942-3000, 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. Through a variety of events and social gatherings, Alumni and Friends find ways to shed more light on the advantages that a quality education at Jefferson College offers. For further information, call (636)797-3000/942-3000, ext. 105.

Jefferson College Foundation

Established in 1991, the Jefferson College Foundation, Inc. reaches out to individuals and corporations to raise funds that support the growth and development of Jefferson College. The Foundation's efforts to support student scholarships, programs of Jefferson College, its faculty/staff, and campus facilities include an Annual Fund Drive and exposure of its mission through public events and/or fundraisers.

The ultimate goal, to increase the level of educational attainment of Jefferson County residents, only enhances the quality-of-life for the entire community.

The Foundation asks for charitable gifts or in-kind support for general purposes, such as scholarships for students in need of financial assistance, short-term emergency loans, and mini-grants which are disbursed after proposals for innovations that have a direct impact on learning are presented by the College's own faculty/staff.

Donations that are targeted at specific areas such as athletics, art, the Library, automotive, or any number of places that have special meaning to our donors are encouraged and appreciated. Corporate sponsorship for events such as the annual Balloon Glow, 5K Run/Walk, Fall into the Arts, Alumni & Friends activities, the Scholarship Ball, and more helps the Foundation to publicly present a good case for supporting higher education in Jefferson County.

For information on giving to the Annual Fund Drive, on planning your tax-deductible donation, to set up a scholarship of your own, or to underwrite an upcoming event, please visit www.jeffco.edu/foundation or call (636)797-3000/942-3000, ext. 104.

Jefferson College Television

Jefferson College Television is the 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 www.jeffco.edu 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 Testing 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 $25 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 accepted until the beginning of Fall semester classes, but applicants are encouraged to apply by July 1.

Applications for Spring semester will be accepted until classes begin, but applicants are encouraged to apply by 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)797-3000/942-3000, ext. 217.

Deadline for Applications:
- Level I Nursing .............................................. November 30 (noon)
- Level II Nursing, ................................................ January 31 (noon)
- Law Enforcement Academy (day class program). ....................... April 15
- Law Enforcement Academy (night class program) ...................... October 1
- 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. Similar transfer courses are equated to Jefferson College credits. Unique transfer credits may be counted as electives. The Jefferson College grade point average is based only on grades earned at Jefferson College. Additionally, credit 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 semesters are required to complete a new admissions application. Returning students are not required to pay a second application fee.

Former students who have not attended within one academic year (three semesters) should refer to this catalog as their reference - not the catalog of original entry. Those returning students who have not completed entry-level college courses in English and mathematics are required to complete the 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 Department of Higher Education (DHE) guidelines. Students should check with their high school counselor for further details.

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

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

Jefferson College was the first community college in the state designated as an Area Technical School. Under this program, county high school students have the opportunity to participate in several career-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)797-3000/942-3000, 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 at a Jefferson College site or online (not including participation in the Area Technical School) before, after, or during their normal high school day attendance (including summer) must meet the following admission requirements:

- Submit completed Application for Admission.
- Submit one-time, non-refundable $25 application fee.
- Submit completed High School Authorization Sheet. This form is available in the high school counselor's office.

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

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

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

- Supplemental Transfer Form
- Academic transcripts from previous 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)797-3000/942-3000, ext. 216.

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

### 2010-2011 Fees and Tuition*

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Application for Admission fee</td>
<td>$25 (for new students only)</td>
<td></td>
</tr>
<tr>
<td>Course Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Resident</td>
<td>$85 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Out-of-District/In-State</td>
<td>$128 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Out-of-District/Out-of-State</td>
<td>$170 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Nursing Level I In-District</td>
<td>(excluding general education)</td>
<td>Fall semester = $2787</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring semester = $2787</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer term = $1669</td>
</tr>
<tr>
<td>Nursing Level I In-State</td>
<td>(excluding general education)</td>
<td>Fall semester = $3740</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring semester = $3740</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer term = $2233</td>
</tr>
<tr>
<td>Nursing Level I Out-of-State</td>
<td>(excluding general education)</td>
<td>Fall semester = $4775</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring semester = $4775</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer term = $2851</td>
</tr>
<tr>
<td>Evening/Weekend Nursing In-District</td>
<td>(excluding general education)</td>
<td>Fall semester (2) = $1393</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring semester (2) = $1393</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer term (2) = $1320</td>
</tr>
<tr>
<td>Evening/Weekend Nursing In-State</td>
<td>(excluding general education)</td>
<td>Fall semester (2) = $1870</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring semester (2) = $1870</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer term (2) = $1772</td>
</tr>
<tr>
<td>Evening/Weekend Nursing Out-of-State</td>
<td>(excluding general education)</td>
<td>Fall semester (2) = $2389</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring semester (2) = $2389</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer term (2) = $2259</td>
</tr>
<tr>
<td>Jefferson College Law Enforcement Academy</td>
<td>First semester = $3102</td>
<td></td>
</tr>
<tr>
<td>(Day Class)</td>
<td>Second semester = $3309</td>
<td></td>
</tr>
<tr>
<td>Jefferson College Law Enforcement Academy</td>
<td>First semester = $2239</td>
<td></td>
</tr>
<tr>
<td>(Night Class)</td>
<td>Second semester = $2137</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third semester = $2035</td>
<td></td>
</tr>
</tbody>
</table>

### Special Fees*

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Processing Fee for Programs with Selective Admissions</td>
<td></td>
<td>$30</td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>Second Diploma</td>
<td></td>
<td>$25</td>
</tr>
<tr>
<td>Official Transcript</td>
<td></td>
<td>$5</td>
</tr>
<tr>
<td>Credit by Exam Posting Fee</td>
<td>Equivalent to one credit hour</td>
<td></td>
</tr>
<tr>
<td>Student ID Replacement</td>
<td></td>
<td>$7</td>
</tr>
<tr>
<td>Parking Fee</td>
<td></td>
<td>$10</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 $350 to $500 per semester.

Laboratory Fees

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

Midwest Student Exchange Program

The Midwestern Higher Education Compact helps improve access to education through the Midwest Student Exchange Program (MSEP). Since 1994, it has provided more affordable opportunities for students to attend out-of-state institutions. The MSEP serves as the Midwest's largest multi-state tuition reciprocity program. Over 140 colleges and universities in Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and Wisconsin have opened their doors to each others' citizens at more affordable rates. Through the MSEP, public institutions agree to charge students no more than 150% of the in-state resident tuition rate for specific programs; private institutions offer a 10% reduction on their tuition rates. A student must enroll as a non-resident student at a participating MSEP campus to receive the discount. More information can be found at http://msep.mhec.org.

Motor Vehicle Registration and Traffic Regulations

All faculty, staff, and students who drive a motorized vehicle must register the vehicle, regardless of its ownership, with the Cashier located in the Student Center. Parking permits cost $10 and may be obtained from the Cashier or from Jefferson College Arnold. Parking permits are to be completely affixed to the lower portion of the front glass (passenger side) in plain view, with the permit number visible. All operators of motor vehicles are subject to Jefferson College traffic regulations while on campus. Parking permits for students with disabilities can be obtained by contacting Disability Support Services at (636)797-3000/942-3000, ext.169.

Payment of Tuition and Registration Fees

When a student registers, he/she has three options for payment:
1) Pay in full; 2) Have pending financial aid; 3) Sign up for the tuition payment plan. One of these three options must be in place by the deadlines published at www.jeffco.edu to secure enrollment. A student will be dropped for nonpayment if he/she has not paid in full, does not have pending financial aid, or has not signed up for the tuition payment plan by the published deadlines.

Payment must be made by cash, check, money order, Visa, MasterCard, or Discover. The tuition payment plan and payment provisions are posted online. 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 drop online through STARS or submit an official withdrawal form to the Registrar/Student Records Office, at the appropriate dean or division chair's office, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial within the refund period to ensure that the student's financial obligation has been cancelled. 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-semester 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 online or upon request by contacting the Registrar/Student Records Office at (636)797-3000/942-3000, ext. 222, or may be obtained from the Registrar/Student Records Office in the Student Center, at the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. The forms must be returned to the Registrar/Student Records Office, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial 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). For specific refund dates for all courses, visit the Jefferson College website at www.jeffco.edu.

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 who meet a demonstrated financial need to acquire funds to enter and succeed in college.

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

Students who wish to be considered for financial assistance must apply for admission to Jefferson College. Students may submit their FAFSA (Free Application for Federal Student Aid) to the Federal Processing Center by mail or online at www.fafsa.gov. Students without Internet access may submit their FAFSA online by using computers located in the Financial Aid Office at the Hillsboro campus. Students will need to indicate that Jefferson College is to receive the electronic report from the processing center. The Jefferson College Title IV School Code is 002468. FAFSA worksheets are available at the various Jefferson College locations.

Financial assistance is available at Jefferson College through scholarships, grants, loans, and part-time employment. A number of scholarships sponsored by area civic clubs, businesses, and individuals are available for qualified students. Some provide funds for only one year, while others are renewable for the second year. Eligibility for many scholarships is determined by information provided on the Jefferson College scholarship application. Applications are available in the Financial Aid Office at Hillsboro, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Applications are due each year by March 1 for new students and June 1 for continuing students and non-traditional aged 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 PLUS Loan program, 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 $900 to $5,300 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. **Access Missouri** - This is a need-based state program with eligibility determined by a student's Free Application for Federal Student Aid (FAFSA) results. Specific information about the program may be found at www.dhe.mo.gov.

## Loans

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

**Federal Stafford Loan and Unsubsidized Stafford Loan**

Borrowing limits for student loans are determined by a student's credit hour accumulation and whether a student is dependent or independent. 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. Visit the college website at www.jeffco.edu for specific borrowing limits and other important loan information.

**Federal PLUS Loan**

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

## College Work-Study

**Federal College Work-Study Program**

This program provides on-campus jobs for qualified students. Students are assigned to jobs in various campus offices, which 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.

## Military Benefits

**Missouri Returning Heroes Education Act**

This legislation provides a reduced tuition rate to combat veterans who meet the established criteria and provide Jefferson College with the required documentation. A “combat veteran” for the purposes of this act is defined as a person who served in armed combat after September 11, 2001; who was a Missouri resident when first entering the military; and who was discharged from military service under honorable conditions. For a more detailed description of the program requirements or other questions, contact Betty Dye, VA Certifying Official, at (636)797-3000/942-3000, ext. 210.

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

Active duty military personnel who are stationed in Missouri and their spouses and dependent children are eligible for in-district tuition rates. The in-district tuition rate is applicable as long as Missouri remains their home of record. In the event that the military member is reassigned to another state, the military member’s spouse and dependent children will maintain eligibility for in-district tuition rates as long as they are continuously enrolled in a degree program.

A copy of the military member's active duty orders will be required to verify eligibility for in-district tuition rates. For additional information, students may contact Betty Dye, VA Certifying Official, at (636)797-3000/942-3000, ext. 210.
Federal Financial Aid - Overpayment Policy

Students who have been paid federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period of enrollment.

Students who quit attending or withdraw from all courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement for the semester, may have been overpaid. If an overpayment occurs, the student is required to repay a portion of the funds to the school and to the U.S. Department of Education.

This Overpayment Policy, established by the U.S. Department of Education, through the re-authorization of the Higher Education Act of 1965 as amended in 2008, affects students who have received assistance through the following federal financial aid programs:

- Academic Competitiveness Grant (ACG)
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Stafford Subsidized and Unsubsidized Loans
- Parent (PLUS) Loans
- Student Support Services Grant

Following are examples of 60% points in a semester. These examples are based upon enrollment in regular 16-week courses. Dates will vary for short-term and summer sessions.

60% Refund Dates for 2010-11 Award Year*
- Fall 2010 Semester: October 28, 2010
- Spring 2011 Semester: March 29, 2011
- Summer 2011 Intersession: May 27, 2011
- Summer 2011 Six-Week Semester: June 29, 2011
- Summer 2011 Eight-Week Semester: July 7, 2011

*These dates are subject to change. Contact the Jefferson College Financial Aid Office for updates.

Students who remain in attendance through at least the first 60% of the period of the semester, but later withdraw from the College, will not be required to immediately repay any portion of their federal financial aid. The repayment amount for an overpayment is based upon the number of days in the semester the student has completed. The more days the student has been in attendance, the less the refund requirement will be. A federally mandated formula is used to calculate the amount of the repayment.

Attendance information is collected from faculty to verify financial aid eligibility. If a student is not attending classes, he/she is required to complete the official withdrawal process of the College. This official withdrawal date is considered to be the student’s last date of attendance. If a student enrolls, does not attend, and does not officially withdraw from classes, he/she will be responsible for a 100% overpayment of any federal aid disbursements he/she receives. To complete the withdrawal process, contact the Registrar/Student Records Office, located in the Student Center at the Hillsboro campus, or contact the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial.

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

If an overpayment of federal financial aid occurs, the student may be required to return a portion of the overpayment to the school and to the U.S. Department of Education. The College will bill the student for the total overpayment and allow 45 days for repayment. Any unpaid balance of a required overpayment due to the U.S. Department of Education will be reported to them after 45 days. Any unpaid balance due to the school will be subject to collection action, which may include referral to a collections agency and/or interception of a tax return.

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

Federal and state regulations require financial assistance recipients who receive funds from federal or state sources to maintain satisfactory academic progress. 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 each semester dependent on satisfactory academic performance.

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, Jefferson College Northwest, or Jefferson College Imperial. Applications each year 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 $25 application fee.

3. Mail the completed scholarship application to the Financial Aid Office, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.
Scholarships Available

Board of Trustees
Institutional Scholarships

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

Community Scholarship Program

- American Legion Rock Memorial Post 283
- AMVETS Post 48 of De Soto
- Askew/Walton Endowment
- B. Berry, Ruth, and Marion Berry Endowment
- De Soto Rotary Club Scholarship
- Eagle Bank & Trust Company
- Fenwick Memorial Scholarship
- Hillsboro Chamber of Commerce
- Hillsboro Rotary Club
- Howard Litton Endowment
- Jefferson County Bar Association
- Joseph C. Kamp Memorial Scholarship
- Lucas and Mary Theresia Duffner Scholarship
- M.C. Matthes Jr. Memorial Scholarship
- Mahler Family Endowment Honors Scholarship
- Norman “Pete” Harshaw Memorial Scholarship
- Practical Nursing Endowment Scholarship

Scholarships requiring a separate application are denoted with an (*)
Jefferson College Foundation
Scholarship Program

Ameren UE Company
Arnold Police Department Scholarship
Career & Technical Scholarship
Carita Singers Scholarship
Carpenters District of Saint Louis Scholarship
Charles Studyvin Memorial Scholarship
Clifton Morgan Memorial Scholarship
Commerce Bank Scholarship
Community Health Center of Jefferson County Scholarship
Donald Herrell Baseball Scholarship
Eleanor Burlage Memorial Scholarship
Elizabeth Hoyt Clark Memorial Honors Program Scholarship*
Emerging Scholars Program/George Podorski Memorial Scholarship*
Francis E. “Duke” Corter, Jr. Memorial Scholarship
Graham Castle Memorial Scholarship
Heuby Moore Memorial Scholarship
Hugh C. Roberts Jr. Memorial Scholarship
J. Glennon McKenna & Bill McKenna Scholarship
Jack Cronin Memorial Baseball Scholarship
Jefferson College Endowed Scholarship
Jefferson College General Scholarship
Jefferson County Council of Garden Clubs
Jefferson County Law Enforcement Academy Scholarship
Jefferson County Rotary Club Scholarship
Jefferson County Sheriff Department Scholarship
Jefferson County Veterans Memorial Scholarship
JPM Music Scholarship
Leonard C. White Endowment
Marine Corps League #707
Mick Long Memorial Scholarship
Missouri Community College Association Scholarship - Jefferson College Local Chapter
Missouri Natural Gas - Andrew Habsieger Memorial Scholarship*
P.E.O. Chapter FR Endowed Scholarship
Peggy Alexander Scholarship
Richard Bell Vocal Music Scholarship
Southeast Jefferson Saddle Club Scholarship
Spirit of St. Louis Barbershop Chorus Scholarship*
Twin City Area Optimist Club Scholarship
Walmart Company Scholarship
Warren Lorella Scholarship
West Family Book Scholarship
William R. Todd Memorial Scholarship

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

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

As a Faculty/Staff Member of Jefferson College:

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

As a Student of Jefferson College:

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

Academic Fresh Start

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 semester 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 semester, 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 semester, 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 Program (AP)

Sponsoring high schools that have offered Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the official 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. The credit by examination posting fee, equivalent to one credit hour, is payable at the Registrar/Student Records Office, or at the offices at Jefferson College Arnold or Jefferson College Northwest, before entering the course on the student’s official transcript. 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. Following are the AP examinations for which Jefferson College will award credit:

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 Early 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>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>U.S. History I* or U.S. History II</td>
</tr>
</tbody>
</table>

*In order to receive credit for U.S. History I, the student must also successfully complete the MO Constitution test with a score of 75 or higher.
College Level Examination Program (CLEP)

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, or at the offices at Jefferson College Arnold or Jefferson College Northwest, 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. Following are the CLEP examinations for which Jefferson College will award credit:

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>Financial Accounting</td>
<td>3</td>
<td>BUS240 Financial 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 Introduction to Information Systems</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>ECO101 Macroeconomics</td>
</tr>
<tr>
<td>Principles of Macroeconomics</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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ENG226 English Lit: After 1800</td>
</tr>
<tr>
<td>American Literature</td>
<td>3</td>
<td>ENG228 American Lit: Before 1865</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or ENG229 American Lit: After 1865</td>
</tr>
<tr>
<td>French (Score 50-58)</td>
<td>5</td>
<td>FRN101 Beginning French</td>
</tr>
<tr>
<td>French (Score 59+)</td>
<td>10</td>
<td>FRN101 Beginning French &amp; FRN102 Intermediate French</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 to Early Modern Europe</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
<td>MGT150 Marketing</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
<td>MTH134 College Algebra</td>
</tr>
<tr>
<td>Precalculus</td>
<td>5</td>
<td>MTH141 Precalculus</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>
<tr>
<td>Spanish (Score 50-62)</td>
<td>5</td>
<td>SPN101 Beginning Spanish</td>
</tr>
<tr>
<td>Spanish (Score 63+)</td>
<td>10</td>
<td>SPN101 Beginning Spanish &amp; SPN102 Intermediate Spanish</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 Testing 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, or at the offices at Jefferson College Arnold or Jefferson College Northwest, before entering the computer proficiency 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, or at the offices at Jefferson College Arnold or Jefferson College Northwest, 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 appropriate dean, division chair, or faculty member for an application.

Available tests are:
- BIT100 Keyboarding I: Skillbuilding
- BIT110 Keyboarding II: Speedbuilding
- ETC103 DC Circuits
- ETC104 AC Circuits
- MTH105 Industrial Math
- MTT108 Industrial Blueprint Reading

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 or division chair will recommend cancellation. The Chief Academic Officer will make the final decision.

Final Examination Policy

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

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 by delivery of a written request for a change in grade to the office of the appropriate division chair no later than the end of the first week of the semester following the receipt of the grade. The appellant must document in writing justification for requesting a change of grade. The instructor of record shall deliver a written response to the office of the appropriate division chair 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, or having failed to receive a written response by the instructor of record, he/she must file a written appeal of the decision with the appropriate division chair by the end of the second week of the semester following the receipt of the grade. The division chair 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 the receipt of the division chair's decision, file a written appeal with the appropriate dean. The dean will review all written statements and documentation and will pursue any other means deemed necessary to reach a decision on the appeal. The dean will, within two school days from the receipt of the appeal, inform the student and the instructor of record in writing of his/her decision. The decision of the dean 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 Points</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:

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

Enrollment Status:

- H: Audit
- I: Incomplete
- W: Excused withdrawal from a course

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, Business Information Technology speedbuilding courses, and Nursing clinicals. 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.

International Baccalaureate (IB) Credit

International Baccalaureate credit will be awarded for students who complete standard level or higher level IB subjects with a score of “4” or above. IB credit is counted toward graduation requirements on the same basis as credits earned in the classroom. For more information, contact the Registrar’s Office at (636)797-3000/942-3000, ext. 207.
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 Office of 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. Please note that certain courses (e.g. Physical Education activity courses) are repeatable. For repeatable courses, the grades earned for each semester will be calculated in the student’s cumulative grade point average.

Retroactive Credit for Foreign Language

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

In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to these records, to restrict their 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 may make available to the public this directory information: name, address, telephone number, date of birth, Jefferson College e-mail address, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, awards received, photograph, and the most recent prior school attended.

Additionally, students are included in graduation lists, dean's lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the 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 official transcript costs $5. Written requests for a transcript may be completed at the Registrar/Student Records Office or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. Transcript request forms may also be printed from the College website at www.jeffco.edu. Graduates will receive one complimentary transcript 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.
Waitlist Procedure

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

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

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

Waitlisted students who are moved onto active class rosters at least one week before the start of the semester will be notified by letter and will receive a revised class schedule from the Registrar/Student Records Office. Waitlist changes after the start of the semester must be authorized by the instructor using an electronic instructor override, the Schedule Change form, or a Waitlist letter provided by the Registrar/Student Records Office. Adjustments made on Schedule Change forms or Waitlist letters must be returned to any registration site to complete the add process. Students are responsible for reviewing their schedules and making necessary adjustments to ensure that they are enrolled in the correct number of credit hours. Waitlisted courses do not count toward full-time enrollment for Financial Aid, Veterans’ Benefits, or other circumstances where full-time enrollment may be required.

Withdrawal from College

A withdrawal from college is accomplished online through STARS or by the completion of an official withdrawal form, which is available from the Registrar/Student Records Office, the appropriate dean or division chair’s office, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. 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 from full-semester classes 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. A schedule change form may be obtained and processed in the Registrar/Student Records Office located in the Student Center building, at the appropriate dean or division chair’s office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. 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, the appropriate dean or division chair’s office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial by the appropriate deadline, or the add, drop, or withdrawal is not complete. Students may also access the Student tab in STARS to drop/withdraw from courses during the first eight weeks of full-semester courses. During the first half of the course semester, i.e., the first eight weeks of a semester, a student can officially withdraw without the permission of the instructor; however, during the third quarter of the semester, i.e., the ninth through the twelfth week, the student must have the instructor’s signed approval to withdraw. If the student is passing during this period, the instructor will authorize the issuance of a “W.” Students are not permitted to withdraw from a course during the last quarter of the semester. Classes cannot be added after the first week of the fall or spring semester or after the first three days of the summer term.
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.).
3. Successful completion of the First Year Experience requirement.
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 and passing CBASE scores are 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 Registrar’s Office no later than 30 days prior to his/her expected date of graduation.
2. Complete the exit exam assessment as required by the College.
3. Pay the graduation fee no later than 30 days prior to the end of the semester in which he/she intends to graduate.
4. 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, 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. A student may not earn both an A.A. and A.A.T. 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: Business Information Technology, Computer Aided Drafting and Design Technology, Computer Information Systems, and Electronics.
8. All degree or certificate-seeking students enrolling in nine or more hours of college credit courses as well as students who have accumulated nine or more hours of college credit are required to successfully complete the First Year Experience requirement. Students who do not successfully complete COL101, Introduction to College: Strategies for Success, or GUD136, Mastering the College Experience, during their first term of enrollment will be required to complete one of these courses during their second term. Students will not be allowed to enroll for a third term without successfully completing the First Year Experience requirement. Please note that transfer students with 15 credit hours and a 2.0 GPA or an equivalent First Year Experience course (as determined by the Registrar) are exempt from this requirement.
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 (available in print or online at www.jeffco.edu), as well as the Board of Trustees Policies Manual and the Board of Trustees Procedures Manual (available in the Office of the Dean of Student Services and the Jefferson 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.

Student Right to Know Information

As required by federal law, a notice of the Student Right to Know information is distributed in a timely manner to prospective and current students and employees, and other significant parties. A brief summary of the required federal disclosures as well as the locations for obtaining the entire documents is provided to each student when he/she applies for admission. In addition, the information is e-mailed to each student individually at his/her jeffco.edu e-mail address shortly after the start of the fall semester. The current versions of these reports are also available on the College website’s Consumer Information page at www.jeffco.edu.
Recognition of Achievement

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

Dean’s List

At the end of each fall and spring semester, the College issues an honor list of students who have achieved a grade point average of 3.25 or better for 12 or more semester hours taken that semester. Part-time students may qualify for the Dean’s List by accumulating 12 or more semester hours 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)797-3000/942-3000, 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.
Advising and Retention Center (ARC)

The Advising and Retention Center (ARC) facilitates student success by providing a safety net for students, faculty, and staff. The ARC offers academic advising services, services to help improve student success, transfer assistance, and job search assistance.

The ARC can provide academic advising at all Jefferson College locations, assist the student in establishing academic and career goals, and provide academic and personal support. The ARC can also provide short-term counseling and community referrals to those students in need of such services.

Good academic advising 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. Many academic advisors are faculty members who specialize in advising students majoring in the fields they teach. Currently enrolled students are encouraged to schedule an appointment to meet with their assigned advisor.

New students are required to make an advising appointment. 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 complete the First Year Experience requirement by enrolling in COL101, Introduction to College: Strategies for Success, or GUD136, Mastering the College Experience.

Please contact the ARC secretary for more information about ARC services or for information regarding scheduling advising appointments at (636)797-3000/942-3000, ext. 209.

Career Development Center

The staff of the Career Development Center 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. Additionally, an employment specialist is available to assist students in planning for job search and preparation.

For more information on the Career Development Center, call (636)797-3000/942-3000, 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)797-3000/942-3000, ext. 299.

Disability Support Services

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

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, the Viking Café, is located in the lower level of the Student Center and a Snack Bar is located in the Career Education Building. The Café is open from 9:00 a.m. to 2:00 p.m. Monday through Friday. The Snack Bar operates from 7:30 a.m. to 1:00 p.m. Monday through Friday and 5:30 p.m. to 7:30 p.m. Monday through Thursday. The Viking Café accepts credit/debit cards or cash. The Snack Bar currently accepts cash only. A credit/debit card system will be in use on or before August 1, 2010.

Learning Center

The Learning Center supports students in their academic and career goals by offering academic support, testing, and instructional services. More information about Learning Center services can be found online at www.jeffco.edu under Student Support.

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 is offered at all three sites at no cost to Jefferson College students. The professional tutors are Jefferson College instructors and can work with students on a variety of subjects.

Testing Services

The Testing Center offers a variety of testing services for students including COMPASS placement, correspondence tests, distance learning tests, exit exams (graduation requirement), faculty make-up tests, and many other standardized tests (ACT, CBASE, CLEP, GED, PSB, POST, and others).

Instructional Services

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

All Learning Center courses are competency based, which means students must master each unit at an 80% competency level or better before moving on to the next unit. All units in the course must be completed in order to complete the course successfully. Learning Center courses are offered in an arranged setting; however, Basic Math and Introduction to College Reading are also offered with a scheduled classroom component. The arranged option offers open enrollment. All Learning Center students meet with instructors on a regular basis for instruction, to seek assistance, and 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 answer students’ questions at the Hillsboro and Arnold locations. Students may also contact a librarian by phone, e-mail, or chat. The Library on the Hillsboro campus has a collection of over 70,000 books and access to over 21,000,000 books through the statewide MOBIUS system. Students may also check out a variety of magazines, scholarly journals, DVDs, videos, and music CDs. The Library houses the Jefferson County History Center and serves as the U.S. Federal Depository Library for the Third Congressional District. You will find collaborative and quiet study areas as well as study rooms.

The Library at Jefferson College Arnold provides databases, magazines, reference books, a small circulating book collection, and access to items in the Library’s collections via daily courier service. Students at the Northwest and Imperial sites also have access to Library materials via daily courier.

The Library has online databases and eBooks which students can use to find reliable, scholarly information for papers and speeches. All online products can be accessed remotely through the Library’s website. Students using computers in the Library may search the Internet, use the Library’s online catalogs and databases, check e-mail, and use Blackboard. Wireless Internet access is available, and laptops may be checked out for use in the Library on the Hillsboro campus.

Math Labs

The Math Labs are located in the Technology Center, room 209, and in the Academic Support Center at Jefferson College Arnold. Students who need help with courses ranging from Beginning Algebra to Differential Equations may drop in for assistance by certified instructors. Math tutorial software is available on the computers in the Math Labs.

Online Courses

Jefferson College offers over 95 courses that take advantage of the Internet to distribute materials, communicate with students, and provide a rich, interactive learning environment. Content for online courses may be delivered on CDs, DVDs, videotape, the Internet, or a combination of these technologies. Courses required for the Associate of Arts degree are available online as are courses in Career and Technical Education subject areas.

Servicemembers Opportunity Colleges

Jefferson College is a member of Servicemembers Opportunity Colleges (SOC), a consortium of over 1,800 colleges and universities that provide college-level educational opportunities for servicemembers and their families. Jefferson College participates in the ConAP program and adheres to the following criteria: provides transfer of credit for servicemembers to minimize loss of credit, recognizes learning gained from specialized training and experience in the military, and awards credit for nationally recognized testing programs (i.e., CLEP). For more information on SOC, please contact the Registrar at (636)797-3000/942-3000, ext. 207.
Student Activities

The Office of Student Activities offers students opportunities to become involved both on campus and in the community. Campus involvement is an important part of the collegiate experience because it allows students to gain valuable knowledge, make lifelong friends, and develop leadership skills while making a difference.

Student Activities oversees a variety of clubs and organizations on campus that provide students the opportunity to participate as members and/or take on leadership roles. In addition, students are made aware of volunteerism and service learning opportunities within the community. Both options provide an avenue to integrate and link service with academic study and leadership.

For a complete listing of clubs/organizations and volunteer opportunities, students should contact the Student Activities Office at (636)797-3000/942-3000, 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)797-3000/942-3000, ext. 258.

Student Support Services - Project SUCCESS

Successfully getting through college requires skill and a sense of direction. At times, students may need help along the way to satisfy the demands that college and a busy life place on them. Student Support Services - Project SUCCESS can help students develop excellent academic skills and acquire a sense of direction that will allow them to achieve their educational goals at Jefferson College and beyond.

Student Support Services is a federally funded TRIO program providing:
- Academic Assistance
- Personal Support
- Career Counseling
- Transfer Counseling
- Financial Guidance
- Cultural Enrichment

All services are free to eligible students.
Eligibility guidelines include:

1) Low income, and/or
2) First generation college students, and/or
3) Students with a documented disability.

Project SUCCESS staff is committed to helping students graduate and/or transfer from Jefferson College. Appointments are available to students at all locations. Interested students may contact the Student Support Services Office on the top floor of the Student Center building on the Hillsboro campus or by phone at (636)797-3000/942-3000, 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)797-3000/942-3000, 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)797-3000/942-3000, ext. 231.

Writing Labs

Located in the Arts & Sciences II Building, room 414, and in the Academic Support Center at Jefferson College Arnold, the Writing Labs offer 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 and institutional requirements. The following pages describe general education, institutional, 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

III. Mathematics and Natural Sciences:
   - A.A. 10 hours
   - A.A.T. 10 hours
   - A.S. 38 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

Students must meet two institutional requirements when pursuing a degree. The following objectives define these requirements.
Objective: Demonstrating the use of computer information systems for personal, cultural, intellectual, occupational, or social development.

I. 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. These courses will also explain how to navigate the processes and procedures of Jefferson College.

II. First Year Experience All degrees 1-3 hours

Total credits for the associate degree:

<table>
<thead>
<tr>
<th>Associate of Arts</th>
<th>Associate of Arts in Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education .................... 42</td>
<td>General Education ........... 42</td>
</tr>
<tr>
<td>Electives .............................. 20</td>
<td>Electives ........................ 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate of Science</th>
<th>Associate of Applied Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education ..................... 50</td>
<td>General Education ............ 18</td>
</tr>
<tr>
<td>Elective ................................ 17*</td>
<td>Departmental ..................... 44*</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 the areas listed below. For Advising Guides which list course recommendations, visit the Advising and Retention Center at www.jeffco.edu.

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 at http://vega.jeffco.edu/jktuchar/acadprog/gened/course-credit_hours.htm. 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. Jefferson College students should contact the Registrar at (636)797-3000/942-3000, ext. 207, to certify that the 42 semester-hour general education program has been met.

Students who transfer from Jefferson College before certification by the Registrar, the designated Transfer Articulation Officer, as having completed their general education 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 and Medieval Civilization
HST202 Renaissance to 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 Literature Appreciation
ENG122 Film Appreciation
ENG215, 215H, 216, 216H World Literature
ENG225, 226 English Literature
ENG228, 229 American Literature
ENG235, 235H The Shakespeare Plays
ENG250, 250H Mythology
ENG255H Honors Literary Types: Poetry

Music:
MSC101 Fundamentals of Music
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.
MTH131 Survey of College Mathematics
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, 102H U.S. and Missouri Governments and Constitutions
Choose additional course from:
HST103, 103H U.S. History I
HST104, 104H U.S. History II
PSC102, 102H U.S. and Missouri Governments and Constitutions
PSC103 Current Political Issues

Social and Behavioral Sciences  6
Economics:
ECO100 Introduction to Economics
ECO101 Macroeconomics
ECO102 Microeconomics
Geography:
GEO103 World Regional Geography
GEO120 Seminar in Global Studies
History:
HST103, 103H U.S. History I
HST104, 104H U.S. History II
HST205 African-American History
HST230 Women in American History
HST240 Missouri History
Political Science:
PSC102, 102H U.S. and Missouri Governments and Constitutions
PSC103 Current Political Issues
PSC155 International Relations
PSC250, 250H Model United Nations
Psychology:
PSY101, 101H General Psychology
PSY120 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.
Associate of Arts Institutional Requirements:

I: 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:

- BIT138 Word Processing Applications I
- CIS122 Basic Computer Skills
- CIS125 Introduction to Information Systems
- CIS133 Microcomputer Software Applications
- EDU205 Technology for Teachers
- PHY223 General Physics I

II: First Year Experience  1-3
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College. The following courses apply as electives:

- COL101 Introduction to College: Strategies for Success
- GUD136 Mastering the College Experience

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)797-3000/942-3000, 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. Students interested in the Honors Program must meet two of the three admissions criteria:

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

To qualify for Honors Program distinction, students must have at least a 2.5 GPA in honors courses and at least a 3.3 cumulative GPA at the time of graduation. Students will be awarded an Honors Program Certificate if they have completed a total of 6-11 credit hours in Jefferson College honors courses and have the required grade point average. Students with 12 or more hours of Jefferson College honors courses and who have the required grade point average will be awarded an Honors Diploma. All Honors Program graduates’ names will be placed on a plaque in the Honors Resource Room, and all will be given purple cords of distinction to wear at Commencement ceremonies.

Please visit our website at www.jeffco.edu or contact Professor Trish Loomis, Honors Program Director, at (636)797-3000/942-3000, 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 2010-2011

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>ENGF101(H) &amp; ENGF102(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Communication or Public Speaking</td>
<td>SPD105(H) or 175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>ART101,103,105,107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civilization</td>
<td>HST201,202,203,210,235</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM125,250H,260(H),270(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language Lit.</td>
<td>FREN253,SP253</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>MSC101,103,131,133,135,137,231,232</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>PHIL101,102,201,202(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech &amp; Drama</td>
<td>SPD120(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td>ENGF105,106,122,215(H),216(H),225,226,228,229,235(H),250(H),255(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math &amp; Natural Sciences</td>
<td>MTH131</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>MTH134 or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>CHM101**,102**,105*,108*,111**,223*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>HST103(H);PSC102(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American History or American Government</td>
<td>HST103(H),104(H);</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>ECO100,101,102</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>GEO103,120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>PSC102(H),103,155,250(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY101(H),120,201,202,205</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td>SOC101,240,250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral (12 hrs.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education Option (2 hrs.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>PROF101,102*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year Experience</td>
<td>COL101 or GUD135</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

| 20 hrs. course no. > 100 | ART, BIO, BIT, BUS, 101, 120, 240, 241, 261, 265, CHI, CHM, C/S120, 125, 129, 133, 152, 153, 155, COL101, CRJ110, 112, 114, 120, 130, 135, 140, 220, 222, 224, 242, ECE102, 103, 108, 212; ECO, EDU, EGR, ENG, FRN, GEO, GRM, GUD, HPE, HST, HUM, MSA, MTH128+, PHL, PHY, PSC, PSY, SOC, SPD, SPN. | | | |

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.

**GENERAL EDUCATION REQUIREMENTS OPTIONS (42 hours)**

<table>
<thead>
<tr>
<th>I.</th>
<th>Comm.</th>
<th>SPD ENG (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English Comp. I &amp; II</td>
<td>ENG101 &amp; ENG102</td>
</tr>
<tr>
<td></td>
<td>Oral Communication</td>
<td>SPD105</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II.</th>
<th>Humanities</th>
<th>Total of 9 hrs. from at least 2 areas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Art</td>
<td>ART101,103,105,107</td>
</tr>
<tr>
<td></td>
<td>Civilization</td>
<td>HST201,202,203</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>MSC131,133</td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td>PHL101,102</td>
</tr>
<tr>
<td></td>
<td>Speech and Drama</td>
<td>SPD120</td>
</tr>
<tr>
<td></td>
<td>Literature</td>
<td>ENG105,106,215,228,229</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III.</th>
<th>Math &amp; Natural Sciences</th>
<th>Survey of College Math/College Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Biological Sciences.</td>
<td>BIO102^</td>
</tr>
<tr>
<td></td>
<td>Physical Sciences</td>
<td>CHM102^, PHY101^, 102^, 106^</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV.</th>
<th>Social Science (12 hrs.)</th>
<th>Constitution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>American History or American Government</td>
<td>HST103, PSC102, 103</td>
</tr>
</tbody>
</table>

| V.   | General Education Option (2 hrs.) | Student choice from any above general education course. |

<table>
<thead>
<tr>
<th>VI.</th>
<th>Computer Literacy</th>
<th>Proficiency met by exam or coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BIT138; CIS125, 133; EDU205 course will count as elective</td>
</tr>
</tbody>
</table>

| VII. | First Year Experience | Intro to College or Mastering College Exp. course will count as elective |

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

<table>
<thead>
<tr>
<th>VIII.</th>
<th>20 hrs. course no. &gt;= 100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ART101,103,105,107; BIO102,116; BIT138; BUS101,120,261; CHM102; CIS125, 120, 133, 153; COL101; CRJ110, 112, 114, 120, 130, 222, 224; ECE102, 103, 108, 212; ECO100; EDU205; 210, 225, 235; ENG104, 105, 106, 143; 215, 228, 229; GEO103; GUD101, 138; HPE130, 140; HST103, 104, 201, 202, 203; MSC131, 133; MTH128, 131, 134; PHL101, 102, 203; PHY101, 102, 106, PSC102, 103; PSY101, 120, 201, 202, 205; SOC101, 105, 210, 240, 250; SPD120</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 13 credit hour Teacher Education Core, the First Year Experience requirement, a minimum of six additional credit hours in electives, and passing CBASE scores with state minimum requirements. Students must earn a cumulative GPA of 2.5 to be eligible to graduate with the A.A.T. Four-year transfer institutions may have additional requirements including higher GPA or CBASE scores, or additional course requirements. Most education majors will transfer with more than the 62 hours in order to meet certification requirements. General education credits should be carefully selected with the help of an education advisor to meet degree requirements and prerequisites.

The A.A.T. degree is designed to prepare students for transfer into a four-year Teacher Education program. Students who want to be certified to teach Early Childhood, Elementary, Middle School, or Secondary should use this course of study. Since selection of courses depends on certification area, it is recommended that teacher education majors work with an education advisor for program planning. It is strongly recommended that honors-qualified students take honors courses.

Please contact Dr. Ken Boning, Teacher Education Program Coordinator, at (636)797-3000/942-3000, ext. 344, or kboning@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

Oval 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 and Medieval Civilization
   HST202 Renaissance to 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 Literature Appreciation
ENG122 Film Appreciation
ENG215, 215H, 216, 216H World Literature
ENG225, 226 English Literature
ENG228, 229 American Literature
ENG235, 235H The Shakespeare Plays
ENG250, 250H Mythology
ENG255H Honors Literary Types: Poetry

Music:
MSC101 Fundamentals of Music
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 Survey of College Mathematics
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, 102H U.S. and Missouri 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 1-3
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College. The following courses apply as electives:

COL101 Introduction to College: Strategies for Success
GUD136 Mastering the College Experience

VIII: Required Courses 13
EDU105 Exploring the Field of Education
EDU205 Technology for Teachers
EDU210 Foundations of Education
EDU225 Educational Psychology
EDU230 Teaching Profession with Field Experience

IX: Elective Courses 7
Based on area of certification. See your advisor for recommended courses.
EDU235, Education of the Exceptional Learner, is recommended for Early Childhood and Elementary Education majors.
ASSOCIATE OF ARTS IN TEACHING DEGREE (62 hours)
Minimum 2.50 Cumulative Grade Point Average for Degree. 24 hour residency requirement.

Effective 2010-2011

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>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Communication or Public Speaking</td>
<td>SPD105(H) or 175</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>ART101, 103, 105, 107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civilization</td>
<td>HST201, 202, 203, 210, 235</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM125, 250H, 260(H), 270(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language Lit.</td>
<td>FRN253, SPN253</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>MSC101, 103, 131, 133, 135, 137, 231, 232</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>PHL101, 102, 201, 202(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech &amp; Drama</td>
<td>SPD120(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td>ENG105, 106, 122, 215(H), 216(H), 226, 228, 229, 235(H), 250(H), 255H</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math &amp; Natural Sciences</td>
<td>MTH131</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math (3)</td>
<td>MTH134 or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey of College Math/ College Algebra/ Structure R.N.S.</td>
<td>MTH130 for Elem Educ/Early Child only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>BIO101(H)<strong>, 102*, 109, 113</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>120**, 201*, 205*, 206*, 207*, 211**, 215**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>CHM101**, 102*, 111*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHY101**, 102*, 105*, 106*, 111*, 223*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>PSC102(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constitution (6)</td>
<td>HST103(H), 104(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY101(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY201, PSY202, PSY205</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>Student choice from any above general education course. (MTH134 required for UMSL Elementary Education)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option (2 hrs.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Computer Literacy
Technology for Teachers
EDU205

First Year Experience
Intro to College or Mastering College Exp.
course will count as elective

REQUIRED COURSES (13 hours)

<table>
<thead>
<tr>
<th>Core (13 hours)</th>
<th>EDU105</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology for Teachers</td>
<td>EDU205</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>EDU210</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>EDU225</td>
</tr>
<tr>
<td>Teaching Profession with Field Experience</td>
<td>EDU230</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>7 hrs.</th>
<th>See Advisor for appropriate course selection</th>
</tr>
</thead>
</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 Missouri University of Science and Technology. Each engineering department may have differences in the recommended 67 hours at Jefferson College.

Associate of Science General Education Requirements:

Minimum Semester Hours
Core General Education Requirements* 50
Courses for pre-engineering major 16
First Year Experience 1-3

*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, U.S. 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 38
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
Associate of Science Institutional Requirements:

I: 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. The following course applies as part of the required courses.

PHY223 General Physics I

II: First Year Experience  1-3
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College.

COL101 Introduction to College: Strategies for Success
GUD136 Mastering the College Experience

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

Engineering

**Associate of Science Degree**

**Required Core (61-63)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM111/112 General Chemistry</td>
<td>10</td>
</tr>
<tr>
<td>Constitution</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>EGR228 Engineering Mechanics-Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MTH180-201 Calculus I,II,III</td>
<td>15</td>
</tr>
<tr>
<td>MTH205 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>Programming: CIS152 or 155</td>
<td>3</td>
</tr>
<tr>
<td>PHY118-224 General Physics</td>
<td>10</td>
</tr>
<tr>
<td>EGR101 Computer Aided Engineering Design</td>
<td>4</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>1-3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>P</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM200 Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>EGR250 Engineering Mechanics-Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>EGR261 Circuit Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>ENG102, ENG102H, or SPD175</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

## Degree Plan

**ENGINEERING EMPHASIS**

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

<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>Intro to College or Mastering College Exp. (1-3)</td>
<td>COL101 or GUD138</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition (3)</td>
<td>ENG101(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constitution: National &amp; State (3)</td>
<td>HST103(H), PSC102</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics (3)</td>
<td>ECO101, 102</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities or Social/Behavioral Science (3) *</td>
<td>ART101, 103, 105, 107</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG105, 106, 215(H), 216, 225-255(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FRN101 or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEO103</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRM101 or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HST201, 202, 210, 235, 240</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HUM125</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MSC101, 103, 131, 133, 231, 232</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHL101, 102, 201, 202(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSC155, 250(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY101(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOC101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPN101 or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPD120(H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry (10) *</td>
<td>CHM111, 112</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics (18)</td>
<td>MTH180, 185, 201, 205</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics (10)</td>
<td>PHY118, 223A, 224</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Aided Engineering Design (4)</td>
<td>EGR101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Mechanics-Statics (3)</td>
<td>EGR228</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programming (3)</td>
<td>CIS152, 155</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Associate of Science Electives (6) select two**

| Organic Chemistry I (5) | CHM200 |      |     |      |
| Engineering Mechanics-Dynamics (3) | EGR250 |      |     |      |
| Circuit Analysis I (3) | EGR261 |      |     |      |
| Advanced Communications (3) | ENG102(H), SPD175 |      |     |      |

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: 67-69
Career and Technical Education

Associate of Applied Science Degree

The College offers several 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., Business Information Technology: Legal Professional). 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 Information Technology
  o Administrative Professional
  o Administrative Support Specialist
  o Legal Professional
  o Medical Professional
  o Microcomputer Specialist
✓ Business Management
✓ Child Care/Early Childhood Education
✓ Computer Aided Drafting and Design Technology, Architectural
✓ Computer Aided Design and Engineering Technology
✓ Computer Information Systems
  o Computer Support Option
  o Graphics/Web Developer
✓ Computer Integrated Manufacturing
✓ Criminal Justice
✓ Culinary Arts (One or two year)
✓ Emergency Medical Technology
✓ Fire Science Technology
✓ Heating, Refrigeration, and Air Conditioning Technology
✓ Practical Nursing
✓ Welding Technology
Associate of Applied Science Degrees

 ✓ Applied Technology
 ✓ Apprenticeship Training
 ✓ Automotive Technology
 ✓ Business Information Technology
   o Administrative Professional
   o Legal Professional
   o Medical Professional
 ✓ Business Management
 ✓ Child Care/Early Childhood Education
 ✓ Computer Aided Drafting and Design Technology, Architectural
 ✓ Computer Aided Design and Engineering Technology
 ✓ Computer Information Systems
   o Computer Support Option
   o Graphics/Web Developer
 ✓ Computer Integrated Manufacturing
 ✓ Criminal Justice
 ✓ Culinary Arts
 ✓ Electronics
   o Robotics and Automation Technology
 ✓ Emergency Medical Technology
 ✓ Fire Science Technology
 ✓ Heating, Refrigeration, and Air Conditioning Technology
 ✓ Nursing
 ✓ 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, 102H U.S. 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

Associate of Applied Science Institutional Requirements:

I: Computer Literacy   0-5
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:

BIT138 Word Processing Applications I
CDA253 Residential Drafting and Design
CDM267 Computer Aided Design I
CIS122 Basic Computer Skills
CIS125 Introduction to Information Systems
CIS133 Microcomputer Software Applications
EDU205 Technology for Teachers
ETI277 Servicing Robotic Systems
PHY223 General Physics I

II: First Year Experience   1-3
Objective: Addressing the issues of proper preparation of first year students in the areas of academic skills, reasonable expectations, and behaviors. These courses will also explain how to navigate the processes and procedures of Jefferson College.

COL101 Introduction to College: Strategies for Success
GUD136 Mastering the College Experience
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>BIT100 Keyboarding I: Skillbuilding</td>
<td>1</td>
</tr>
<tr>
<td>BUS107 Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>CIS133 Microcomputer Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT112 Job Search for the Professional</td>
<td>2</td>
</tr>
<tr>
<td>BIT120 Human Relations in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>BIT125 Spreadsheet Applications</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>14</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 (list “A”). Students must take an additional 18 credit hours (technical electives) from any of the programs listed (list “B”). Students must also complete the First Year Experience requirement.

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

^ GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
Program list “A”
Automotive Technology (AUT)
Business Information Technology (BIT)
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)
Fire Science Technology (FST)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Veterinary Technology (VAT)
Welding Technology (WLD)

Program list “B”
Automotive Technology (AUT)
Business Information Technology (BIT)
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)
Fire Science Technology (FST)
Heating, Refrigeration, and Air Conditioning Technology (HRA)
Machine Tool/CNC Technology (MTT)
Veterinary Technology (VAT)
Welding Technology (WLD)

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

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

A key element of the program involves recognizing the value and worth of apprenticeship, 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)797-3000/942-3000, ext. 112.

Degree Composite:
Apprenticeship Core 45 hours
General Education Core 18 hours
TOTAL 63 hours
**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.

<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>AUT100 Automotive Shop Safety*</td>
<td>1</td>
</tr>
<tr>
<td>AUT110 Automotive Engines I*</td>
<td>4</td>
</tr>
<tr>
<td>AUT120 Automotive Engines II*</td>
<td>4</td>
</tr>
<tr>
<td>MTH105 Industrial Math*</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 Hours Required for Certificate</strong></td>
<td><strong>52</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT130 Automotive Brake Systems*</td>
</tr>
<tr>
<td>AUT140 Automotive Steering &amp; Suspension Systems*</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
</tr>
<tr>
<td>Math/Natural Science</td>
</tr>
<tr>
<td>Computer Literacy</td>
</tr>
<tr>
<td><strong>Total Hours Required for Certificate</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT201 Basic Electrical Systems*</td>
</tr>
<tr>
<td>AUT202 Basic Electrical Systems Lab*</td>
</tr>
<tr>
<td>AUT211 Fuel Systems*</td>
</tr>
<tr>
<td>AUT212 Fuel Systems Lab*</td>
</tr>
<tr>
<td>AUT258 Automotive Industry Management Fundamentals</td>
</tr>
<tr>
<td><strong>Total Hours Required for Degree</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT221 Electronics and Drivability*</td>
</tr>
<tr>
<td>AUT222 Electronics and Drivability Lab*</td>
</tr>
<tr>
<td>AUT231 Driveline Diagnosis and Service*</td>
</tr>
<tr>
<td>AUT232 Driveline Diagnosis and Service Lab*</td>
</tr>
<tr>
<td>AUT251 Automotive Heating and AC Systems*</td>
</tr>
</tbody>
</table>

| Dean’s Certificate Auto Collision Repair |

The Dean’s Certificate prepares students for employment in the auto collision repair industry. The courses included in the auto collision repair certificate are I-CAR certified. Courses cover both non-structural and structural repair to vehicles. Computer literacy skills are strongly recommended for this program. These certificates are issued by the Dean’s office.

<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>AUT105 Auto Collision: Non-Structural Repair I</td>
<td>3</td>
</tr>
<tr>
<td>AUT125 Auto Collision: Non-Structural Repair II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours Required for Dean’s Certificate</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT205 Auto Collision: Structural Repair I</td>
</tr>
<tr>
<td>AUT225 Auto Collision: Structural Repair II</td>
</tr>
<tr>
<td><strong>Total Hours Required for Bi-Level Nursing</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT230 Auto Collision: Paint I</td>
</tr>
<tr>
<td>AUT235 Auto Collision: Paint II</td>
</tr>
<tr>
<td><strong>Total Hours Required for Degree</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT240 Auto Collision: Paint III</td>
</tr>
<tr>
<td>AUT245 Auto Collision: Paint IV</td>
</tr>
<tr>
<td><strong>Total Hours Required for Degree</strong></td>
</tr>
</tbody>
</table>

| Bi-Level Nursing |

See NURSING

---

* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
Business Information Technology

- Administrative Support Specialist
- Administrative Professional
- Legal Professional
- Medical Professional
- Microcomputer Specialist

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

- Administrative Support Specialist

  (Certificate only.)

  **First Semester**
  - COL101 Intro to College: Strategies for Success* 1
  - BIT100 Keyboarding I: Skillbuilding^ 1
  - BIT102 Operating System Applications 1
  - BIT105 Business Language Skills 3
  - BIT110 Keyboarding II: Speedbuilding^^ 1
  - BIT130 Administrative Business Procedures 3
  - BIT135 Administrative Financial Procedures 3
  - BIT138 Word Processing Applications I 3
  
  **Second Semester**
  - BIT112 Job Search for the Professional 2
  - BIT114 Professional Image 1
  - BIT120 Human Relations in Business and Industry 3
  - BIT125 Spreadsheet Applications 3
  - BIT140 Internet Communications 3
  - BIT200 Business Documents Applications 3
  - BIT238 Word Processing Applications II 2
  
  **Total Hours Required for Certificate** 33

  ^ Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors.

  ^^ Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors.

  * GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.

- Administrative Professional

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

  **First Semester**
  - COL101 Intro to College: Strategies for Success* 1
  - BIT100 Keyboarding I: Skillbuilding^ 1
  - BIT102 Operating System Applications* 1
  - BIT105 Business Language Skills* 3
  - BIT110 Keyboarding II: Speedbuilding^^ 1
  - BIT130 Administrative Business Procedures* 3
  - BIT135 Administrative Financial Procedures* 3
  - BIT138 Word Processing Applications I* 3
  
  **Second Semester**
  - BIT112 Job Search for the Professional* 2
  - BIT114 Professional Image* 1
  - BIT120 Human Relations in Business and Industry* 3
  - BIT125 Spreadsheet Applications* 3
  - BIT140 Internet Communications* 3
  - BIT200 Business Documents Applications* 3
  
  **Third Semester**
  - BIT128 Customer Service* 2
  - BIT145 Database Applications* 2
  - BIT150 Proofreading/Editing Essentials* 1
  - BIT210 Voice Technology* 3
  - BIT240 Presentation Software Applications* 2
  - BIT270 Business Info Technology Internship* 2
  - BIT275 Business Info Technology Capstone* 3
  
  **Fourth Semester**
  - ENG101 English Composition I 3
  - HST103 or PSC102 3
  - Humanities/Communications 3
  - MGT103 Business Math 3
  - Math/Natural Science 3
  - Social/Behavioral Science 3
  
  **Total Hours Required for Certificate** 48
  **Total Hours Required for Degree** 66
## Legal Professional

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

<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>BIT100 Keyboarding I: Skillbuilding*^</td>
<td>1</td>
</tr>
<tr>
<td>BIT102 Operating System Applications*</td>
<td>1</td>
</tr>
<tr>
<td>BIT105 Business Language Skills*</td>
<td>3</td>
</tr>
<tr>
<td>BIT110 Keyboarding II: Speedbuilding*^^</td>
<td>1</td>
</tr>
<tr>
<td>BIT121 Legal Terminology*</td>
<td>3</td>
</tr>
<tr>
<td>BIT131 Administrative Procedures for the Legal Professional*</td>
<td>3</td>
</tr>
<tr>
<td>BIT138 Word Processing Applications I*</td>
<td>3</td>
</tr>
</tbody>
</table>

16

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT112 Job Search for the Professional*</td>
<td>2</td>
</tr>
<tr>
<td>BIT114 Professional Image*</td>
<td>1</td>
</tr>
<tr>
<td>BIT120 Human Relations in Business and Industry*</td>
<td>3</td>
</tr>
<tr>
<td>BIT140 Internet Communications*</td>
<td>3</td>
</tr>
<tr>
<td>BIT200 Business Documents Applications*</td>
<td>3</td>
</tr>
<tr>
<td>BIT205 Computers in the Law*</td>
<td>3</td>
</tr>
<tr>
<td>BIT221 Legal Transcription*</td>
<td>3</td>
</tr>
</tbody>
</table>

18

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT135 Administrative Financial Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>BIT150 Proofreading/Editing Essentials*</td>
<td>1</td>
</tr>
<tr>
<td>BIT210 Voice Technology*</td>
<td>3</td>
</tr>
<tr>
<td>BIT242 Legal Research on the Internet*</td>
<td>3</td>
</tr>
<tr>
<td>BIT270 Business Info Technology Internship*</td>
<td>2</td>
</tr>
<tr>
<td>BIT275 Business Info Technology Capstone*</td>
<td>3</td>
</tr>
</tbody>
</table>

15

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>

18

Total Hours Required for Certificate: 49

Total Hours Required for Degree: 67

^ Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors.

^^ Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors.

^ GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.

## Medical Professional

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

<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>BIT100 Keyboarding I: Skillbuilding*^</td>
<td>1</td>
</tr>
<tr>
<td>BIT102 Operating System Applications*</td>
<td>1</td>
</tr>
<tr>
<td>BIT105 Business Language Skills*</td>
<td>3</td>
</tr>
<tr>
<td>BIT110 Keyboarding II: Speedbuilding*^^</td>
<td>1</td>
</tr>
<tr>
<td>BIT122 Medical Terminology*</td>
<td>3</td>
</tr>
<tr>
<td>BIT132 Administrative Procedures for the Medical Professional*</td>
<td>3</td>
</tr>
<tr>
<td>BIT138 Word Processing Applications I*</td>
<td>3</td>
</tr>
</tbody>
</table>

16

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT112 Job Search for the Professional*</td>
<td>2</td>
</tr>
<tr>
<td>BIT114 Professional Image*</td>
<td>1</td>
</tr>
<tr>
<td>BIT120 Human Relations in Business and Industry*</td>
<td>3</td>
</tr>
<tr>
<td>BIT140 Internet Communications*</td>
<td>3</td>
</tr>
<tr>
<td>BIT200 Business Documents Applications*</td>
<td>3</td>
</tr>
<tr>
<td>BIT206 Computers in the Medical Profession*</td>
<td>3</td>
</tr>
<tr>
<td>BIT222 Medical Transcription*</td>
<td>3</td>
</tr>
</tbody>
</table>

18

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT128 Customer Service*</td>
<td>2</td>
</tr>
<tr>
<td>BIT135 Administrative Financial Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>BIT150 Proofreading/Editing Essentials*</td>
<td>1</td>
</tr>
<tr>
<td>BIT210 Voice Technology*</td>
<td>3</td>
</tr>
<tr>
<td>BIT270 Business Info Technology Internship*</td>
<td>2</td>
</tr>
<tr>
<td>BIT275 Business Info Technology Capstone*</td>
<td>3</td>
</tr>
</tbody>
</table>

14

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>

18

Total Hours Required for Certificate: 48

Total Hours Required for Degree: 66

^ Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors.

^^ Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors.

^ GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
### Microcomputer Specialist

(Certificate 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>BIT102 Operating System Applications</td>
<td>1</td>
</tr>
<tr>
<td>BIT125 Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>BIT138 Word Processing Applications I</td>
<td>3</td>
</tr>
<tr>
<td>BIT145 Database Applications</td>
<td>2</td>
</tr>
<tr>
<td>BIT240 Presentation Software Applications</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Hours Required for Certificate</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT140 Internet Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIT238 Word Processing Applications II</td>
<td>2</td>
</tr>
<tr>
<td>BIT255 Microcomputer Expert</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours Required for Certificate</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

### 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.

<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>MGT103 Business Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>MGT150 Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>BUS120 Principles of Management*</td>
<td>3</td>
</tr>
<tr>
<td>CIS133 Microcomputer Software Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours Required for Certificate</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MGT133 Advertising*</td>
<td>3</td>
</tr>
<tr>
<td>MGT151 Retailing*</td>
<td>3</td>
</tr>
<tr>
<td>MGT199 Business Internship I*</td>
<td>4</td>
</tr>
<tr>
<td>SPD105 Oral Communication* or SPD175 Public Speaking*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td>MGT299 Business Internship II</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT132 Salesmanship*</td>
<td>3</td>
</tr>
<tr>
<td>MGT145 Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BUS107 Bookkeeping* or BUS240 Financial Accounting*</td>
<td>3</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 Hours Required for Certificate</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS261 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT245 QuickBooks*</td>
<td>3</td>
</tr>
<tr>
<td>MGT262 Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours Required for Certificate</strong></td>
<td><strong>35</strong></td>
</tr>
<tr>
<td><strong>Total Hours Required for Degree</strong></td>
<td><strong>63</strong></td>
</tr>
</tbody>
</table>

*GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
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  
<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>MGT103 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGT133 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MGT150 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS120 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS261 Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Approval Required</td>
<td></td>
</tr>
</tbody>
</table>

16

Second Semester  
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS133 Microcomputer Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>MGT132 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MGT151 Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BUS107 Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>or BUS240 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>SPD105 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success</td>
<td>1</td>
</tr>
<tr>
<td>ECE102 Intro to Early Childhood Education*</td>
<td>4</td>
</tr>
<tr>
<td>ECE103 Child Health, Nutrition, and Safety*</td>
<td>3</td>
</tr>
<tr>
<td>ECE107 School Age Child Care*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY101 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

17

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

17

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

17-19

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

14

Total Hours Required for Certificate 29  
Total Hours Required for Degree 65

GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
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**

- COL101 Intro to College: Strategies for Success\*\* 1
- CDD104 Engineering Drawing\* 4
- CDD121 AutoCAD I\* 3
- CVL113 Construction Techniques\* 2
- MTH121 Technical Mathematics I\* 3
- ENG101 English Composition I 3
- Total Hours Required for Certificate 16

**Second Semester**

- CDA124 Architectural Drafting\* 4
- CDD122 AutoCAD II\* 3
- MTH122 Technical Mathematics II\* 3
- HST103 or PSC102 3
- Humanities/Communications 3
- Social/Behavioral Science 3
- Total Hours Required for Certificate 19

**Third Semester**

- CDA253 Residential Drafting and Design\* 3
- CDA263 Building Mechanical and Electrical Systems\* 3
- CDD226 3D AutoCAD\* 2
- PHY111 Elementary College Physics I 5
- Total Hours Required for Certificate 13

**Fourth Semester**

- CDA266 Structural Drafting and Design\* 3
- CVL256 Statics and Strength of Materials 5
- CVL273 Civil Drafting and Design\* 3
- Technical Elective(s) (See list below) 5
- Total Hours Required for Certificate 16

**Approved Technical Electives:**

- CDA150, 3D Revit Architectural Drafting 3
- CDD227 3D Solidworks I 2
- CVL105 Residential Carpentry 3
- CVL120 Construction Methods and Estimating 3
- CVL155 Advanced Residential Carpentry 3

\* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.

---

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.

**First Semester**

- COL101 Intro to College: Strategies for Success\*\* 1
- CDD104 Engineering Drawing\* 4
- CDD121 AutoCAD I\* 3
- MTH121 Technical Mathematics I\* 3
- MTT122 Machine Shop I\* 6
- Total Hours Required for Certificate 17

**Second Semester**

- CDD122 AutoCAD II\* 3
- CDM123 Advanced Engineering Drawing\* 4
- MTH122 Technical Mathematics II\* 3
- MTT118 Advanced Solidworks I\* 3
- MTT119 CNC Programming I\* 2
- Total Hours Required for Certificate 15

**Third Semester**

- CDD227 3D Solidworks I\* 2
- CDM267 Computer Aided Design I\* 5
- ENG101 English Composition I 3
- PHY111 Elementary College Physics I 5
- Humanities/Communications 3
- Total Hours Required for Certificate 18

**Fourth Semester**

- CDD247 3D Solidworks II\* 2
- CDM268 Computer Aided Design II\* 5
- CVL256 Statics and Strength of Materials 5
- HST103 or PSC102 3
- Social/Behavioral Science 3
- Total Hours Required for Certificate 18

**Total Hours Required for Certificate** 46

**Total Hours Required for Degree** 68

---

WWW.JEFFCO.EDU
Computer Information Systems

Computer Support Option

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

Computer Support Option graduates provide technical assistance to computer system users. They may answer questions or resolve computer problems for clients in person, via telephone, or from a remote location. They may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Job titles may include: Help Desk Analyst, Computer Support Specialist, Computer Technician, Technical Support Specialist, Network Support Specialist, or Network Technician.

The courses in this program cover computer hardware, software, programming, and networking. Students will prepare for the A+ and Network+ certifications. Learning objectives for Introduction to Computer Support, Advanced Computer Support, Networking I, and Networking II correspond directly with the certification exam objectives.

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>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>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS150 Introduction to Computer Support*</td>
<td>3</td>
</tr>
<tr>
<td>CIS153 Introduction to Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS236 Oracle, SQL, and Database Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS247 Networking II*</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS243 Advanced Computer Support*</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>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<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>1</td>
</tr>
<tr>
<td>ET235 Cabling and Equipment Installation</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate: 20
Total Hours Required for Degree: 62

Graphics/Web Developer

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

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</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>CIS135 Introduction to Photoshop CS*</td>
<td>3</td>
</tr>
<tr>
<td>CIS153 Introduction to Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS145 Writing for Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS160 Web Development Tools*</td>
<td>3</td>
</tr>
<tr>
<td>CIS165 Programming for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CIS236 Oracle, SQL, and Database Design</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS235 Advanced Photoshop CS and Illustrator*</td>
<td>3</td>
</tr>
<tr>
<td>CIS283 Advanced Visual BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS285 e-Commerce Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS210 Flash*</td>
<td>3</td>
</tr>
<tr>
<td>CIS255 Web/Graphics Project Portfolio Development*</td>
<td>3</td>
</tr>
<tr>
<td>CIS287 Advanced Web Development</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate: 19
Total Hours Required for Degree: 64

* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
Computer Integrated Manufacturing

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

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

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

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>CIM105 Intro to Machining Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>CIM125 CNC Programming I*</td>
<td>3</td>
</tr>
<tr>
<td>CIS133 Microcomputer Software Applications</td>
<td>3</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></td>
<td>16</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIM150 Machining Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>CIM155 CNC Programming II*</td>
<td>5</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH121 Technical Math I</td>
<td>3</td>
</tr>
<tr>
<td>MTT116 Dimensional Metrology*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIM205 Advanced Machining Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>CIM210 Quality Assurance*</td>
<td>3</td>
</tr>
<tr>
<td>CIM225 Advanced CNC Programming*</td>
<td>5</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIM235 Computer Integrated Manufacturing*</td>
<td>3</td>
</tr>
<tr>
<td>CIM240 Computer Aided Manufacturing*</td>
<td>5</td>
</tr>
<tr>
<td>CIM250 Intro to 3D Contouring*</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate 46
Total Hours Required for Degree 64

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 earn this degree.

The Jefferson College Law Enforcement Academy offers participants two attendance options. The day class academy meets August-May, Monday-Friday, 8:30 a.m.-3:30 p.m. with occasional evening hours when necessary to satisfy specific training needs. The night class academy meets January-December, Monday-Thursday, 6-10 p.m. and two eight-hour Saturdays a month. Both programs incorporate the Associate of Applied Science degree in Criminal Justice and Missouri Department of Public Safety Peace Officers Standards and Training (P.O.S.T.) Class A License curriculum.

This fast-paced program offers both academic and practical exercises to prepare the participant for a career in law enforcement. In addition to academic classes and curriculum, training also includes OC pepper spray, expandable baton, breathalyzer certification, first aid/CPR/AED, defense tactics, and fitness training.

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>CRJ110 Introduction to Criminal Justice*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ112 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH101 General Sociology*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ114 Rules of Criminal Evidence*</td>
<td>3</td>
</tr>
<tr>
<td>CRJ120 Juvenile Justice System*</td>
<td>3</td>
</tr>
<tr>
<td>SOC250 Social Disorganization*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ222 Criminal Investigation*</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ224 Criminal Justice Organizational Leadership*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate 22
Total Hours Required for Degree 63

* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success*</td>
<td>1</td>
</tr>
<tr>
<td>CUL101 Culinary Arts*</td>
<td>4</td>
</tr>
<tr>
<td>BUS101 Introduction to Business*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>MGT103 Business Mathematics*</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives  
<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester  
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL102 Culinary Arts II*</td>
<td>4</td>
</tr>
<tr>
<td>BIT112 Job Search for the Professional</td>
<td>2</td>
</tr>
<tr>
<td>BIT120 Human Relations in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>BUS261 Business Communications*</td>
<td>3</td>
</tr>
<tr>
<td>CIS133 Microcomputer Software Applications*</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester  
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL103 Culinary Arts III**</td>
<td>4</td>
</tr>
<tr>
<td>SPD105 Oral Communication**</td>
<td>3</td>
</tr>
<tr>
<td>MGT150 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester  
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL104 Culinary Arts IV**</td>
<td>4</td>
</tr>
<tr>
<td>BUS120 Principles of Management**</td>
<td>3</td>
</tr>
<tr>
<td>MGT133 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Electives**</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Hours Required for One-Year Certificate  
<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
</tr>
</tbody>
</table>

Total Hours Required for Two-Year Certificate  
<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
</tr>
</tbody>
</table>

Total Hours Required for Degree  
<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
</tr>
</tbody>
</table>

Recommended Electives List for Culinary Arts:
- ART120 Design I  
- ART121 Design II  
- BIT112 Job Search for the Professional  
- BIT120 Human Relations in Business and Industry  
- BUS107 Bookkeeping  
- CUL100 ServSafe Sanitation  
- CUL106 Baking  
- CUL108 Pastry  
- CUL110 Professional Cake Decorating I  
- CUL120 Professional Cake Decorating II  
- HPE130 Personal Health  
- HPE132 First Aid and CPR  
- HUM270,270H Leadership Development Studies  
- MGT133 Advertising  
- MGT150 Marketing  

Electronics

The two-year Electronics program is 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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101 Intro to College: Strategies for Success^</td>
<td>1</td>
</tr>
<tr>
<td>ETC103 DC Circuits^</td>
<td>5</td>
</tr>
<tr>
<td>ETC104 AC Circuits^</td>
<td>5</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester  
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC132 Semiconductors I^</td>
<td>5</td>
</tr>
<tr>
<td>ETC133 Semiconductors II^</td>
<td>5</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester  
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC255 Introduction to Digital Circuits^</td>
<td>6</td>
</tr>
<tr>
<td>ETI236 Industrial Control^</td>
<td>4</td>
</tr>
<tr>
<td>MTT147 Hydraulics and Pneumatics I^</td>
<td>2</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester  
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETI225 Intro to National Electrical Code^</td>
<td>3</td>
</tr>
<tr>
<td>ETI260 Advanced Control and Maintenance^</td>
<td>4</td>
</tr>
<tr>
<td>ETI263 PLCs for Automation^</td>
<td>4</td>
</tr>
<tr>
<td>ETI277 Servicing Robotic Systems^</td>
<td>5</td>
</tr>
<tr>
<td>ETI299 Robotics Automation Internship^ (Optional)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours Required for Dean's Certificate  
<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
</tr>
</tbody>
</table>

Total Hours Required for Degree  
<table>
<thead>
<tr>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
</tr>
</tbody>
</table>

GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
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

<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>ETC103 DC Circuits</td>
<td>5</td>
</tr>
<tr>
<td>ETC104 AC Circuits</td>
<td>5</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC132 Semiconductors I</td>
<td>5</td>
</tr>
<tr>
<td>ETC133 Semiconductors II</td>
<td>5</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC255 Introduction to Digital Circuits</td>
<td>6</td>
</tr>
</tbody>
</table>

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.

<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>ETC103 DC Circuits</td>
<td>5</td>
</tr>
<tr>
<td>ETC104 AC Circuits</td>
<td>5</td>
</tr>
<tr>
<td>or ETC101 Fundamentals of Electricity</td>
<td>5</td>
</tr>
<tr>
<td>ETC110 Residential Wiring</td>
<td>3</td>
</tr>
<tr>
<td>ETC111 Residential Wiring Practicum</td>
<td>2</td>
</tr>
<tr>
<td>ETL225 Introduction to National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>MTH105 Industrial Math</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours Required for Dean’s Certificate 17

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>
</tr>
</tbody>
</table>

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>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>P</td>
</tr>
</tbody>
</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>
</tr>
</tbody>
</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>
</tr>
</tbody>
</table>

Third Semester

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

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

* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
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>FST101 Intro to the Fire Service*</td>
<td>3</td>
</tr>
<tr>
<td>FST116 Hazardous Material Awareness &amp; Operations*</td>
<td>2</td>
</tr>
<tr>
<td>FST127 Building Construction*</td>
<td>3</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST110 Fire Fighter I and II*</td>
<td>8</td>
</tr>
<tr>
<td>HPE132 First Aid/CPR*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST205 Incident Management System*</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>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST220 Driver/Operator-Pumper*</td>
<td>3</td>
</tr>
<tr>
<td>FST231 Hazardous Materials I*</td>
<td>3</td>
</tr>
<tr>
<td>HST103 or PSC102</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST229 Fire Fighting Tactics and Strategy*</td>
<td>4</td>
</tr>
<tr>
<td>FST232 Hazardous Materials II*</td>
<td>3</td>
</tr>
<tr>
<td>FST235 Fire Protection Systems*</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>P</td>
</tr>
<tr>
<td>Elective(s)**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate 43

Total Hours Required for Degree 64

**EMT111 is recommended. If taken, HPE132 is not required.

Recommended Electives:
- EMT111 Emergency Medical Technology I
- FST103 Fire Prevention
- FST105 Rescue Practices
- FST275 Fire Science Internship

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

<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>HRA101 Electricity for HVAC*</td>
<td>5</td>
</tr>
<tr>
<td>HRA105 Principles of Refrigeration*</td>
<td>5</td>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA121 Refrigeration Mechanical Systems*</td>
<td>5</td>
</tr>
<tr>
<td>HRA122 Air Conditioning Mechanical Systems*</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></td>
<td>16</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA216 Residential Air Conditioning Systems*</td>
<td>5</td>
</tr>
<tr>
<td>HRA225 Residential Heating Systems*</td>
<td>5</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA248 Light Commercial Refrigeration Systems*</td>
<td>5</td>
</tr>
<tr>
<td>HRA249 Commercial Refrigeration Systems*</td>
<td>5</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>P</td>
</tr>
<tr>
<td>Elective(s)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate 41

Total Hours Required for Degree 64

**GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
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)797-3000/942-3000, 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.

Day Program

Note: Human Anatomy and Physiology with laboratory (5 cr.) must be successfully completed with a grade of “C” or better prior to admittance into this program.

LEVEL I – Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</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>PNE041</td>
<td>PNE Clinical</td>
<td>1</td>
</tr>
<tr>
<td>PNE141</td>
<td>Fundamentals of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PNE143</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PNE145</td>
<td>Personal Vocational Concepts</td>
<td>1</td>
</tr>
<tr>
<td>PNE148</td>
<td>Mental Health</td>
<td>1</td>
</tr>
<tr>
<td>PNE167</td>
<td>Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Across the Life Span</td>
<td></td>
</tr>
<tr>
<td>MTH113</td>
<td>Mathematics for the Health Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

LEVEL I – Spring Semester

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

LEVEL I – Summer Term

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

Total Hours Required for Certificate 42

LEVEL II – Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO113</td>
<td>Microbiology for the Health Sciences*</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>RNR233</td>
<td>Nursing of Adults and Children IV</td>
<td>10</td>
</tr>
<tr>
<td>RNR256</td>
<td>Nursing Trends</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Computer Literacy</td>
<td>P</td>
</tr>
</tbody>
</table>

LEVEL II – Intersession (3 weeks)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HST103 or PSC102*</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours Required for Degree 80

*Nursing Bi-Level Program

Acceptance into either level of nursing classes is competitive; the Nursing Admissions Committee selects candidates. Level I PNE fees are established relating to the total instructional costs of the program. Level I graduates may choose to either exit for employment or continue to Level II if the requirements are met. 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 contingent upon space availability. 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.

*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 to the right.

**Required of students who do not transition directly from Level I to Level II.
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 Tuesday and Thursday evening (5:00 p.m.-9:00 p.m.) and Saturday and Sunday (8:00 a.m.-4:00 p.m.). 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 (clinical times will vary).

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 & Development Across the Life Span: 9

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

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

LEVEL I – Fall Semester
- PNE163 Pharmacology I: 0.5
- PNE171 Medical-Surgical Nursing I: 4
- PNE167 Growth & Development Across the Life Span: 9

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

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

Total Hours Required for Certificate: 42

LEVEL II – Summer Term
- RNR138 Nursing Bridge Course**: 3
- BIO113 Microbiology for the Health Sciences*: 4
- ENG101 English Composition I*: 3

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
- Computer Literacy: P

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

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

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.

**Required of students who do not transition directly from Level I to Level II.

^BIO113 may be completed during the summer term or fall semester.

Robotics and Automation Technology

See ELECTRONICS

* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
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 applicants must have completed high school level biology and chemistry with laboratory sessions, or college-level General Biology (BIO101) and college-level Introduction to Chemistry (CHM101) with a grade of “C” or better within the previous five years of registration date into the Veterinary Technology program. All Veterinary Technology Program students are required to achieve a “C” or better in all Veterinary Technology course work to advance and complete the program.

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>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>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18-19</td>
</tr>
</tbody>
</table>

Summer Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT199 Veterinary Technology Internship</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<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>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Total Hours Required for Degree                  | 72    |

* Choose one from BIT138, CIS125, or CIS133

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 course work to advance and complete the program. These certificates are issued by the Dean’s office.

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>VAT102 The Veterinary Profession</td>
<td>5</td>
</tr>
<tr>
<td>VAT103 Animal Care</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT107 Hospital Care</td>
<td>5</td>
</tr>
<tr>
<td>VAT108 Clinical Applications</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Total Hours Required for Dean’s Certificate      | 21    |

* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
Welding Technology

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

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

<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>WLD141 Gas and Beginning Arc Welding*</td>
<td>5</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>ENG101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>1-5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16-20</strong></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD142 Advanced Arc Welding*</td>
<td>5</td>
</tr>
<tr>
<td>MTT116 Dimensional Metrology*</td>
<td>3</td>
</tr>
<tr>
<td>MTT148 Introduction to Metallurgy*</td>
<td>3</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>17</strong></td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD243 Gas Metal Arc Welding (MIG)*</td>
<td>5</td>
</tr>
<tr>
<td>WLD244 Gas Tungsten Arc Welding (TIG)*</td>
<td>5</td>
</tr>
<tr>
<td>Math/Natural Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD245 Advanced Welding Techniques I</td>
<td>5</td>
</tr>
<tr>
<td>WLD246 Advanced Welding Techniques II</td>
<td>5</td>
</tr>
<tr>
<td>BUS120 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Total Hours Required for Certificate   33
Total Hours Required for Degree         62

* GUD136, Mastering the College Experience, will also fulfill the First Year Experience requirement.
Course Descriptions

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

ART101 Art Appreciation  3
Prerequisite: 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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. This course is required for all art majors. (D,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. This course is required for all art majors. (D,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. This course is required for Fine Arts majors, but non-majors may enroll. (D,O)

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

ART115 Drawing I  3
Prerequisite: None
Drawing I introduces the fundamentals of perceptual drawing. Drawing I students will study still life, landscape, and the figure in various line and value media. This course is required for all art majors. (F,S)

ART117 Watercolor I  3
Prerequisite: ART115
Watercolor I is a studio art course introducing students to the fine art of the transparent water-based media. The theory and practice of watercolor will be studied, with students working from still life, landscape, and figure. Types of pigment, paper, and methods of paint application will be introduced. Students will also learn about the history of the media in this course. Watercolor I is open to both Fine Arts majors and non-majors as well, providing the prerequisite has been met. (F)

ART120 Design I  3
Prerequisite: None
Design I focuses on the formal elements of art, utilizing line, shape, texture, and color to explore two-dimensional design principles. Design I students will gain experience in a variety of media and subject matter. This course is required for all art majors. (F)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART121</td>
<td>Design II</td>
<td>3</td>
<td>None</td>
<td>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)</td>
</tr>
<tr>
<td>ART123</td>
<td>Ceramics/Pottery I</td>
<td>3</td>
<td>None</td>
<td>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. (FS)</td>
</tr>
<tr>
<td>ART141</td>
<td>Painting I</td>
<td>3</td>
<td>None</td>
<td>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. (FS)</td>
</tr>
<tr>
<td>ART142</td>
<td>Painting II</td>
<td>3</td>
<td>ART141</td>
<td>Painting II introduces more complex problems in composition and color. A creative approach to subject matter will be stressed. (FS)</td>
</tr>
<tr>
<td>ART146</td>
<td>Drawing II</td>
<td>3</td>
<td>None</td>
<td>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)</td>
</tr>
<tr>
<td>ART150</td>
<td>Digital Photography I</td>
<td>3</td>
<td>None</td>
<td>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. (FS)</td>
</tr>
<tr>
<td>ART151</td>
<td>Printmaking I</td>
<td>3</td>
<td>ART121</td>
<td>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)</td>
</tr>
<tr>
<td>ART160</td>
<td>Graphic Design I</td>
<td>3</td>
<td>ART115 and ART120</td>
<td>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. (FS)</td>
</tr>
<tr>
<td>ART170</td>
<td>Graphic Design II</td>
<td>3</td>
<td>ART160</td>
<td>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. (FS)</td>
</tr>
<tr>
<td>ART217</td>
<td>Watercolor II</td>
<td>3</td>
<td>ART117</td>
<td>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)</td>
</tr>
</tbody>
</table>
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
Pre-/corequisite: ART117 or ART141
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 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)

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 prerequisite has 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)

AUT100 Automotive Shop Safety  1
Prerequisite: None
Automotive Shop Safety imparts the knowledge necessary
to work safely with automotive shop chemicals, basic hand
tools, and power tools. Students will learn how to properly
raise a vehicle for service with a floor jack and how to safely
lift the vehicle. This course will familiarize students with
OSHA and the Hazard Communications Standard (HCS)
and Material Safety Data Sheets (MSDS). (F)

AUT105 Auto Collision:
Non-Structural Repair I  3
Prerequisite: None
Auto Collision: Non-Structural Repair I teaches students
vehicle construction, the fundamentals of collision repair,
and the operation of power and hand tools used in the
trade. Students will also learn to diagnose and analyze
vehicle damage and write a damage report. General safety,
the safe use of chemicals, and the legal and regulatory
requirements that apply to auto body repair are also
covered. (F)

AUT110 Automotive Engines I  4
Pre-/corequisite: AUT100
Automotive Engines I is the study of design and
construction of automotive engines. The emphasis is
on design, theory, and fundamentals of general
gasoline engine diagnosis and repair. This course will focus on
complete engine disassembly and measurement prior
to overhaul. Automotive Engines I will incorporate
automotive maintenance, such as cooling system flushes,
transmission flushes, and related maintenance. Mastery
of the fundamentals is necessary for passing the National
Institute for Automotive Service Excellence (ASE) A1
gasoline engine repair certification test. (F)

AUT120 Automotive Engines II  4
Prerequisites: AUT100 and AUT110
Automotive Engines II is the study of design and
construction of automotive engines. The emphasis is
on design, theory, and fundamentals of general gasolene
diagnosis and repair. This course will focus on complete
gasoline engine assembly of the short block, cylinder head, and
camshaft drive. Mastery of the fundamentals is necessary
for passing the National Institute for Automotive Service
Excellence (ASE) A1 engine repair certification test. (F)

AUT125 Auto Collision:
Non-Structural Repair II  3
Prerequisite: AUT105
Auto Collision: Non-Structural Repair II teaches
students how to remove and replace bolted and welded
panels. Removal of welded panels will utilize metal
cutting techniques using both oxyacetylene and plasma
equipment. Students learn the auto body MIG welding
process, the kinds of welds required, and the welding
techniques necessary to repair vehicles to industry
standards. Upon successful completion of this course,
students will be prepared to pass the I-CAR welding
test. (F)
**AUT130 Automotive Brake Systems** 5
Prerequisite: AUT120
Automotive Brake Systems involves the study of automotive disc and drum brake systems. The emphasis is placed on the repair of automotive drum and disc brakes, hydraulic systems, power assist units, parking brakes, and antilock brake systems. This course will help prepare students for the National Institute for Automotive Service Excellence (ASE) brakes certification test. (S)

**AUT140 Automotive Steering and Suspension Systems** 4
Prerequisite: AUT130
Automotive Steering and Suspension Systems involves the study of automotive steering and suspension system designs. The emphasis is placed on steering and suspension theory, diagnosis, and repair. This course will cover both two wheel thrust and four wheel adjustable alignments. Automotive Steering and Suspension Systems will prepare students for the National Institute for Automotive Service Excellence (ASE) steering and suspension certification test. (S)

**AUT201 Basic Electrical Systems** 3
Prerequisite: AUT140
Corequisite: AUT202
Basic Electrical Systems includes basic electrical theory. This course will cover the battery, starting, charging system functions, and theory as well as reading wiring diagrams and the need for proper routing of wires. Basic lighting circuits, power windows, power door locks, and other power systems will be covered. Completion of this course will prepare students to take the National Institute for Automotive Service Excellence (ASE) A-6 certification test. (F)

**AUT202 Basic Electrical Systems Lab** 6
Prerequisite: AUT140
Corequisite: AUT201
Basic Electrical Systems Lab is an automotive shop experience that will include testing, diagnosis, and repair of electrical systems in a professional shop environment. The systems include battery, starting, charging system, ignition, basic lighting, power windows, power door locks, and various other systems. This course will include the hands-on diagnosis and repair of these systems that are required to be successful in today’s shop environment. Wiring repair and replacement will also be covered. Completion of this course prepares students to gain entry level employment in the automotive field and prepares students to take the National Institute for Automotive Service Excellence (ASE) A-6 certification test. (F)

**AUT205 Auto Collision: Structural Repair I** 3
Prerequisite: AUT125
Auto Collision: Structural Repair I teaches students corrosion protection; straightening steel and aluminum; exterior panel repair and replacement; inspection, installation, troubleshooting, and adjustment of moveable and stationary glass; restraint systems including cleanup and replacement of deployed airbags, inspection of seat belt systems, and diagnosis of problems with tensioners; and repair and replacement of various types of plastics including welding and refinishing non-fiber and fiber reinforced plastics. (S)

**AUT211 Fuel Systems** 2
Prerequisites: AUT201 and AUT202
Corequisite: AUT212
Fuel Systems covers combustion theory and chemistry. This course will explain different types of fuel delivery systems, their components, theory, and operation. Fuel Systems also covers emission control systems, why they are necessary, and how they are integrated into modern automobiles. Completion of this course will prepare students to gain entry level employment in the automotive field and to take the National Institute for Automotive Service Excellence (ASE) A-6, A-8, and L-1 certification tests. (F)

**AUT212 Fuel Systems Lab** 3
Prerequisites: AUT201 and AUT202
Corequisite: AUT211
Fuel Systems Lab includes testing, diagnosis, and repair of fuel systems and emission control devices. Testing procedures will include fuel pressure and volume testing as well as testing fuel pump rpm and waveform testing. Fuel injector waveform analysis and service will be included in this course. Completion of this course will prepare students to gain entry level employment in the automotive field and help prepare students for the National Institute for Automotive Service Excellence (ASE) A-6, A-8, and L-1 certification tests. (F)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Corequisite/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT221</td>
<td>Electronics and Drivability</td>
<td>2</td>
<td>AUT211 and AUT212</td>
<td>AUT222</td>
</tr>
<tr>
<td>AUT221</td>
<td>Electronics and Drivability Lab</td>
<td>3</td>
<td>AUT211 and AUT212</td>
<td>AUT221</td>
</tr>
<tr>
<td>AUT225</td>
<td>Auto Collision: Structural Repair II</td>
<td>3</td>
<td>AUT205</td>
<td></td>
</tr>
<tr>
<td>AUT230</td>
<td>Auto Collision: Paint I</td>
<td>3</td>
<td>AUT125 and AUT225</td>
<td></td>
</tr>
<tr>
<td>AUT231</td>
<td>Driveline Diagnosis and Service</td>
<td>3</td>
<td>AUT201, AUT202, AUT211, and AUT212</td>
<td>AUT232</td>
</tr>
<tr>
<td>AUT232</td>
<td>Driveline Diagnosis and Service Lab</td>
<td>6</td>
<td>AUT201, AUT202, AUT211, and AUT212</td>
<td>AUT231</td>
</tr>
<tr>
<td>AUT235</td>
<td>Auto Collision: Paint II</td>
<td>3</td>
<td>AUT230</td>
<td></td>
</tr>
<tr>
<td>AUT240</td>
<td>Auto Collision: Paint III</td>
<td>3</td>
<td>AUT235</td>
<td></td>
</tr>
<tr>
<td>AUT245</td>
<td>Auto Collision: Paint IV</td>
<td>3</td>
<td>AUT240</td>
<td></td>
</tr>
</tbody>
</table>
AUT251 Automotive Heating and AC Systems  2  
Prerequisites: AUT201 and AUT202 
Automotive Heating and AC Systems 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)

AUT258 Automotive Industry Management Fundamentals  2  
Prerequisites: AUT120 and MTH105 
Automotive Industry Management Fundamentals teaches the fundamentals of running an automotive business. This course concentrates on the duties of a manager and the fundamentals of forming an automotive business. (F)

BIO101 General Biology  5  
Prerequisite: 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 fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Students cannot apply both BIO101 and BIO102 toward graduation. (F, S, Su)

BIO113 Microbiology for the Health Sciences  4  
Prerequisite: High school biology and chemistry or equivalent (BIO101), with a grade of "C" or better within the previous five years of registration date 
Microbiology for the Health Sciences explores microorganisms associated with health and disease and stresses concepts associated with transmission, infection, control, and the immune system. Laboratory time is required. Microbiology for the Health Sciences fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Students cannot apply both BIO113 and BIO215 toward graduation. (F, S, Su)

BIO211 Anatomy and Physiology for Pre-Hospital Healthcare  3  
Prerequisite: None 
Anatomy and Physiology for Pre-Hospital Healthcare emphasizes basic human bodily function and associated structures. The relationship between structure and function is examined as well as the concept of homeostasis. (S, Su, O)

BIO120 Human Anatomy and Physiology  5  
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 
Human Anatomy and Physiology is the study of basic structure and function of the human body and covers fundamental concepts of all organ systems. Interactions of organ systems to maintain homeostasis is explored. Laboratory time is required. Human Anatomy and Physiology fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Students cannot apply both BIO120 and BIO211 toward graduation. (F, S, Su)
BIO201 Genetics 4
Prerequisites: BIO101, BIO205, or BIO206 and CHM111
Genetics explores the molecular basis for life. The structure/function and means of expression of the gene and its basis as the unit of heredity are included. Classical Mendelian genetics, as well as modern molecular biological techniques and interpretations of genetic data will be considered, particularly as they apply to humans, plants, and animals. Laboratory time is required. Genetics fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (D)

BIO205 General Botany 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 Botany deals with structure, function, and organization of plant life. This course includes a survey of the plant kingdom and identification of common native plants. Laboratory time is required. General Botany fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F)

BIO206 General Zoology 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 Zoology deals with animal cell structure and chemical processes, the structure and function of various organ systems, and an introduction to animal genetics, evolution, and ecology. Laboratory time is required and consists of classification and identification of representatives of the various animal phyla. General Zoology fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (S)

BIO207 Vertebrate Anatomy 4
Prerequisite: High school biology and chemistry or equivalent (BIO101), with a grade of “C” or better within the previous five years of registration date
Vertebrate Anatomy compares members of the vertebrate classes in taxonomy, anatomy, and evolutionary relationships. All major organ systems are examined, as are many special modifications for specific life styles. Laboratory time is required. Vertebrate Anatomy fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F)

BIO208 Vertebrate Physiology 4
Prerequisite: BIO207
Vertebrate Physiology is the study of function associated with vertebrate organs, organ systems, and integration of these systems for maintaining life. Laboratory time is required. (S)

BIO211 Anatomy and Physiology I 4
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, nervous, and endocrine systems. Laboratory time is required. Anatomy and Physiology I fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Students cannot apply both BIO120 and BIO211 toward graduation. (F,S)

BIO212 Anatomy and Physiology II 4
Prerequisite: BIO211 with a grade of “C” or better or special permission of the Dean; BIO120 will not fulfill the prerequisite for BIO212
Anatomy and Physiology II is a continuation of BIO211 with emphasis on cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems. Laboratory time is required. (F,S,Su)

BIO215 General Microbiology 5
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 fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Students cannot apply both BIO113 and BIO215 toward graduation. (D)

BIO224 Field Biology 4
Prerequisite: BIO101, BIO205, or BIO206
Field Biology is designed to acquaint the student with the taxonomy, ecology, and life histories of Missouri flora and fauna with an emphasis on local species. Laboratory time and field trips are required. (D)
<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>BIT100</td>
<td>Keyboarding I: Skillbuilding</td>
<td>1</td>
<td>None</td>
<td>Keyboarding I: Skillbuilding teaches the touch method using a computer keyboard. This course is devoted to basic mastery of alphabetic, numeric, punctuation, and symbol keys. Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 35 net wpm on three-minute timings with three or fewer errors. (F,S,O)</td>
</tr>
<tr>
<td>BIT102</td>
<td>Operating System Applications</td>
<td>1</td>
<td>None</td>
<td>Operating System Applications emphasizes skills necessary to navigate the operating system of a computer in a Windows environment. Students will learn to launch applications, customize desktop and settings, manage files, and use Help capabilities efficiently. (F,S,O)</td>
</tr>
<tr>
<td>BIT105</td>
<td>Business Language Skills</td>
<td>3</td>
<td>None</td>
<td>Business Language Skills emphasizes the language skills that are commonly applied in the business environment. This course also covers the review and application of English skills for editing letters, memos, and reports. (F,S,O)</td>
</tr>
<tr>
<td>BIT110</td>
<td>Keyboarding II: Speedbuilding</td>
<td>1</td>
<td>BIT100 with a grade of “C” or better, or instructor approval</td>
<td>Keyboarding II: Speedbuilding provides intensive practice in speed and accuracy development through remediation, reinforcement, and skill building. Students may test out of this course if they have completed a full year of keyboarding within the last three years with a “C” average and/or can demonstrate their ability to keyboard at speeds of 45 net wpm on three-minute timings with three or fewer errors. (F,S,O)</td>
</tr>
<tr>
<td>BIT112</td>
<td>Job Search for the Professional</td>
<td>2</td>
<td>None</td>
<td>Job Search for the Professional promotes those skills an individual needs to secure employment. Major areas of study include creating a resume, cover letter, and thank you letter; networking for interview and employment success; preparing for an interview including appropriate business attire and verbal and nonverbal communication skills; participating in a professional interview; and following up the job search process correctly. (F,S)</td>
</tr>
<tr>
<td>BIT114</td>
<td>Professional Image</td>
<td>1</td>
<td>None</td>
<td>Professional Image emphasizes the importance and development of those characteristics that enhance one's career image, leading to self-confidence and the ability to impress and influence people. Topics include physical wellness, professional appearance, professional behavior, and virtual image. (F,S)</td>
</tr>
<tr>
<td>BIT120</td>
<td>Human Relations in Business and Industry</td>
<td>3</td>
<td>None</td>
<td>Human Relations in Business and Industry focuses on the development of skills and personality factors essential for success in the workplace. Students will learn about time management and goal setting, human relations skills, business ethics, and business etiquette. (F,S)</td>
</tr>
<tr>
<td>BIT121</td>
<td>Legal Terminology</td>
<td>3</td>
<td>None</td>
<td>Legal Terminology teaches the student the meaning of legal and Latin terms. This course also covers instruction on the legal system and the legislative process, criminal law, civil law, administrative law, constitutional law, torts, contracts and sales, property, labor and employment law, domestic relations, decedent estates, cyberspace law, and environmental protection. (F,S,O)</td>
</tr>
<tr>
<td>BIT122</td>
<td>Medical Terminology</td>
<td>3</td>
<td>None</td>
<td>Medical Terminology provides a broad survey of the language of medicine and health technologies. Students learn to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. This course emphasizes the formation, definition, and pronunciation of medical terms and the use of reference materials. A brief presentation of anatomy and physiology precedes the content concerning disorders. (F,S,O)</td>
</tr>
<tr>
<td>BIT125</td>
<td>Spreadsheet Applications</td>
<td>3</td>
<td>None</td>
<td>Spreadsheet Applications is designed to teach students to learn a powerful spreadsheet program. Students will create and edit spreadsheets and manipulate numerical data to resolve issues related to finance, education, business, and personal numerical data for decision-making purposes. (F,S)</td>
</tr>
</tbody>
</table>
BIT128 Customer Service 2

Prerequisite: None
Customer Service teaches skills necessary to satisfy the customer – relative to a product or service. Students will understand the expectation of a quality product, reliable service, and reasonable prices. This foundation is essential for customer-centric businesses. (F,S)

BIT130 Administrative Business Procedures 3

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

BIT131 Administrative Procedures for the Legal Professional 3

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

BIT132 Administrative Procedures for the Medical Professional 3

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

BIT135 Administrative Financial Procedures 3

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

BIT138 Word Processing Applications I 3

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

BIT140 Internet Communications 3

Prerequisite: None
Internet Communications provides students with an exploratory platform for many Web and communication tools. This course emphasizes cutting-edge technology and tools for productivity. This exploratory course provides students with an opportunity to connect with global learning communities through the Web and to learn some of the latest communication tools. (F,S)

BIT145 Database Applications 2

Prerequisite: BIT138
Database Applications includes presentation and application of computerized database functions. Topics include plan and design tables, query data, design and generate forms and reports, establish relationships, manage multiple databases, and integration of other software applications. (F,S)

BIT150 Proofreading/Editing Essentials 1

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

BIT200 Business Documents Applications 3

Prerequisites: BIT105, and BIT138 or CIS133
Business Documents Applications teaches skills for effective writing such as planning, organizing, analyzing, and decision making in business document preparation. This course combines intensive writing and editing of “real-world” communications to produce credible, high-quality results in documents. (F,S)

BIT205 Computers in the Law 3

Prerequisite: CIS133
Computers in the Law introduces the fundamentals of how to use computer technology to accomplish tasks performed by legal professionals in the legal environment. (F,S)
BIT206 Computers in the Medical Profession  
Prerequisite: CIS133
Computers in the Medical Profession prepares students to work with the computer technology used by the medical transcriptionist to accomplish the tasks used in the medical profession. (F,S)

BIT210 Voice Technology  
Prerequisite: BIT138 or CIS133
Voice Technology teaches students the basics of voice technology and the incorporation of computer-aided software. Students will build their voice profile and learn how to use voice commands to create, edit, and print documents. Students will be taught time saving macros, and templates will be created. Stored documents will be retrieved by students and edited by voice. (F,S)

BIT221 Legal Transcription  
Prerequisites: BIT105, BIT121, and CIS133
Legal Transcription is an intensive study of legal terms and document formatting for the production of legal communications and documents. Students will be given a real-life, hands-on opportunity to participate in the document preparation activities of a law office through the use of computer-aided transcription software and voice technology. (F,S)

BIT222 Medical Transcription  
Prerequisites: BIT105, BIT122, and CIS133
Medical Transcription continues the study of medical vocabulary, use of abbreviations, and medical reference books. Students will transcribe medical documents using machine transcription, word processing, and voice technology. (F,S)

BIT230 Advanced Voice Technology  
Prerequisite: BIT210
Advanced Voice Technology teaches the basics of correction mechanism, preparing and analyzing documents, utilizing audio setup and calibration, and the basics of maintaining and organizing computer files and memory to utilize the effectiveness of the voice engine. Students will learn how to use the advanced features of the computer-aided transcription software in conjunction with the voice software. (S,Su)

BIT238 Word Processing Applications II  
Prerequisite: BIT138
Word Processing Applications II consists of application of advanced features and document preparation. Students will learn to merge documents, footnotes/endnotes, insert images/shapes, charts, specialized tables, and forms templates. Specialty documents will be created using desktop publishing features of the word processing program. (F,S,O)

BIT240 Presentation Software Applications  
Prerequisite: None
Presentation Software Applications includes presentation and application of advanced functions of current presentation software. Topics include creating effective graphic presentations, organizing and outlining content of presentations, formatting text and graphics, applying tools, correctly charting/graphing information, changing color schemes, and creating customized templates. (F,S)

BIT242 Legal Research on the Internet  
Prerequisite: BIT140
Legal Research on the Internet provides students with the knowledge, tools, search skills, and methodology necessary for legal professionals to excel at computer-aided legal research for the legal profession. (F,S,O)

BIT255 Microcomputer Expert  
Prerequisite: Instructor approval
Microcomputer Expert prepares students for passing the Microsoft Certified Application Specialist (MCAS) exam for the MCAS credential. This is a globally recognized standard that validates the skills of the students in Word, Excel, Access, Outlook, PowerPoint, and Windows. (S,Su)
BIT270 Business Information Technology Internship
Prerequisite: BIT205, BIT206, or BIT238
Business Information Technology Internship consists of a work assignment with an employer which allows students to apply skills learned in the classroom. Students are also able to learn new skills and to explore career possibilities while supervised by the employer and by a faculty member. (ES)

BIT275 Business Information Technology Capstone
Prerequisite: BIT205, BIT206, or BIT238
Business Information Technology Capstone prepares students for the contemporary business environment in which they are expected to complete a variety of projects using current computer hardware technology and application software while simulating actual administrative work experiences – attendance policy, office attire, job title/duties, etc. Emphasis is on a mastery of integration of software applications and concepts for the purpose of adding value to realistic consultative and administrative tasks. Problem-based learning methods will be employed throughout this course. (ES)

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

BUS107 Bookkeeping
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
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,O)

BUS240 Financial Accounting
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
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. (ES)

BUS243 Payroll Accounting
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
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
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,O)

BUS265 Business Law
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)

CDA150 3D Revit Architectural Drafting  3
Prerequisite: CDD121
3D Revit Architectural Drafting introduces students to the Revit software which develops parametric 3D computer models of buildings and then creates views to use in composing the sheet sets. This software uses the Building Information Model (BIM) concept. The use of this software allows designers to create more freeform buildings. The software can also be used for estimating and phasing construction sequencing referred to as 4D. (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)

CDA266 Structural Drafting and Design  3
Pre-/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)

CDD227 3D SolidWorks I  2
Prerequisite: CDD122 or equivalent job experience
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  2
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 4
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 5
Prerequisites: CDD122 and CDM123
Corequisite: CDD227
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 5
Prerequisites: CDD227 and CDM267
Corequisite: CDD247
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)

CHI101 Beginning Chinese 5
Prerequisite: None
Beginning Chinese is an introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension, and reading as well as accompanying culture. This course is intended for students with no prior experience or knowledge of Chinese. Students will be required to demonstrate competency in vocabulary and pronunciation. Beginning Chinese is the first course in a sequence intended to develop Chinese language skills. This course may be offered using various distance learning systems; students may be required to use web-based activities. (F,S)

CHM101 Introductory Chemistry 5
Prerequisite: 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 explores the fundamental concepts and laws which deal with the composition, structure, and behavior of matter. The relationship of theory to practical applications will be emphasized. Laboratory time is required. Introductory Chemistry fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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 3
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 partially fulfills the science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. This course does not fulfill the prerequisite requirements for CHM111 or the veterinary technology program. Concepts in Chemistry is not recommended for those pursuing a career in one of the science or technology fields. Students cannot apply both CHM101 and CHM102 toward graduation. (F,S,Su,O)

CHM111 General Chemistry I 5
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 fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,Su)
CHM112 General Chemistry II  5
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. Laboratory time is required. (S,Su)

CHM200 Organic Chemistry I  5
Prerequisite: CHM112
Organic Chemistry I is the study of the structure, nomenclature, usage, and properties of aliphatic hydrocarbons, alkyl halides, alkenes, and alkynes. Units on organic chemical reactions with their mechanisms and stereochemistry are also included. Laboratory time is required. (F,D)

CHM201 Organic Chemistry II  5
Prerequisite: CHM200
Organic Chemistry II is a continuation of Organic Chemistry I with emphasis on alcohols, thiols, ethers, epoxides, aromatic hydrocarbons and their derivatives, and carbonyl compounds (i.e., ketones and aldehydes). Units on spectroscopic methods of structure determination are included. Laboratory time is required. (S,D)

CIM105 Introduction to Machining Procedures  3
Pre-/corequisite: MTH105
Introduction to Machining Procedures consists of basic machining and theory using a variety of hand tools and machines. Areas covered will include safety, sawing, drill presses, vertical milling machine, tool room lathe, setup, and operation. (F)

CIM125 CNC Programming I  3
Prerequisite: CIM105
CNC Programming I teaches beginning levels of G & M (EIA) code programming along with basic Computer Numerical Control (CNC) theory. Students will learn tooling options, cutting conditions, and program the Machine Tool to produce a finished part. (F)

CIM150 Machining Procedures  3
Prerequisite: CIM105
Corequisite: MTT108
Machining Procedures consists of intermediate machining and theory using a variety of machines. Areas covered will include safety, sawing, drill presses, vertical milling machine, tool room lathe, surface grinding setup, and operation. (S)

CIM155 CNC Programming II  5
Prerequisite: CIM125
CNC Programming II teaches intermediate to advanced levels of G & M (EIA) code programming for both CNC turning centers and CNC machining centers. Students will perform tooling selections, part setups, and program the machine tool to produce a finished part. (S)

CIM205 Advanced Machining Procedures  3
Prerequisite: CIM150
Advanced Machining Procedures consists of complex high tolerance machining and theory using a variety of machines. Areas covered will include safety, sawing, drill presses, vertical milling machine, tool room lathe, surface grinding setup, and operation. (F)

CIM210 Quality Assurance  3
Prerequisite: MTT116
Quality Assurance teaches different types of part inspections. This class will utilize the coordinate measuring machine, surface plate, height gages, and optical comparator to set up and lay out parts for the final inspection process. All measurements and layouts will be compared to precision part blueprints. (F)

CIM225 Advanced CNC Programming  5
Prerequisite: CIM155
Advanced CNC Programming teaches different types of conversational programming such as Haas Intuitive programming for both CNC turning centers and CNC machining centers, and Mazatrol programming. Students will perform tooling selections, part setups, and program the machine tool to produce a finished part. (F)

CIM235 Computer Integrated Manufacturing  3
Prerequisite: CIM225
Corequisite: CIM240
Computer Integrated Manufacturing is designed to provide students with a thorough understanding of the integration of computers used in the industry, and a thorough understanding of computer aided drafting (CAD) software, specifically AutoCadLite. Students will learn to create, modify, manipulate, and import geometry. Students will ultimately be able to create a CAD drawing, simulate the machining, and generate CNC code to machine an actual part. (S)

CIM240 Computer Aided Manufacturing  5
Prerequisite: CIM225
Corequisite: CIM235
Computer Aided Manufacturing teaches different types of programming processes using the aid of SurfCAM software combined with the CAD drawing produced in AutoCad. Students will perform tooling selection, part setups, and program the machine tool to produce a finished part. (S)
**CIM250 Introduction to 3D Contouring**  3  
Prerequisite: CIM225  
Pre-/corequisites: CIM235 and CIM240  
Introduction to 3D Contouring teaches different types of programming processes using the aid of SurfCAM 3D module, combined with the CAD drawing produced in AutoCad. Students will perform tooling selection, part setups, and program the machine tool to produce a finished part. (S)

**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 Information Systems**  3  
Prerequisite: None  
Introduction to Information Systems 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,O)

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

**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,O)

**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,O)

**CIS136 Digital Media I**  3  
Prerequisite: None  
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)

**CIS145 Writing for Technology**  3  
Prerequisite: ENG101  
Pre-/corequisites: CIS133 and CIS135  
Writing for Technology builds skills used to write and communicate technical topics through writing instruction, the explanation of the development of business practices and systems, and other information systems development. The specific skills include researching, editing, documenting, organizing, application software skills, business problem solving, and oral presentation of topics. Students are instructed to express ideas on many levels that are clear to the intended audience. (S)
CIS147 Networking I 3
Prerequisite: None
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)

CIS150 Introduction to Computer Support 3
Prerequisite: CIS133
Introduction to Computer Support trains students to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and basic networking. This course prepares students for the A+ 220-701 exam, the first of two exams required for CompTIA A+ certification. (S)

CIS152 Fortran Programming 3
Prerequisite: MTH134 or MTH141
Fortran Programming explores the principles and techniques of program design using the Fortran programming language. (F)

CIS153 Introduction to Visual BASIC Programming 3
Prerequisite: None
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,O)

CIS155 Introduction to Computer Programming 3
Prerequisite: MTH134 or MTH141
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)

CIS160 Web Development Tools - Dream Weaver and GoLive 3
Prerequisite: None
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)

CIS165 Programming for the Web 3
Prerequisite: CIS133
Programming for the Web builds programming skills used to develop technical skills that include web development and other interactive media. This course uses programming environments such as JavaScript and PHP to make an interactive interface for common business problem-solving. This includes such standard programming ideas as developing shopping carts for the web, customer interaction forms, security, and importing and exporting customer information. The student is challenged to develop technical coding examples that are intended for the medium used. These skills can be used for web, instructional development, graphics, and user interaction. (S)

CIS166 Digital Media II 3
Prerequisite: CIS136
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)

CIS199 Data Processing Internship 2-5
Prerequisite: Instructor approval
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)

CIS210 Flash 3
Prerequisite: None
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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS235</td>
<td>Advanced PhotoShop CS and Illustrator</td>
<td>3</td>
<td>Prerequisite: CIS135</td>
</tr>
<tr>
<td></td>
<td>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,O)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS236</td>
<td>Oracle, SQL, and Database Design</td>
<td>3</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS239</td>
<td>Oracle and SQL Server Database Administration</td>
<td>3</td>
<td>Prerequisite: CIS236</td>
</tr>
<tr>
<td></td>
<td>Oracle and SQL Server Database Administration focuses on the administrative tasks of a datasever. 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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS243</td>
<td>Advanced Computer Support</td>
<td>3</td>
<td>Prerequisite: CIS150</td>
</tr>
<tr>
<td></td>
<td>Advanced Computer Support trains students to perform tasks such as installation, configuration, diagnosis, preventive maintenance, and basic networking. This course will prepare students for the A+ 220-702 exam, the second of two exams required for CompTIA A+ certification. (F)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS247</td>
<td>Networking II</td>
<td>3</td>
<td>Prerequisite: CIS147</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS255</td>
<td>Web/Graphics Project Portfolio Development</td>
<td>3</td>
<td>Prerequisite: CIS135 and CIS153</td>
</tr>
<tr>
<td></td>
<td>Web/Graphics Project Portfolio Development teaches students how to develop portfolio projects which will demonstrate their expertise in the skills associated with web development, graphics, web design, and structure. Web enhancement and animation tools will be featured to provide a valid, updated example of industry works and current usage. Construction tools used to create the projects include PhotoShop, Flash, Fireworks, Dream Weaver, and Indesign. (S,O)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS262</td>
<td>Client/Server Management</td>
<td>3</td>
<td>Prerequisite: CIS147</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS274</td>
<td>Systems Development and Design</td>
<td>3</td>
<td>Prerequisite: None</td>
</tr>
<tr>
<td></td>
<td>Systems Development and Design explores the methods used to analyze, plan, and manage information technology projects. Students should be familiar with PC software. (S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS275</td>
<td>Linux OS</td>
<td>3</td>
<td>Prerequisite: CIS150</td>
</tr>
<tr>
<td></td>
<td>Linux OS introduces students to the Linux operating system and how to install, maintain, and troubleshoot Linux workstations and servers. (S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS276</td>
<td>Computer Operations</td>
<td>3</td>
<td>Prerequisite: CIS125 or CIS133</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS281</td>
<td>Introduction to Web Development</td>
<td>3</td>
<td>Prerequisite: CIS125 or CIS133</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS282</td>
<td>Networking/Support Projects</td>
<td>3</td>
<td>Prerequisites: CIS150, CIS243, CIS247, and CIS262 Pre-/corequisite: CIS275</td>
</tr>
<tr>
<td></td>
<td>Networking/Support Projects focuses on installing, configuring, and supporting a computer network based on “client” needs. (S)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: CIS160 or 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,O)

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: CIS150, CIS243, CIS247, and CIS262
Pre-/corequisite: CIS275
Certification Preparation reviews 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,O)

CRJ105 Introduction to Search and Rescue 1
Prerequisite: None
Introduction to Search and Rescue studies basic information about the public service discipline of wilderness search and rescue. The student will gain awareness level knowledge and skills for responding to lost person incidents. This course will prepare the student to take the National Association for Search and Rescue SARTech III examination. Introduction to Search and Rescue is offered for Law Enforcement Academy students only. (F,S)

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,O)

CRJ112 Criminal Law 3
Prerequisite: None
Criminal Law studies criminal, common, and statutory law within the context of enforcement and the administration of justice, including the hierarchy and function of the courts, other organizations, and officials. (F,S,O)

CRJ114 Rules of Criminal Evidence 3
Prerequisite: None
Rules of Criminal Evidence studies the basic rules of evidence applicable to criminal and other related police activities. Emphasis is placed on admissibility of evidence and the practical application of procedural and constitutional guarantees. (F,S,O)

CRJ120 Juvenile Justice System 3
Prerequisite: None
Juvenile Justice System examines the historical development, present structure, function, and philosophy of the juvenile justice overall system. This course explores ethical considerations, juvenile crime definitions by nature and impact as well as an overview of the intent, application, and procedures of the Missouri Juvenile Code. Juvenile case disposition, crime prevention methods, and reporting procedures and the organization and functions of jurisdiction of juvenile agencies are also explored. (F,S,O)
CRJ130 Introduction to Corrections  
Prerequisite: None  
Introduction to Corrections includes an introduction to corrections, correctional theory, and correction policy through the in-depth study of key areas in corrections, including correctional history, systems, policy, treatment programs, prison life, community-based corrections, probation and parole, and juvenile corrections. (F,S,O)

CRJ135 Terrorism  
Prerequisite: None  
Terrorism studies sophisticated theories by the best terrorist analysts in the world, while still focusing on the domestic and international threats of terrorism and the basic security issues surrounding terrorism today. This course includes a historical overview of terrorism including the formation of terrorist groups throughout history including the Assassins, Hezbollah, IRA, and al Qaeda. There will be a detailed examination of strategic planning and decision making as it relates to Fourth Generation Warfare, strategic threats in the post-9/11 world, and its effects on the Criminal Justice profession. (F)

CRJ140 Ethics in Criminal Justice  
Prerequisite: None  
Ethics in Criminal Justice provides the student with the information needed to solve ethical dilemmas within the complicated criminal justice system. This course begins with a straightforward presentation of the major ethical systems and leadership styles followed by a discussion of moral development and the ideal of justice. Ethics in Criminal Justice will include not only philosophical information but practical applications as well, allowing each student to make individual decisions. (S)

CRJ150 Criminal Justice Report Writing  
Prerequisites: CRJ110, CRJ215, and CRJ222  
Criminal Justice Report Writing teaches the study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques will also be studied, including the latest electronic formats used by law enforcement agencies. Criminal Justice Report Writing is offered for Law Enforcement Academy students only. (F,S)

CRJ212 Criminal Justice Instructor Development  
Prerequisite: Instructor approval  
Criminal Justice Instructor Development studies some of today's most important training issues and prepares the students to meet the demands of instruction in the field of Criminal Justice and academy training. During this course, the student will study and demonstrate techniques used in the training of law enforcement and correction officers including public speaking, course development, lesson plan development, and learning environments. The focus of this course will be on the adult learning methods of instruction. This course meets the requirements for POST instructor certification for the state of Missouri and the Department of Corrections Instructor Development programs. Criminal Justice Instructor Development is offered for Law Enforcement Academy students only. (F,S)

CRJ215 Patrol Operations and Tactics  
Prerequisite: CRJ110  
Patrol Operations and Tactics teaches students the foundations of police operations, providing patrol coverage and called-for-service, as well as the principle of conspicuous presence as a means of crime prevention and preservation of the peace. This course also includes an understanding of basic police responsibilities. Patrol Operations and Tactics is offered for Law Enforcement Academy students only. (F,S)

CRJ220 Criminal Justice Internship  
Prerequisites: CRJ110 and instructor approval  
Criminal Justice Internship is a supervised work experience in three to four criminal justice settings, minimum of 250 contact hours. Work periods will be arranged. Students will write a brief report on their experiences at each criminal justice setting, including a daily log book. (F,S,Su)

CRJ222 Criminal Investigation  
Prerequisite: None  
Criminal Investigation studies the criminal act and its investigation, including specific crimes against the person and against property. The process of fact-gathering, testing of hypotheses, and the problem of proof are also examined. (F,S,O)

CRJ224 Criminal Justice Organizational Leadership  
Prerequisite: None  
Criminal Justice Organizational Leadership is a study of organization and administration systems used in modern criminal justice agencies. Emphasis will be on the characteristics of organizations and personnel, budgeting, control and responsibility of a cohesive working structure, and general principles of public administration. (S,Su,O)
CRJ230 Correctional Institutions 3
Prerequisite: None
Correctional Institutions studies prisons and other correctional institutions. This course will trace the history, development, types, objectives, and organizations and administration of penal systems. (F)

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. Advanced Criminal Investigation is offered for Law Enforcement Academy students only. (F,S)

CUL100 ServSafe Sanitation 1
Prerequisite: None
ServSafe Sanitation is designed for the student who wishes to enter or is already involved in the food and beverage industry. Areas of study include the sanitation challenge, the flow of food through the operation, sanitary facilities and pest management, and sanitation management. Instruction stresses safe food receiving, storage, and preparation techniques. Students who successfully complete the program will test for sanitation certification through the National Restaurant Association. (F,S)

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

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

CUL103 Culinary Arts III 4
Prerequisite: CUL102
Culinary Arts III re-emphasizes the key areas in professionalism and leadership. Students will be introduced to elements of nutrition, food classification, menu etiquette, and the business aspects of the culinary arts, including banquets and catering, cost control, and management. Students will learn basic Garde Mange, baking, and soups as a part of a total menu preparation. (F)

CUL104 Culinary Arts IV 4
Prerequisite: CUL103
Culinary Arts IV re-emphasizes the key areas in professionalism and leadership. Students are introduced to essential elements of sanitary management, accident prevention, and front of house duties. Students will learn advanced Garde Mange, advanced baking, and pastry. (S)

CUL106 Baking 2
Prerequisite: None
Baking is a hands-on laboratory process in which students explore the process of baking, its diverse potential, and experimentation in the various methods and techniques used in all parts of the world. Baking involves actual production of breads and baked products, including tarts, cakes, cupcakes, muffins, and cookies. Students learn the fundamentals of baking and their uses. This course covers the basics of Puff Pastry, Choux Paste, Sweet Dough, and Brioche and also special dough with non dairy and whole wheat ingredients. (F,D)

CUL108 Pastry 2
Prerequisite: None
Pastry is designed to develop the knowledge, techniques, and skills necessary for the production and presentation of basic pastry products. Students are introduced to a variety of techniques and methods and have lab time to practice the recipes and prepare quality cakes, pastries, and desserts with a focus on individual and plated desserts. A wide range of fillings is also studied and applied. Each class includes a critical tasting of the featured dessert. (S,D)

CUL110 Professional Cake Decorating I 2
Prerequisite: None
Professional Cake Decorating I is the first of two courses. This course covers basic concepts of cake decorating design as well as planning and introduction to fondant techniques. This course also focuses on the preparation of royal icing, butter cream, and whipped cream necessary to ice and decorate a cake. Students learn basic piping skills including borders, garlands, flowers, and writing. At the end of the semester, students work on individual projects and decorate a theme cake. This course may transfer to a private institution. (F)

CUL120 Professional Cake Decorating II 2
Prerequisite: CUL110
Professional Cake Decorating II is the advanced class which covers the actual baking of the cake and advanced types and variations of cakes used in the theme cake trade. This course focuses on the skills of piping acquired in the first class and builds the skill to create decorative floral and writing applications. Professional Cake Decorating II includes the very latest advanced decorative and baking applications. This course may transfer to a private institution. (S)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVL105</td>
<td>Residential Carpentry</td>
<td>3</td>
<td>High school diploma or GED</td>
<td>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)</td>
</tr>
<tr>
<td>CVL110</td>
<td>Residential Plumbing</td>
<td>3</td>
<td>High school diploma or GED</td>
<td>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. (D)</td>
</tr>
<tr>
<td>CVL113</td>
<td>Construction Techniques</td>
<td>2</td>
<td>None</td>
<td>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)</td>
</tr>
<tr>
<td>CVL120</td>
<td>Construction Methods and Estimating</td>
<td>3</td>
<td>CVL113</td>
<td>Construction Methods and Estimating is the study of heavy building construction methods and the estimating of commercial and residential project costs. (S)</td>
</tr>
<tr>
<td>CVL151</td>
<td>Surveying I</td>
<td>4</td>
<td>MTH121</td>
<td>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. (D)</td>
</tr>
<tr>
<td>CVL155</td>
<td>Advanced Residential Carpentry</td>
<td>3</td>
<td>CVL105 with a grade of “C” or better</td>
<td>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)</td>
</tr>
<tr>
<td>CVL213</td>
<td>Soil Analysis</td>
<td>3</td>
<td>CVL113</td>
<td>Soil Analysis is a study of the terminology, application, and testing of soil as an engineering material. (D)</td>
</tr>
<tr>
<td>CVL222</td>
<td>Construction Management</td>
<td>3</td>
<td>CVL120</td>
<td>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. (D)</td>
</tr>
<tr>
<td>CVL253</td>
<td>Environmental Technology</td>
<td>3</td>
<td>PHY111</td>
<td>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. (D)</td>
</tr>
<tr>
<td>CVL256</td>
<td>Statics and Strength of Materials</td>
<td>5</td>
<td>PHY111</td>
<td>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)</td>
</tr>
<tr>
<td>CVL257</td>
<td>Surveying II</td>
<td>3</td>
<td>CVL151</td>
<td>Surveying II consists of hands-on experiences involving horizontal and vertical curves, route surveying, construction surveying, and land surveying. (D)</td>
</tr>
<tr>
<td>CVL273</td>
<td>Civil Drafting and Design</td>
<td>3</td>
<td>CDD122</td>
<td>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)</td>
</tr>
</tbody>
</table>
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,O)

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,O)

ECE107 School Age Child Care 3
Corequisite: ECE102
School Age Child Care includes the growth, development, and special needs of children ages six through 12 years. Students will learn to plan and implement developmentally appropriate programs for school-agers before and after school, during summer camps, and school holidays. Students will explore constructivist theory as applied to school age programs and will investigate the growing needs of families in providing for the care and development of their school-age children. (F)

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,O)

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,O)

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. (S)

ECE201 Early Childhood Education Laboratory 2
Pre-/corequisite: ECE102
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)

ECE202 Early Childhood Education Practicum I 2
Prerequisite: ECE201
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)

ECE205 Early Childhood Education Practicum II 2
Prerequisite: ECE202
Early Childhood Education Practicum II is a continuation of Practicum I but with more specific responsibility for planning and implementing curriculum components in an early childhood setting. (F,S,Su,O)

ECE210 Curriculum Strategies for Preschool Classrooms 3
Prerequisite: ECE102
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)

ECE212 Family, School, and Community Relations 3
Prerequisite: ECE102
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,O)

ECE214 Early Childhood Education Administration 3
Prerequisite: ECE102
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)
ECO100 Introduction to Economics 3
Prerequisite: None
Introduction to Economics is a survey course that covers both macroeconomics and microeconomics. This course partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Students seeking a bachelor's degree in business should take Macroeconomics and Microeconomics. (F,S,Su,O)

ECO101 Macroeconomics 3
Prerequisite: None
Macroeconomics explains the organization and goals of the U.S. economic system and how it operates. This course partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. 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)

ECO102 Microeconomics 3
Prerequisite: None
Microeconomics is a study of economics from the individual producer's and consumer's standpoint. This course partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. 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)

EDU105 Exploring the Field of Education 1
Prerequisite: None
Exploring the Field of Education is an introductory course designed to assist students in determining whether teaching is an appropriate career choice for them to pursue. This course discusses characteristics and responsibilities of teachers; teacher education, preparation, and certification requirements; and state standards for teachers and for P-12 students. The required field experience is a minimum of five (5) hours in P-12 classrooms. After students have successfully completed this course, ENG101, and an F.B.I background check, they may register for additional education courses. (F,S,Su)

EDU205 Technology for Teachers 3
Prerequisite: ENG101; EDU105 recommended
Technology for Teachers teaches students how to integrate instructional technology into P-12 classrooms. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology. (F,S,Su,O)

EDU210 Foundations of Education 3
Prerequisites: EDU105 and ENG101
Foundations of Education is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of the American public education system. Students will explore the nature of school environments, design, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied. The required field experience is a minimum of six (6) hours. (F,S,Su,O)

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. (F,S,Su,O)

EDU230 Teaching Profession with Field Experience 3
Prerequisites: EDU105, EDU205, EDU210, and ENG101
Pre-/corequisites: EDU225; PSY201, PSY202, or PSY205
Teaching Profession with Field Experience provides students an opportunity to observe teaching and learning for thirty (30) hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. This course is designed to assist students in determining if a career in teaching is an appropriate goal. Students will have the opportunity to teach Junior Achievement lessons to K-6 students and serve as a classroom teaching assistant in P-12 classrooms. (F,S)

EDU235 Education of the Exceptional Learner 3
Prerequisites: EDU105, ENG101, and PSY101
Pre-/corequisite: PSY201, PSY202, or PSY205
Education of the Exceptional Learner is an introduction to exceptional learners and their education in grades P-12. Students will attain knowledge, skills, and dispositions that will enable them to work effectively with exceptional learners in general education or special education. (F,S,Su,O)
EGR101 Computer Aided Engineering Design 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
Pre-/corequisite: MTH185
Engineering Mechanics-Statics is a course which applies principles of mechanics to engineering problems of equilibrium. There is a heavy emphasis on three-dimensional problems and vector methods to deal with the conditions for equilibrium. This course is required for the Associate of Science degree. (F)

EGR250 Engineering Mechanics-Dynamics 3
Prerequisites: 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
Prerequisites: 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 ENG099; 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
Prerequisites: 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
Prerequisites: 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)
ENG005 Basic Grammar and Punctuation  
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)

ENG009 Reading Improvement  
Prerequisite: There is no prerequisite for this course, but this course is recommended for students who have a COMPASS reading skills score of 60 or below, ASSET reading skills score of 23-34, or ACT score of 0-13
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)

ENG012 Introduction to College Reading  
Prerequisite: There is no prerequisite for this course, but this course is recommended for students who have a COMPASS reading skills score of 61-81, ASSET reading skills score of 35-40, ACT score of 14-17, or have successfully completed ENG009
Introduction to College Reading is designed to enhance basic reading skills, develop higher level vocabulary and comprehension skills, utilize different reading strategies for efficient textbook reading, develop critical thinking skills, and employ learning strategies. This course is not applicable toward the associate degree. (F,S,Su)

ENG017 Spelling/Vocabulary Skills  
Prerequisite: None
Spelling/Vocabulary Skills is a combined spelling and vocabulary course, which offers essential tips and techniques for any college student interested in improving writing quality and reading comprehension. This course is not applicable toward the associate degree. (F,S,Su)

ENG031 English as a Second Language I  
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  
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  
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  
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)

ENG098 Basic Writing Skills I: Sentence to Paragraph  
Prerequisite: COMPASS writing skills score of 0-30, ASSET writing skills score of 0-33, ACT English score of 0-13
Basic Writing Skills I: Sentence to Paragraph prepares students to enter Basic Writing Skills II: Paragraph to Essay by reviewing grammar, punctuation, proper sentence structure, and topic sentences as the students complete exercises and write sentences and short paragraphs. A post COMPASS test is administered. Basic Writing Skills I: Sentence to Paragraph is not applicable toward the associate degree. (F,S,Su)
ENG099 Basic Writing Skills II: Paragraph to Essay  
Prerequisite: COMPASS writing skills score of 31-64, ASSET writing skills score of 34-39, ACT English score of 14-19, or ENG098 with a grade of “B” or better  
Basic Writing Skills II: Paragraph to Essay prepares students for English Composition I through comprehensive review and intensive drill in grammar, punctuation, and the fundamentals of English sentences and paragraphs. This course concludes with an introduction to the academic essay. Minimum Essentials Test modules and a final paragraph writing assessment are administered. Basic Writing Skills II: Paragraph to Essay is not applicable toward the associate degree. (F,S,Su)

ENG101 English Composition I  
Prerequisite: COMPASS writing skills score of 65 or higher, ASSET writing skills score of 40 or higher, ACT English score of 20 or higher; ENG099 with a grade of “C” or better  
English Composition I offers the student the opportunity to learn to write competent expository essays and to do preliminary research. Students will review grammar and mechanics, but the emphasis is on the writing process. English Composition I is required for all degrees. Non-native speakers of English who do not qualify for ENG101, based on the required test scores, must take ENG031, English as a Second Language I; ENG032, English as a Second Language II; ENG033, English as a Second Language III; and/or ENG034, English as a Second Language IV. (F,S,Su,O)

ENG101H Honors Composition I  
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  
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. English Composition II is required for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,Su,O)

ENG102H Honors Composition II  
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 partially fulfills the English Composition requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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  
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,O)

ENG105 Literature Appreciation: Poetry/Short Story  
Prerequisite: None  
Literature Appreciation: 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. Literature Appreciation: Poetry/Short Story partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

ENG106 Literature Appreciation: Drama/Short Novel  
Prerequisite: None  
Literature Appreciation: 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. Literature Appreciation: Drama/Short Novel partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

ENG110 Journalism I  
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  
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)
ENG122 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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,O)

ENG215H Honors World Literature: Before 1650 3
Prerequisite: Honors Program admission
Honors World Literature: Before 1650 explores historical, social, and philosophical thought as reflected in the literature of Western Culture from the Ancient World through the Renaissance. Students will have the opportunity to design individualized research projects. Honors World Literature: Before 1650 partially fulfills the humanities requirements for the Associate of Arts and Associate of Arts in Teaching degrees 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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (S)

ENG216H Honors World Literature: After 1650 3
Prerequisite: Honors Program admission
Honors World Literature: After 1650 examines representative European authors from the Renaissance to the contemporary literary world in a global context. The student will study fiction, drama, poetry, and critical approaches to literature. Honors World Literature: After 1650 partially fulfills the humanities requirements for the Associate of Arts and Associate of Arts in Teaching degrees and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both ENG216 and ENG216H toward graduation. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,O)
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (S,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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, Gilgamesh, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. Mythology partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees and fulfills part of the requirement for an Honors Certificate or Honors Diploma. (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, Gilgamesh, King Arthur, and the Ramayana. Students will have the opportunity to apply mythic patterns to contemporary art and literature in critical papers. Mythology partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees and fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

ETC101 Fundamentals of Electricity  5
Prerequisite: None
Fundamentals of Electricity is a lecture/laboratory class including electron theory, component identification, series and parallel circuits, test equipment, single and three phase motors, and an introduction to generators, photovoltaic systems, and household wiring. (F,S)

ETC103 DC Circuits  5
Prerequisite: ETC103
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 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. (D)

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. (D)

ETC120 Fiber Optics Technology 3
Prerequisite: None
Fiber Optics Technology includes an introduction to fiber optics theory, a history of the development of fiber optics, and primarily focuses on the practical aspects of designing, installing, testing, and troubleshooting fiber optic systems. This course also prepares the student to take the FOA (Fiber Optics Association) certification exam. (F)

ETC125 Introduction to Home Technologies 3
Prerequisite: None
Introduction to Home Technologies provides an introduction to various technologies that are now being utilized in residential communities. These include home networking, home security systems, home theatre systems, computer control of home appliances, whole house audio, and alternative energy sources. This course provides some basic electrical theory and installation techniques of the various technologies. This course also helps prepare those who want to put forth further effort to take the CompTIA HTI national certification test. (D)

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. (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. (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)

ETC275 Residential Wiring Internship 3
Prerequisites: ETC103 and ETC104 or HRA101; ETC110, ETC111, ETI225, and MTH105
Residential Wiring Internship is an on-the-job training class that provides a background of electrical principles and practices and an understanding of National Electrical Code requirements on the job. This course includes the practice of safety requirements, blueprint reading, and installation of service entrances, rough-in components, trim out components, and low voltage devices. Residential Wiring Internship encourages formation of people skills and doing required paper work on a job. (D)

ETI225 Introduction to the National Electrical Code 3
Prerequisite: ETI221, ETI236, or instructor approval
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)

ETI236 Industrial Control 4
Corequisite: ETC255
Industral 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)
ETI260 Advanced Control and Maintenance 4
Prerequisites: ETI236 and MTT147
Corequisites: ETI225 and ETI263
Advanced Control and Maintenance expands on the knowledge gained in the Industrial Control and PLCs for Automation courses. Students will have more opportunities for hands-on activities. They will develop skills in mechanical maintenance, process control loop calibration, advanced Programmable Logic Controller (PLC) programming, and PLC communications. (S)

ETI263 PLCs for Automation 4
Prerequisite: ETI236
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)

ETI277 Servicing Robotic Systems 5
Corequisite: ETI260
Servicing Robotic Systems is a project-oriented course involving the interaction and interfacing 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)

ETI299 Robotics Automation Internship 3
Pre-/corequisites: ETI260, ETI263, and ETI277
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)

ETT235 Cabling and Equipment Installation 3
Prerequisite: None
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. (D)

FRN101 Beginning French 5
Prerequisite: None
Beginning French allows the students to develop fundamental oral and written skills in French. Multimedia laboratory work is required. Note: Many transfer institutions require three semesters of foreign language. (F)

FRN102 Intermediate French 5
Prerequisite: FRN101 or equivalent skills
Intermediate French students learn how to express themselves and communicate effectively in French. Multimedia laboratory work is required. Students who complete this course with a “C” or higher as their first French course at Jefferson College will be eligible to receive five hours retroactive credit for the course bypassed (Beginning French). Students who have completed two to four years of high school French should inquire with the foreign language instructor for further details. Note: Many transfer institutions require three semesters of foreign language. (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. 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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Note: Many transfer institutions require three semesters of foreign language. (D)

FST101 Introduction to the Fire Service 3
Prerequisite: None
Introduction to the Fire Service provides a detailed look and explanation into the fire service by examining educational expectations, fire department administration and operations, professional requirements, and the general public’s expectations of today’s fire service professional. (F,S)

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)
FST105 Rescue Practices 3
Prerequisite: FST101
Rescue Practices is an introductory level course which leads individuals through the stages of technical rescue disciplines relating to emergency services. This course will give emergency personnel the ability to recognize technical aspects in securing and stabilizing technical rescue incidents and the forethought in maintaining scene safety. (D)

FST110 Fire Fighter I and II 8
Prerequisites: FST101, 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)

FST205 Incident Management System 3
Prerequisites: FST110 and FST116
Incident Management System provides a detailed examination and explanation of the National Incident Management System (NIMS), which all Emergency and Law Enforcement Services are required to conform. (D)

FST220 Driver/Operator - Pumper 3
Prerequisite: FST110
Driver/Operator - Pumper provides a detailed look at the duties and responsibilities of a fire apparatus driver, with emphasis placed on apparatus classification, maintenance, fire pump procedures, water supply, and deployment. Students will also operate a fire truck in various situations demonstrating how to safely drive, position, and pump a fire apparatus. (D)

FST229 Fire Fighting Tactics and Strategy 4
Prerequisites: 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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FST233</td>
<td>Hydraulics and Equipment</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: FST110</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hydraulics and Equipment studies the application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of the laws of mathematics and physics to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>properties of fluid states, force pressure, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>flow velocities. Emphasis is placed on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>applying principles of hydraulics to fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td>fighting problems. (D)</td>
<td></td>
</tr>
<tr>
<td>FST235</td>
<td>Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Protection Systems is an introduction to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>fire protection systems including standpipe and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>hose, automatic sprinkler, dry powder, CO2,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>foam, smoke detecting, and heat actuating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>systems. Emphasis is placed on the need for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>design, installation, and fire department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>inspection of the various types of systems. (D)</td>
<td></td>
</tr>
<tr>
<td>FST251</td>
<td>Fire and Arson Investigation and Detection</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Authorization from fire district</td>
<td></td>
</tr>
<tr>
<td></td>
<td>administrator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire and Arson Investigation and Detection is for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>employed or volunteer fire fighters only and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>includes fundamental principles, theory,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>techniques, and procedures of arson</td>
<td></td>
</tr>
<tr>
<td></td>
<td>investigation and detection. Preparation of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>reports, evidence, and interviews to prepare</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for actual court cases is covered. (D)</td>
<td></td>
</tr>
<tr>
<td>FST253</td>
<td>Codes, Laws, and Ordinances for Company Officers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: FST103</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Codes, Laws, and Ordinances for Company Officers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>explores the fundamental principles of codes,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>laws, and ordinances relating to the fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td>service. (D)</td>
<td></td>
</tr>
<tr>
<td>FST254</td>
<td>Fire Officer I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: FST110</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Officer I studies the requirements,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>responsibilities, and skills required to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>become an effective company officer. This</td>
<td></td>
</tr>
<tr>
<td></td>
<td>course is subdivided into five sections</td>
<td></td>
</tr>
<tr>
<td></td>
<td>consisting of: fitting into the organization,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>handling interpersonal relationships, managing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>individual performance, managing pre-incident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and fire ground procedures, and administration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of safety, health, and legal guidelines. Fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Officer I prepares the student for state</td>
<td></td>
</tr>
<tr>
<td></td>
<td>certification. (D)</td>
<td></td>
</tr>
<tr>
<td>FST255</td>
<td>Fire Officer II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: FST254</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Officer II targets administrative and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>operational aspects of the daily routine of a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>company level officer. This course takes the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>component structures of the incident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>command system and develops tactics and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>strategies necessary to conclude a successful</td>
<td></td>
</tr>
<tr>
<td></td>
<td>emergency incident. Fire Officer II prepares</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the student for state certification. (D)</td>
<td></td>
</tr>
<tr>
<td>FST256</td>
<td>Fire Suppression and Management II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: FST125</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Suppression and Management II explores the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>advanced principles of fire department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>management pertaining to budgets, manpower,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>specifications, and apparatus. (D)</td>
<td></td>
</tr>
<tr>
<td>FST275</td>
<td>Fire Science Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: FST110</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Science Internship is a supervised work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>experience in three to four fire fighting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>settings, minimum of 250 contact hours. Work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>periods will be arranged. Students will write</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a brief report on their experiences at each fire</td>
<td></td>
</tr>
<tr>
<td></td>
<td>science setting, including a daily log book. (F,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>S,Su)</td>
<td></td>
</tr>
<tr>
<td>GEO103</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>World Regional Geography is an introduction to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the academic discipline of Geography including</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a world survey, presenting the essential physical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and cultural characteristics, key issues, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>problems of the major regions of the world: the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Americas, Europe, Russia, North Africa,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Southwest Asia, Subsaharan Africa, South Asia,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>East Asia, and the Pacific. Special attention is</td>
<td></td>
</tr>
<tr>
<td></td>
<td>given to selected countries. World Regional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Geography partially fulfills the social and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>behavioral science requirement for the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate of Arts degree. (F,S,O)</td>
<td></td>
</tr>
<tr>
<td>GEO120</td>
<td>Seminar in Global Studies</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seminar in Global Studies consists of a seminar,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>taught by a number of instructors who teach</td>
<td></td>
</tr>
<tr>
<td></td>
<td>courses, predominantly global in subject and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>scope, within the Global Studies program, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other instructors and guest speakers with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular global interests and information.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This seminar forms an integral unit of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Global Studies program and must be completed by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>all program enrollees. Seminar in Global Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>partially fulfills the social and behavioral</td>
<td></td>
</tr>
<tr>
<td></td>
<td>science requirement for the Associate of Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>degree. (F,S)</td>
<td></td>
</tr>
<tr>
<td>GRM101</td>
<td>Beginning German</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beginning German allows the student to develop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the fundamental oral and written communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>skills in German. This course is an introduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to listening, speaking, reading, writing, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the German culture. Notes: This course is</td>
<td></td>
</tr>
<tr>
<td></td>
<td>received at Jefferson College via interactive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>television. Coursework on the Internet is</td>
<td></td>
</tr>
<tr>
<td></td>
<td>required. (F,S)</td>
<td></td>
</tr>
</tbody>
</table>
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 personal and career decision-making. This course explores personal values, needs, and skills; provides an overview of the world of work; and reviews majors and occupational fields. (F,S,Su,O)

GUD136 Mastering the College Experience 3
Prerequisite: None
Mastering the College Experience 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. This course fulfills the First Year Experience requirement. (F,S,O)

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. Students will explore the benefits of a lifestyle that includes exercise. (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. (D)

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

HPE105 Basketball 1
Prerequisite: None
Basketball reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)

HPE106 Weight Training I 1
Prerequisite: None
Weight Training I introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)

HPE107 Aerobics I 1
Prerequisite: None
Aerobics I offers a figure-shaping fitness workout that combines aerobic exercises with vigorous dance movements. Students will explore the benefits of a lifestyle that includes exercise and proper nutrition. (F,S)

HPE108 Beginning Golf 1
Prerequisite: None
Beginning Golf is an activity course providing students with a life-long recreational activity that is fun and that helps create a healthy lifestyle. Basic fundamentals will be taught so a student may go to a golf course and know the basics of the game. (S)

HPE110 Recreational Shooting I 1
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)

HPE122 Water Fitness 1
Prerequisite: None
Water Fitness teaches the principles, mechanics, safety, and benefits of aquatic exercise. Students will design a water exercise program specific to their individual needs and abilities and will gradually increase their physical efficiency and capacity to complete aquatic exercises. (F,S, Su)

HPE124 Recreational Water Activities 1
Prerequisite: None
Recreational Water Activities is an arranged course where students independently complete 30 hours in the pool during open swim hours. This course provides students the opportunity to design and tailor an exercise program specific to their individual needs and abilities. An orientation will be scheduled during the first week of classes. (F,S)

HPE130 Personal Health 3
Prerequisite: None
Personal Health explores health problems relevant to the past, present, and the future. The student will have the opportunity to learn stress management, nutrition, health behaviors, and weight control through study and practice. (F,S, Su, O)

HPE132 First Aid and C.P.R. 3
Prerequisite: None
First Aid and C.P.R. covers the necessary First Aid and Cardiopulmonary Resuscitation skills required to give proper care for someone who experiences injury or sudden illness. Students will learn how to recognize, respond to, and give appropriate care during an emergency. The skills covered in this class will enable the student to earn certification cards in First Aid and C.P.R./A.E.D. for Adult and Child and C.P.R. for the infant. Students must purchase Red Cross certification cards. (F,S, Su)

HPE134 Coaching/Officiating Volleyball 3
Prerequisite: HPE102 or HPE280
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. (D)

HPE135 Coaching Baseball 2
Prerequisite: None
Coaching Baseball reviews the theories and techniques of coaching and officiating. Students will be given opportunities to conduct drills and participate in the various officiating roles. Essential strategies for developing an athlete, such as principles of conditioning and the role of nutrition in training and play, will be discussed. (S)

HPE138 Lifetime Fitness and Wellness 2
Prerequisite: None
Lifetime Fitness and Wellness is a lab and lecture-based course that will encourage students to make positive decisions about a healthy lifestyle that will enhance their own individual wellness now and in the future. Students will develop their own personal exercise regimen that is in line with their own philosophy of fitness and wellness. Course topics discussed will include consequences of an unhealthy lifestyle that are prevalent in a sedentary society and how to develop healthy habits. (F,S)

HPE140 Foundations of Sport Management 3
Prerequisite: None
Foundations of Sport Management introduces students to basic concepts of sports administration, professional preparation, and professional opportunities. (F,O)

HPE201 Physical Fitness II 1
Prerequisite: HPE101
Physical Fitness II is a continuation of Physical Fitness I at an advanced level, promoting overall personal physical fitness and emphasizing knowledge pertinent to cardio-respiratory fitness. Advanced training techniques are included. The student selects a fitness program geared for his/her particular needs. (F,S)

HPE202 Volleyball II 1
Prerequisite: HPE102
Volleyball II reviews techniques, fundamental skills, and basic rules of the game through participation. Students will explore the benefits of a lifestyle that includes exercise. (F,S)
### HPE206 Weight Training II 1
Prerequisite: HPE106
Weight Training II introduces students to various weight training exercises that develop muscular strength, muscular endurance, cardiovascular fitness, and flexibility. Additional topics will include proper weight room etiquette, safety, and issues involving weight management. Students will be encouraged to make intelligent decisions concerning a healthy lifestyle that will enhance their own individual fitness now and in the future. (F,S,Su)

### HPE207 Aerobics II 1
Prerequisite: HPE107
Aerobics II offers a figure-shaping fitness workout that combines aerobic exercises with vigorous dance movements. Students will explore the benefits of a lifestyle that includes exercise and proper nutrition. (ES)

### HPE220 Intermediate Swimming 1
Prerequisite: HPE120 or swimming skills
Intermediate Swimming deals with techniques related to various swimming strokes and basic forms of rescue. (D)

### HPE225 Lifeguard Training 3
Prerequisite: Permission of instructor
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)

### HPE226 Water Safety Instructor 2
Prerequisite: HPE225 or current lifeguard training certificate
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)

### HPE230 Tournament and Event Management 3
Prerequisite: HPE140
Tournament and Event Management examines the processes, methods, and practices involved in event management, including sport tournaments, sport team events, and individual sporting events. (F,S)

### HPE235 Sport Management Practicum 3
Prerequisite: HPE140
Sport Management Practicum allows students to complete practical experiences while working as an active member of a sport-related enterprise. For a minimum of 200 contact hours, students will function under the direct guidance of a site supervisor and classroom instructor. Student experiences can involve any combination of tasks including completing duties/jobs as assigned by the field supervisor, shadowing a supervisor to learn about job performance, and training relative to certain aspects of the supervisor's job. Both the supervisor and instructor are involved in evaluating the student. (S)

### HPE250 Varsity Baseball 1
Prerequisite: Participation in college intercollegiate baseball program
Varsity Baseball is designed for students selected to participate in the intercollegiate program. (ES)

### HPE260 Varsity Basketball 1
Prerequisite: Participation in college intercollegiate basketball program
Varsity Basketball is designed for students selected to participate in the intercollegiate program. (ES)

### HPE280 Varsity Volleyball 1
Prerequisite: Participation in college intercollegiate volleyball program
Varsity Volleyball is designed for students selected to participate in the intercollegiate program. (ES)

### HRA101 Electricity for HVAC 5
Prerequisite: None
Electricity for HVAC 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)

### HRA105 Principles of Refrigeration 5
Prerequisite: None
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)

### HRA121 Refrigeration Mechanical Systems 5
Prerequisites: HRA101 and HRA105
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)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA122</td>
<td>Air Conditioning Mechanical Systems</td>
<td>5</td>
<td>Prerequisites: HRA101 and HRA105</td>
<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>
</tr>
<tr>
<td>HRA216</td>
<td>Residential Air Conditioning Systems</td>
<td>5</td>
<td>Prerequisites: HRA121 and HRA122</td>
<td>Residential Air Conditioning Systems covers the theory, installation, diagnosis, and service of residential air conditioning systems including heat pumps. (F,D)</td>
</tr>
<tr>
<td>HRA225</td>
<td>Residential Heating Systems</td>
<td>5</td>
<td>Prerequisites: HRA121 and HRA122</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>
</tr>
<tr>
<td>HRA248</td>
<td>Light Commercial Refrigeration Systems</td>
<td>5</td>
<td>Prerequisites: HRA101 and HRA105</td>
<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. (F,D)</td>
</tr>
<tr>
<td>HRA249</td>
<td>Commercial Refrigeration Systems</td>
<td>5</td>
<td>Prerequisites: HRA101 and HRA105</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. (F,D)</td>
</tr>
<tr>
<td>HST103</td>
<td>U.S. History I to Reconstruction</td>
<td>3</td>
<td>Prerequisite: None</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 fulfills the Missouri and U.S. Constitutions requirements and partially fulfills the history-political science requirement for the Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science degrees. (S)</td>
</tr>
<tr>
<td>HST103H</td>
<td>Honors U.S. History I to Reconstruction</td>
<td>3</td>
<td>Prerequisite: Honors Program admission</td>
<td>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 fulfills the Missouri and U.S. Constitutions requirements and partially fulfills the history-political science requirement for the Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science degrees. 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)</td>
</tr>
<tr>
<td>HST104</td>
<td>U.S. History II from Reconstruction</td>
<td>3</td>
<td>Prerequisite: None</td>
<td>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 partially fulfills the history-political science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. This course does not meet constitution requirements. (F,S,O)</td>
</tr>
<tr>
<td>HST104H</td>
<td>Honors U.S. History II from Reconstruction</td>
<td>3</td>
<td>Prerequisite: Honors Program admission</td>
<td>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 partially fulfills the history-political science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. 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)</td>
</tr>
<tr>
<td>HST130</td>
<td>American Studies</td>
<td>3</td>
<td>Prerequisite: None</td>
<td>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)</td>
</tr>
</tbody>
</table>

122  JEFFERSON COLLEGE GENERAL CATALOG  2010 – 2011
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,Su,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,Su,O)

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 partially fulfills 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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (S)

HST230 Women in American History  3  
Prerequisite: None
Women in American History is a history of women in American society from colonial times to the present. Emphasis is on the roles, status, and achievements of American women and their contribution and relationship to American traditions. This course partially fulfills the social and behavioral science requirement for the Associate of Arts degree. (S)

HST235 Women in History  3  
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (D)

HST240 Missouri History  3  
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 partially fulfills the social and behavioral science requirement for the Associate of Arts degree. (S)

HUM125 Seminar in World Cultures  1-6  
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (D)
HUM250H Honors Humanities 3
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Honors Humanities fulfills part of the requirement for an Honors Certificate or Honors Diploma. (D)

HUM260 Liberal Arts Seminar 3
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (D)

HUM260H Honors Liberal Arts Seminar 3
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. 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 3
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. Honors Leadership Development Studies through the Humanities partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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, O)

MGT132 Salesmanship 3
Prerequisite: None
Salesmanship examines 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, O)
MGT145 Entrepreneurship 3
Prerequisite: None
Entrepreneurship introduces the concept of entrepreneurship and its relationship with small business. The course focuses on activities involved in planning, organizing, establishing, and controlling a small business. Entrepreneurship includes procedures and problems in starting a business, managerial functions, marketing, and financing a new enterprise as well as governmental regulation. Entrepreneurship will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to 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,O)

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,O)

MGT199 Business Internship I 4
Prerequisite: MGT150
Business Internship I involves supervised paid 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 familiarizes 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. This course will not count toward the Associate of Arts degree at Jefferson College but will count toward the Associate of Applied Science degree. This course may transfer to a private institution. (F,S,O)

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 paid 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,S)

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. Applied 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)  
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)  
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)  
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,S)

MSA186 Piano Lessons II  
(Applied Music)  
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)  
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)  
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,Su)

MSA273 Woodwinds Lessons III  
(Applied Music)  
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)  
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)  
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)  
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)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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)

MSC126 Community Chorale 1
Prerequisite: None
Community Chorale serves the community by providing a place for singers to perform a variety of choral literature, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. Community Chorale performs a public concert each semester. No audition required. (F,S)

MSC127 Starlight Chorus 1
Prerequisite: None
Starlight Chorus is a large mixed chorus that meets during the summer term one evening per week. Music from two Broadway musicals is performed on the outdoor Fine Arts Theatre stage. (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 Music Appreciation 3
Prerequisite: None
Music Appreciation is a study of selected composers and representative examples of their music from the medieval period to the present with emphasis on active listening to enable understanding, appreciation, and discussion of music. Music Appreciation is designed for non-music majors and partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,Su,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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)

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)

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
reertoire. (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
chromatic harmony, contemporary musical practice and
techniques, and elementary formal analysis. Music Theory
IV is required for all music majors. (S)

MSC231 Music Literature: Before 1750  3
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 partially fulfills the humanities
requirement for the Associate of Arts and Associate of
Arts in Teaching degrees. (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 partially fulfills the humanities requirement for
the Associate of Arts and Associate of Arts in Teaching
degrees. (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 provides a choir for
singers to perform in a smaller choral ensemble, learn to
sing better, learn better reading and listening skills, work
through singing in a more advanced choir, accumulate
performance points, belong to a group which sponsors
some choral and social activities for its members, and
enjoy choral music. It is recommended that members also
enroll in Chamber Choir. Madrigal/Contempo Ensemble
performs a public concert each semester. Audition
required. (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 provides a choir for singers to perform a variety of choral literature, learn to sing better, learn better reading and listening skills, work toward singing in a more advanced choir, accumulate performance points, belong to a group which sponsors some choral and social activities for its members, and enjoy choral music. Chamber Choir performs a public concert each semester. Audition required. (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)

MTH002 Beginning Algebra 3
Prerequisite: COMPASS pre-algebra score of at least 33 within the past three years, ASSET numerical skills score of at least 38 within the past three years, ACT math score of 16 or higher within the past three years, or MTH001 with a grade of “B” or better
Beginning Algebra is designed for the student who has had no prior instruction in algebra. The student will work with operations of signed numbers, exponents, rational expressions, graphs, and linear equations. Beginning Algebra is not applicable toward the associate degree. (F,S,Su)

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)

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 of 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 within the past three years, ASSET elementary algebra score of at least 40 within the past three years, ACT math score of 18 or higher within the past three years, or MTH002 with a grade of “C” or better
Intermediate Algebra continues the development of the algebraic skills introduced in Beginning Algebra. This course counts as an elective toward the Associate of Arts degree. (F,S,Su,O)
MTH130 Structure of the Real Number System  
Prerequisite: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past three years, ASSET intermediate algebra score of at least 40 within the past three years, ACT math score of 20 or higher within the past three years, 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, integers, rational numbers, and real numbers. Students will study topics from algebra which are appropriate for elementary education majors. This course fulfills the mathematics requirement for the Associate of Arts in Teaching degree. (F,S,Su)

MTH131 Survey of College Mathematics  
Prerequisite: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past three years, ASSET intermediate algebra score of at least 40 within the past three years, ACT math score of 20 or higher within the past three years, or MTH128 with a grade of “C” or better  
Survey of College Mathematics deals with several advanced mathematical topics, many of which are included in College Algebra. This course is not a prerequisite for any mathematics course. Survey of College Mathematics fulfills the mathematics requirement for the Associate of Arts degree. A scientific calculator is required. (D)

MTH133 Trigonometry  
Prerequisite: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past three years, ASSET intermediate algebra score of at least 40 within the past three years, ACT math score of 20 or higher within the past three years, 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  
Prerequisite: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past three years, ASSET intermediate algebra score of at least 40 within the past three years, ACT math score of 20 or higher within the past three years, 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 fulfills the mathematics requirement for the Associate of Arts degree. Students may not apply both MTH134 and MTH141 toward graduation. A graphing calculator is required. (F,S,Su,O)

MTH141 Precalculus  
Prerequisite: COMPASS algebra score of at least 66 or COMPASS college algebra score of at least 31 within the past three years, ASSET college algebra score of 38 or higher within the past three years, ACT math score of 22 or higher within the past three years, 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 fulfills 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  
Prerequisite: COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past three years, ASSET college algebra score of at least 40 within the past three years, ACT math score of 22 or higher within the past three years, 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 fulfills the mathematics requirement for the Associate of Arts degree. Students cannot apply both MTH161 and MTH180 toward graduation. A graphing calculator is required. (S)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH168</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past three years, ASSET college algebra score of at least 40 within the past three years, ACT math score of 22 or higher within the past three years, or MTH134 with a grade of “C” or better. Probability and Statistics covers descriptive statistics, probability, probability distributions, sampling distributions, and hypothesis testing. A graphing calculator is required.</td>
<td>(F,S)</td>
</tr>
<tr>
<td>MTH172</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: COMPASS college algebra score of at least 46 or COMPASS trigonometry score of at least 31 within the past three years, ASSET college algebra score of at least 40 within the past three years, ACT math score of 22 or higher within the past three years, MTH134 with a grade of “C” or better, or MTH141 with a grade of “C” or better. Linear Algebra is concerned with the study of matrices, vectors, vector spaces, linear transformations, Eigenvalues, and Eigenvectors. Properties of the matrix and matrix operations are studied to develop it as a means to solve mathematical problems from a linear algebra point of view. This course also covers the matrix as an application to solve problems that arise in other disciplines including Physics, Chemistry, Natural Sciences, and Social Sciences. Linear Algebra fulfills the mathematics requirement for the Associate of Arts degree.</td>
<td>(F)</td>
</tr>
<tr>
<td>MTH180</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Any one of the following: COMPASS trigonometry score of at least 46 within the past three years; ASSET college algebra score of at least 45 within the past three years plus either high school trigonometry or precalculus with a grade of “C” or better; ACT math score of at least 24 within the past three years 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.</td>
<td>(F,S,Su)</td>
</tr>
<tr>
<td>MTH185</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>(F,S)</td>
</tr>
<tr>
<td>MTH201</td>
<td>Calculus III</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>(F,S)</td>
</tr>
<tr>
<td>MTH205</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: MTH201 with a grade of “C” or better. 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.</td>
<td>(S)</td>
</tr>
<tr>
<td>MTT108</td>
<td>Industrial Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>(D)</td>
</tr>
<tr>
<td>MTT116</td>
<td>Dimensional Metrology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>(D)</td>
</tr>
<tr>
<td>MTT147</td>
<td>Hydraulics and Pneumatics I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>(D)</td>
</tr>
<tr>
<td>MTT148</td>
<td>Introduction to Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>(D)</td>
</tr>
</tbody>
</table>
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 long and short truth tables and formal systems of deductive reasoning. Logic partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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,O)

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 fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S,O)

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 fulfills 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 and Associate of Arts in Teaching degrees. Students cannot apply both PHY101 and PHY102 toward graduation. (F,S,Su,O)

PHY105 Physical Geology 4
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 fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (S)

PHY106 Introduction to Astronomy 4
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 fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,O)
PHY108 Technical Physics 5
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 or Associate of Arts in Teaching degrees. (D)

PHY111 Elementary College Physics I 5
Prerequisites: Satisfactory completion of three units of high school mathematics, or MTH121, or MTH133 and MTH134, 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 fulfills the laboratory science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F)

PHY112 Elementary College Physics II 4
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 2
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 4
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 4
Prerequisite: PHY223 with a grade of “C” or better
Pre-/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 1
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 4
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 stresses 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

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

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

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

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, 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

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

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

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

Prerequisites: PNE041, PNE141, PNE143, PNE145, PNE148, PNE167, 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. This course fulfills the Missouri and U.S. Constitutions requirements and partially fulfills the history-political science requirement for the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. (F,S,Su,O)

PSC102H Honors U.S. and Missouri Governments and Constitutions 3
Prerequisite: Honors Program admission
Honors U.S. and Missouri Governments and Constitutions examines the U.S. and Missouri Constitutions including their impact on federal, state, and local government structure and power. Focus is on citizen and group efforts to influence government policies. This course fulfills the Missouri and U.S. Constitutions requirements and partially fulfills the history-political science requirement for the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. (S)

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 partially fulfills the social and behavioral science requirement for the Associate of Arts degree. (F,S,Su,O)

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 partially fulfills 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 partially fulfills the social and behavioral science requirement for the Associate of Arts degree. (S)

PSC250H Independent Study: Model United Nations Honors 3
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 partially fulfills 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 1
Prerequisites: Sophomore standing, PSC102(H) 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. (F,S)
PSY101 General Psychology 3
Prerequisite: None
General Psychology deals with the scientific study of behavior and mental processes found in humans and animals. This course partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,Su,O)

PSY101H Honors General Psychology 3
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 partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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 3
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 partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

PSY201 Child Development 3
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 partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

PSY202 Adolescent Psychology 3
Prerequisite: PSY101
Adolescent Psychology studies the scientific information (empirical, theoretical, and applied) regarding human development from puberty to young adulthood. This course partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,O)

PSY205 Human Development 3
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 partially fulfills the social and behavioral science requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,Su,O)

RNR138 Nursing Bridge Course 3
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 used for observation and practice for adult medical-surgical patients. (S)

SOC101 General Sociology 3
Prerequisite: None
General Sociology deals with the scientific study of group behavior. This course partially fulfills the social and behavioral science requirement for the Associate of Arts degree. (F,S,Su,O)

SOC105 Introduction to Social Work 3
Prerequisite: None
Introduction to Social Work is designed for students who aspire to gain understanding of the social welfare system. The profession of social work, its value base, field of practice, and societal role will be examined. The history and development of the social work profession and current fields of social work practice will be introduced and explored. The obligation of professional social workers to promote social and economic justice on the behalf of populations vulnerable to or oppressed by ethnocentrism, racism, sexual orientation, disability, ageism, or religious/spiritual affiliations is emphasized. (F,S,O)

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,O)

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. This course partially fulfills the social and behavioral science requirement for the Associate of Arts degree. (F,S,O)

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. This course partially fulfills the social and behavioral science requirement for the Associate of Arts degree. (S,O)

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 fulfills the oral communication requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

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 fulfills the oral communication requirement for the Associate of Arts and Associate of Arts in Teaching degrees and fulfills part of the requirement for an Honors Certificate or Honors Diploma. Students cannot apply both SPD105 and SPD105H toward graduation. (F)
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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. (F,S,O)

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 partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees 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 learn, through laboratory experiences and lectures, the technical aspects of theatre, including scene design and construction, painting, rigging, lighting, sound, and property construction. Stagecraft may be repeated for a maximum of four credit hours. (F,S)

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 fulfills the oral communication requirement for the Associate of Arts and Associate of Arts in Teaching degrees. 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 Production 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. Laboratory time is required. (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 develop fundamental Spanish oral and written skills. Multimedia laboratory work is required. 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. 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. Note: Many transfer institutions require three semesters of foreign language. (D)

**SPN253 Spanish Reading** 3  
Prerequisite: SPN201 or equivalent skills  
Spanish Reading students expand their reading skills and vocabulary and will be introduced to Hispanic literature. This course partially fulfills the humanities requirement for the Associate of Arts and Associate of Arts in Teaching degrees. 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 oxyacetylene welding and shielded metal arc welding of black pipe. This course also includes joint preparation and joint design. (F,S)

WLD246 Advanced Welding Techniques II  5
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)
Board of Trustees

PRESIDENT
Ms. Krystal L. Hargis
Arnold
Term Expire 2013

VICE PRESIDENT
Mr. Patrick J. Lamping
Barnhart
Term Expires 2011

Mr. Gary Davis
Festus
Term Expires 2011

Mr. George R. Engelbach
Hillsboro
Term Expires 2015

Mr. Steve Meinberg
Imperial
Term Expires 2015

Mr. Ronald J. Scaggs
Festus
Term Expires 2013

Administrative Officers

Dr. Raymond V. Cummiskey
Jefferson College President

Ms. Linda Bigelow
Dean of Learning Resources

Ms. Elizabeth Check
Dean of Career & Technical Education

Dr. Julia Hampton
Dean of Student Services

Dr. Mindy Selsor
Dean of Arts & Science Education
Chief Academic Officer

Dr. Richard Turley
Business Manager
**Faculty and Staff**

**Gary Alexander**
Director of Purchasing & Contracts Administration  
B.S., Southeast Missouri State University  
M.A., Lincoln University  
M.B.A., Missouri Baptist University

**Deborah Allen**
Associate Professor of Biology  
M.S., University of Oklahoma  
Coursework  
Cornell University

**Karen L. Amsden**
Coordinator of Level I Nursing/Professor  
A.A.S., Jefferson College  
B.S.N., Maryville College  
M.S., Kennedy-Western University  
Coursework  
University of Missouri-Kansas City

**Maryanne Angliongto**
Physical Science Lab Instructor  
A.S., ITT Technical Institute  
B.S., University of California-Los Angeles  
M.S., California State University-Los Angeles

**Aida Antanaviciute**
Head Coach of Volleyball  
Instructor of Health & Physical Education  
A.A., Jefferson College  
B.A., St. Louis University  
M.S.Ed., Missouri Baptist University  
Coursework  
United States Sports Academy

**Nicole Bach**
Assistant Professor of Spanish  
M.A., St. Louis University  
Coursework  
University of Missouri-St. Louis

**Kenneth Balak**
Associate Professor of Biology  
B.A., Slippery Rock University  
M.S., California University of Pennsylvania  
Ph.D., University of South Carolina

**Mary Baricevic**
Associate Professor of Business  
B.S.B.A., St. Louis University  
B.A., St. Louis University  
Master of Prof Accounting, St. Louis University  
Ph.D., St. Louis University

**Roger A. Barrentine**
Director of Public Relations & Marketing  
A.A., Jefferson College  
B.A., Mississippi State University

**Sandy Basler**
Director of Child Development Center  
B.S., Missouri Baptist University  
M.S.Ed., Missouri Baptist University

**Steven Berkel**
Teacher of Culinary Arts/Chef Training in Area Technical School  
The Culinary Institute of America

**Linda K. Bigelow**
Dean of Learning Resources  
B.S.E., University of Illinois  
M.A., Northern Illinois University  
Coursework  
Southern Illinois University

**Sean Birke**
Professor of Chemistry  
B.A., Occidental College  
M.S., University of Wisconsin  
Coursework  
University of Missouri-Columbia

**Janie Love Blum**
Professor of Business Information Technology  
B.S., Southeast Missouri State University  
Coursework  
Southeast Missouri State University

**Timothy Boehme**
Associate Professor of English  
B.A., Southeast Missouri State University  
M.A., Southeast Missouri State University  
Ph.D., Southern Illinois University-Carbondale

**Brian Bolle**
Director of Administrative Computing  
B.S., Southeast Missouri State University

**Kenneth Boning**
Assistant Professor of Teacher Education  
Ph.D., Saint Louis University

**Michael Booker**
Professor of Philosophy  
M.A., University of Tennessee  
Ph.D., University of Tennessee

**Darla Boyer**
Teacher of Digital Media in Area Technical School  
A.A.S., Jefferson College  
A.A., Jefferson College  
B.A., Maryville University  
M.S., Capella University  
Coursework  
Northwest Missouri State University  
University of Central Missouri

**Donald F. Boyer**
Professor of Business Management  
M.A.T., Webster University

**Ronald C. Boyer**
Professor of Electronics  
B.S.Ed., The School of the Ozarks  
Coursework  
Central Missouri State University  
Southeast Missouri State University  
University of Missouri-Columbia  
Webster University

**Gary Boyher**
Professor of Automotive Technology  
B.S., Southwest Missouri State University

**Sarah Bright**
Director of Tech Prep  
A.A., Jefferson College  
B.S., Southeast Missouri State University

**Victoria Brown**
Professor of Level I Nursing  
B.S.N., Loretto Heights College  
M.S.N., University of Texas-El Paso  
Adult Nurse Practitioner, Jewish Hospital  
College of Nursing & Allied Health

**Leslie Buck**
Assistant Professor of Psychology  
B.S., Southeast Missouri State University  
M.Ed., University of Oklahoma

**Mark Byington**
Assistant Professor of Criminal Justice  
A.A., Mineral Area College  
B.S., Southeast Missouri State University  
M.P.A., City University

**Tim Cannon**
Manager of Application Development  
B.A., Carroll College  
M.A., University of Missouri-St. Louis  
Coursework  
Fontbonne College  
Jefferson College

**Samuel Carel**
Head Coach of Baseball  
Assistant Professor of Physical Education  
B.S., Missouri State University  
M.Ed., Missouri State University

**Blake Carroll**
Professor of Art  
B.F.A., Kansas City Art Institute  
M.F.A., Boston University
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clifton W. Castle</td>
<td>Professor of Physics</td>
<td>B.A., Augustana College M.S., Drake University</td>
</tr>
<tr>
<td>Elizabeth Check</td>
<td>Dean of Career &amp; Technical Education</td>
<td>B.A., Southwest Minnesota State College M.P.A., University of Wisconsin Oshkosh</td>
</tr>
<tr>
<td>Glenn Coats</td>
<td>Teacher of Building Trades in Area Technical School</td>
<td>B.S., Western Illinois University M.Ed., The University of Idaho Coursework Central Missouri State University Murray State University</td>
</tr>
<tr>
<td>Anthony Cook</td>
<td>Head Coach of Softball</td>
<td>A.A., Jefferson College B.S., Southeast Missouri State University</td>
</tr>
<tr>
<td>Christy Cornelius</td>
<td>Professor of Child Care</td>
<td>Early Childhood Education B.S., Iowa State University M.A., Webster University Coursework Central Missouri State University Southeast Missouri State University</td>
</tr>
<tr>
<td>Raymond V. Cummiskey</td>
<td>President</td>
<td>B.A., Park College M.A., University of Missouri-Kansas City Ed.S., University of Missouri-Kansas City Ph.D., University of Missouri-Kansas City</td>
</tr>
<tr>
<td>Melissa Curfman-Falvey</td>
<td>Biology Science Lab Instructor</td>
<td>B.S., Southern Illinois University-Carbondale</td>
</tr>
<tr>
<td>Shirley Dubman</td>
<td>Division Chair of Communication/Arts</td>
<td>B.A., Southeast Missouri State University M.A., Southeast Missouri State University Coursework Southwestern Missouri State University Southern Illinois University-Carbondale University of Missouri-Columbia University of Missouri-St. Louis University of Nebraska-Lincoln</td>
</tr>
<tr>
<td>Charlotte Dunn</td>
<td>Professor of Level II Nursing</td>
<td>B.S.N., Webster University M.S.N., Webster University</td>
</tr>
<tr>
<td>Robin Duntze</td>
<td>Professor of Veterinary Technology</td>
<td>D.V.M., University of Missouri-Columbia</td>
</tr>
<tr>
<td>Jacalyn Eberhart</td>
<td>Teacher of Health Services in Area Technical School</td>
<td>A.A.S., Eastern Iowa Community College B.S.N., University of Dubuque M.S.N., University of Missouri-St. Louis Coursework Central Missouri State University Lindenwood University University of Missouri-St. Louis</td>
</tr>
<tr>
<td>Rebecca Ellison</td>
<td>Associate Professor of Speech &amp; Drama</td>
<td>B.S., Southern Illinois University-Carbondale M.A., Indiana University Coursework University of Missouri-St. Louis</td>
</tr>
<tr>
<td>Carolyn Elphingstone</td>
<td>Division Chair of Social Science</td>
<td>B.S., Southern Illinois University-Edwardsville M.A.T., Webster University Coursework Southeast Missouri State University University of Illinois at Urbana-Champaign</td>
</tr>
<tr>
<td>Linda Endebrock</td>
<td>Assistant Professor of Computer Aided Drafting &amp; Design, Architectural Option</td>
<td>B.E.D., University of Kansas B.Arch., University of Kansas Registered Architect, State of Missouri Coursework University of Central Missouri</td>
</tr>
<tr>
<td>Lauren Ermel</td>
<td>Instructor of English</td>
<td>B.A., University of California-Santa Barbara M.A., Montclair State University Coursework University of Florida</td>
</tr>
<tr>
<td>Gabrielle Everett</td>
<td>Associate Professor of History</td>
<td>B.A., Lyon College M.A., Arkansas State University S.C.C.T., Arkansas State University Coursework University of Mississippi</td>
</tr>
<tr>
<td>Anna Fabatz-Emerick</td>
<td>Director of Student Housing</td>
<td>B.S., Montana State University-Northern</td>
</tr>
<tr>
<td>Samantha Fay</td>
<td>Instructor of Mathematics</td>
<td>B.S., University of Illinois at Urbana-Champaign M.A., University of Central Arkansas</td>
</tr>
<tr>
<td>Barbara Flesh</td>
<td>Director of Student Support Services</td>
<td>M.S., Missouri Baptist University</td>
</tr>
<tr>
<td>Kimberleigh Foster</td>
<td>Biology/Chemistry Lab Instructor</td>
<td>B.S., Southeast Missouri State University M.N.S., Southeast Missouri State University</td>
</tr>
<tr>
<td>Julie Fraser</td>
<td>Director of Admissions &amp; Financial Aid</td>
<td>B.S., Iowa State University M.S., Iowa State University</td>
</tr>
<tr>
<td>Sandra Frey</td>
<td>Director of Teaching &amp; Learning</td>
<td>B.S.Ed., University of Missouri-Columbia M.Ed., University of Missouri-St. Louis Coursework University of Missouri-St. Louis</td>
</tr>
<tr>
<td>Jerry Greenstreet</td>
<td>Director of Buildings &amp; Grounds</td>
<td>Coursework Northeast Missouri State University-Kirkville</td>
</tr>
<tr>
<td>Christopher Grewe</td>
<td>Assistant Professor of Business Management</td>
<td>A.A., Jefferson College B.S.B.A., University of Missouri-St. Louis M.B.A., Missouri Baptist University M.S.Ed., Missouri Baptist University Coursework St. Louis Community College-Forest Park</td>
</tr>
<tr>
<td>Ryan Groeneman</td>
<td>Professor of Chemistry</td>
<td>Ph.D., University of Missouri-Columbia</td>
</tr>
<tr>
<td>Julia Clark Hampton</td>
<td>Dean of Student Services</td>
<td>B.A., School of the Ozarks M.S.Ed., Southern Illinois University-Edwardsville Ed.D., St. Louis University</td>
</tr>
<tr>
<td>Richard H. Hardin, Jr.</td>
<td>Controller</td>
<td>B.S., Southeast Missouri State University CPA</td>
</tr>
</tbody>
</table>
Kimberly Harvey  
Registrar  
A.A., St. Louis Community College-Meramec  
B.S., Southern Illinois University-Carbondale  
M.B.A., Southern Illinois University-Carbondale  
Coursework  
University of Missouri-St. Louis  
University of Nebraska-Lincoln

B. Ray Henry  
President Emeritus  
B.A., Southeast Missouri State University  
M.A., University of Missouri-Columbia  
Ed.D., University of Missouri-Columbia

Bryan Herrick  
Director of Business & Community Development  
B.S., Southwest Missouri State University  
M.Ed., University of Missouri-Columbia

Karla Herrington  
Instructor of Level I Nursing  
B.S.N., Webster University  
M.S.N., Webster University

Debbie Higginbotham  
Director of Payroll Services  
A.A., Jefferson College  
B.S., Maryville College

Elizabeth Hollander  
Professor of History  
B.A., University of Denver  
M.A., Columbia University  
Diploma, London School of Economics  
Coursework  
University of Wyoming

Scott Holzer  
Professor of History  
M.A., University of Mississippi  
Ph.D., University of Mississippi

Linda Hoppe  
Associate Professor of Math  
B.A., Webster University  
M.A.T., Webster University  
M.S., Southern Illinois University-Edwardsville  
Coursework  
St. Louis University

Ron Hovis  
Associate Professor of Applied Communications in Area Technical School  
M.A., University of Missouri-St. Louis

Tracy James  
Director of Telecommunications & Network Management  
A.A.S., Computer Information Systems, Jefferson College  
A.A.S., Electronics, Jefferson College

Kathy Johnston  
Director of Advising & Retention Services  
B.S., Missouri Baptist University  
M.S., Missouri Baptist University  
M.A., Southern Illinois University-Edwardsville

Mulavana Johny  
Associate Professor of Math  
B.S., University of Kerala, Kerala, India  
M.S., University of Kerala, Kerala, India  
Certificate of Specialization-Web Development  
St. Louis Community College  
Coursework  
Converse College  
Missouri Baptist University

Amy Kausler  
Professor of Psychology  
A.A., Jefferson College  
B.A., St. Louis University  
M.A., University of Missouri-St. Louis  
Ph.D., University of Missouri-St. Louis

Terry Kite  
Assistant Professor of Teacher Education  
A.A., Jefferson College  
B.S.Ed., Central Methodist University  
M.Ed., University of Missouri-St. Louis  
Coursework  
Lincoln University  
Lindenwood University  
Southeast Baptist University  
University of Missouri-St. Louis

Carol Kline  
Executive Director of Development  
B.A., Webster University

Constance Kubcar  
Associate Professor of Mathematics  
B.S.Ed., University of Missouri-St. Louis  
M.A., St. Louis University  
Coursework  
Central Missouri State University  
Converse College  
St. Louis University  
University of Nebraska-Lincoln

Jim Kuchar  
Webmaster  
A.A.S., St. Louis Community College  
B.A., Concordia University  
M.Ed., University of Missouri-Columbia

Kathy Kuhlmann  
Director of Financial Records  
B.S., University of Missouri-St. Louis  
CPA

Joseph E. Lange  
Director of Research & Planning  
B.S.Ed., University of Missouri-Columbia  
M.Ed., University of Missouri-Columbia  
Ed.D., Highland University

Shanie Latham  
Instructor of English  
B.A., University of Houston-Clear Lake  
M.E.A., Southern Illinois University-Carbondale  
Coursework  
University of Houston

Dedric Lee  
Assistant Professor of Political Science  
A.A.S., Jones County Junior College  
B.S., The University of Southern Mississippi  
M.A., History, Arkansas State University  
M.A., Political Science, Arkansas State University

Betty Linneman  
Director of Learning Services  
B.S., University of Missouri-St. Louis  
Coursework  
St. Louis Community College  
University of Missouri-St. Louis

Mike Logan  
Professor of Computer Information Systems  
B.S., Illinois State University  
M.Ed., University of Missouri-St. Louis

Patricia Loomis  
Professor of English and Director of Honors Program  
B.A., University of Missouri-Columbia  
M.A., University of Missouri-Columbia  
Coursework  
St. Louis University  
University of Missouri-Columbia

Dena McCaffrey  
Director of Jefferson College – Arnold & Northwest  
B.S., Fontbonne University  
M.B.A., St. Louis University  
Coursework  
St. Louis University

Charles McClain  
President Emeritus  
B.A., Southwest Missouri State University  
M.A., University of Missouri-Columbia  
Ed.D., University of Missouri-Columbia
Matthew A. McCready  
Professor of Instrumental Music  
B.M.E., Ohio State University  
M.Mus., University of Michigan  
D.Mus., Indiana University

Patricia McDaniel  
Associate Professor of Biology  
B.S., Southeast Missouri State University  
M.S., Southeast Missouri State University  
Ph.D., St. Louis University

David McNair  
Assistant Professor of Computer Information Systems  
B.A., Wichita State University  
M.M., Wichita State University  
M.Ed. Instructional Technology-American Intercontinental University  
Coursework  
St. Louis Community College  
The Metropolitan Community College

Beverly Meyers  
Professor of Mathematics  
Certificate, St. Louis Community College  
A.A.S., St. Louis Community College  
B.A., University of Missouri-St. Louis  
M.Ed., University of Missouri-St. Louis  
M.A.T., Webster University  
Coursework  
Fontbonne College  
Harris-Stowe  
Washington University

Leah Miley  
Professor of Level I Nursing  
B.S.N., Union College  
M.S.N., University of Missouri-Kansas City  
Coursework  
Southeast Missouri State University  
University of Missouri-St. Louis

Tuni Miller  
Coordinator of Level II Nursing  
Assistant Professor  
B.S., Minnesota State University, Mankato  
M.S., Illinois State University  
M.S.N., Winona State University

Dora Mitchell  
Professor of Biology  
A.A., Mineral Area College  
B.S., Southwest Missouri State University  
M.S., Southwest Missouri State University  
Coursework  
University of Missouri-St. Louis

Dana Ann Nevois  
Director of Veterinary Technology  
A.A., Jefferson College  
A.A.S., Jefferson College  
B.S., Missouri Baptist University  
M.B.A., Missouri Baptist University  
Coursework  
Central Missouri State University

Nicholas M. Nihira  
Instructor of Art  
B.F.A., Columbus College of Art and Design  
M.F.A., Washington University-St. Louis

Chuck Nitsch  
Instructor of Building Trades in  
Area Technical School  
A.A.S., St. Louis Community College  
Coursework  
Southeast Missouri State University

Sheba Nitsch  
Associate Professor of Applied Communications/English in Area Technical School  
B.S.Ed., Southeast Missouri State University  
M.A., Southeast Missouri State University  
Coursework  
Central Missouri State University

Mary Beth Ottinger  
Division Chair of Business & Technical Education  
M.Ed., University of Missouri-St. Louis  
Ph.D., University of Missouri-St. Louis

Natalie Palmer  
Instructor of Level II Nursing  
A.S.N., Barnes-Jewish College  
B.S.N., Barnes-Jewish College

Bryan Peters  
Instructor of English  
B.A., Murray State University  
M.A., University of Tennessee-Knoxville

John Pleimann  
Professor of English  
B.A., University of Missouri-St. Louis  
M.A., University of Missouri-St. Louis  
M.F.A., University of Missouri-St. Louis  
Coursework  
Southern Illinois University-Edwardsville

Vincent Range  
Teacher of Applied Mathematics in  
Area Technical School  
B.A.Ed., Harris-Stowe State University  
M.A.T., Math, Webster University

Tamela Reaves  
Assistant Professor of Teacher Education  
M.S., Southwest Baptist University

Carleen Roberts  
Veterinary Technology Lab Assistant  
A.A.S., Jefferson College  
Coursework  
University of Central Missouri

Wesley L. Robertson, IV  
Professor of Speech and Drama  
B.A., Oklahoma State University  
M.A., Oklahoma State University

Robert Rodden  
Instructor of Metal Fabrication in  
Area Technical School  
Certificate, Welding, Jefferson College  
A.A.S., Jefferson College

Skyler Ross  
Division Chair of Math & Science  
B.S., The University of Maine  
M.A., The University of Maine  
Coursework  
Converse College  
Missouri Baptist University  
University of Missouri-St. Louis

Cindy Rossi  
Professor of Business Management  
M.B.A., Fontbonne College  
Ph.D., Saint Louis University  
Coursework  
Central Missouri State University  
Lindendwood University  
St. Louis University  
University of Missouri-Columbia  
University of Missouri-St. Louis

Diane Scanga  
Director of Law Enforcement Academy  
A.A.S., St. Louis Community College  
B.A., Columbia College  
M.B.A., University of Phoenix  
Coursework  
F.B.I. Academy-Quantico, VA  
University of Missouri-St. Louis  
University of Virginia

Fern Schuessler  
Assistant Professor of Level I Nursing  
B.S.N., Southern Illinois University  
M.S.N., University of Missouri-St. Louis
Thomas Schuessler  
Professor of Physical Science  
B.S., Washington University  
M.A.T., Webster University  
Coursework  
Webster University  
  
Melinda Selsor  
Dean of Arts and Science Education/Chief Academic Officer  
B.S.Ed., University of Missouri-St. Louis  
M.S., University of Missouri-Columbia  
M.A., University of Missouri-Columbia  
M.E., University of Missouri-Columbia  
M.A., University of Miami  
  
Imran Shah  
Instructor of Mathematics  
B.S.Ed., Hogeschool van Utrecht, Netherlands  
M.S.Ed., Hogeschool van Utrecht, Netherlands  
  
Maryann Shrader  
Associate Professor of Level I Nursing  
M.S.N., University of Missouri-Kansas City  
Coursework  
DePaul School of Nursing  
St. Louis University  
  
Gregory Simos  
Teacher of Computer Information Systems in Area Technical School  
B.S., St. Louis University  
  
Mark Smreker  
Manager of Web Development  
B.S., Missouri Western State College  
M.S., The University of Texas at Austin  
  
Michele Soest  
Assistant Professor of Level I Nursing  
B.S.N., St. Louis University  
M.S.N., University of Wisconsin-Madison  
APRN,BC, American Nurses Credentialing Center  
Coursework  
Jefferson College  
Southeast Missouri State University  
University of Missouri-St. Louis  
  
Marialana Speidel  
Instructor of Biology  
A.A., Jefferson College  
B.S., University of Missouri-St. Louis  
M.S., University of Missouri-St. Louis  
  
Andrea St. John  
Professor of English  
A.B., University of Missouri-Columbia  
M.A., University of Missouri-Columbia  
M.A., The Johns Hopkins University  
Ph.D., University of Miami  
  
Douglas Stotler  
Director of Athletics  
B.A., Maryville University  
M.S., Southern Illinois University-Edwardsville  
  
Tom Struchhoff  
Station Manager  
B.F., University of Missouri-Columbia  
  
Roy Stueve  
Associate Professor of Heating, Refrigeration, and Air Conditioning Technology  
A.A.S., Jefferson College  
A.A., Jefferson College  
B.S., National-Louis University  
M.S., National-Louis University  
  
Susan Todd  
Professor of English  
B.A., St. Louis University  
M.A., University of Missouri-St. Louis  
Coursework  
Indiana Wesleyan University  
Jefferson College  
University of Missouri-Columbia  
University of Missouri-St. Louis  
  
Rick Turley  
Director of Library Services  
B.F.A., Maryville University  
M.A., University of Missouri-Columbia  
  
Allan Wamsley  
Director of Instructional Support & Academic Computing  
B.S., Culver-Stockton College  
M.Ed., University of Missouri-Columbia  
  
James L. Watson  
Professor of Economics  
B.A., University of Illinois  
M.A., University of Missouri-Columbia  
  
Tasha Welsh  
Director of Human Resources  
A.A., Jefferson College  
B.A., University of Missouri-St. Louis  
M.B.A., Missouri Baptist University  
  
Wesley Whitfield  
Instructor of Chemistry  
M.S., Florida State University  
  
Lisa Wolfe  
Director of Library Services  
B.F.A., Maryville University  
M.A., University of Missouri-Columbia  
  
Alvin Zierenberg  
Instructor of Welding  
Coursework  
University of Central Missouri  
  
Andrea St. John  
Professor of English  
A.B., University of Missouri-Columbia  
M.A., University of Missouri-Columbia  
M.A., The Johns Hopkins University  
Ph.D., University of Miami  
  
Douglas Stotler  
Director of Athletics  
B.A., Maryville University  
M.S., Southern Illinois University-Edwardsville  
  
Tom Struchhoff  
Station Manager  
B.F., University of Missouri-Columbia  
  
Roy Stueve  
Associate Professor of Heating, Refrigeration, and Air Conditioning Technology  
A.A.S., Jefferson College  
A.A., Jefferson College  
B.S., National-Louis University  
M.S., National-Louis University  
  
Susan Todd  
Professor of English  
B.A., St. Louis University  
M.A., University of Missouri-St. Louis  
Coursework  
Indiana Wesleyan University  
Jefferson College  
University of Missouri-Columbia  
University of Missouri-St. Louis  
  
Rick Turley  
Director of Library Services  
B.F.A., Maryville University  
M.A., University of Missouri-Columbia  
  
Allan Wamsley  
Director of Instructional Support & Academic Computing  
B.S., Culver-Stockton College  
M.Ed., University of Missouri-Columbia  
  
James L. Watson  
Professor of Economics  
B.A., University of Illinois  
M.A., University of Missouri-Columbia  
  
Tasha Welsh  
Director of Human Resources  
A.A., Jefferson College  
B.A., University of Missouri-St. Louis  
M.B.A., Missouri Baptist University  
  
Wesley Whitfield  
Instructor of Chemistry  
M.S., Florida State University  
  
Lisa Wolfe  
Director of Library Services  
B.F.A., Maryville University  
M.A., University of Missouri-Columbia  
  
Alvin Zierenberg  
Instructor of Welding  
Coursework  
University of Central Missouri
Where is Jefferson College located?

HILLSBORO  (1000 Viking Drive)

**Directions from I-270:**
Tesson Ferry (Highway 21) (Exit 2) south approximately 23 miles (toward Hillsboro) to campus on right. Turn right on Hayden Road & then left on Jefferson College Drive. The college will be on the right within one quarter mile.

**OR from I-55:**
Take Exit 175 at Festus & go west on Highway A for approximately 11 miles. Travel through the intersection at Highway 21 to Jefferson College Drive and turn right. The College will be on the left within one quarter mile.

NORTHWEST  (5684 State Road PP)

**Directions from I-270:**
Take I-55 south to Hwy 141 (exit 191). Right on Hwy 141 to second stoplight (Astra Way). Left at Astra Way to stop sign. Go across Missouri State Road onto the campus of the Jefferson County Library and the Arnold Recreation Center. Follow the winding road past the Library and Recreation Center, continuing to the right past the stop sign, around to the College at the top of the hill.

IMPERIAL  (4500 Jeffco Boulevard)

**Directions from I-55:**
Take the Richardson Road/Vogel Road exit and travel east to the intersection of Jeffco Blvd. Turn right (south) and Jefferson College Imperial will be on your left within 1.2 miles.
Facilities – Hillsboro Campus

The Library-Administration Building offers classrooms, offices, and computer labs. In the original two-story portion of the building are the Library, Learning Center, Testing Center, Disability Support Services, the 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 & Technical Education Building contains 75,246 square feet of classrooms, offices, and laboratories. Equipment representing the latest advancements in technology is available to students.

The sprawling Career & Technical Education Building contains 75,246 square feet of classrooms, offices, and laboratories. Equipment representing the latest advancements in technology is available to students.

The Field House complex provides facilities for physical education and 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 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 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.

Arts and Sciences II includes the Writing Lab, the Instructional Support Center, a microcomputer laboratory, a greenhouse, JCTV studios, general purpose classrooms, faculty offices, and a student lounge.

When students attend classes, their second home is the Student Center. From registration to Commencement, Student Services provides educational information and guidance on everything from financial aid to career choices. The main floor is the “one-stop shop” for student needs. The cafeteria provides great food and refreshments, a giant screen TV, wireless Internet, and plenty of room for socializing. The cafeteria is located on Level I with the Viking Room and the College Bookstore. The top floor of the building is occupied by the Advising and Retention Center, Student Activities, and Student Support Services. Student Senate also has an office on the top floor.

Many of the high school students enrolled in the Area Technical School at the College attend classes in the Area Technical School building. The Area Technical School building, completed in the summer of 1999, consists of 32,709 square feet on two levels and includes classrooms, laboratories, and offices for several technical programs available to area high school students enrolled through 11 public high schools in Jefferson College’s service area.
Dean’s Office
First Floor Room 129B
Ms. Linda Bigelow
Dean of Learning Resources
(636) 797-3000 / 942-3000,
Extension 162
Division Chairs’ Offices

First Floor
Room 110
(636) 797-3000 / 942-3000

Shirley Dubman
Communication/Arts
Extension 333

Carolyn Elphingstone
Social Science
Extension 351

Skyler Ross
Math and Science
Extension 337

---

Arts & Sciences I (ASI)

First Floor

Classroom 102
Classroom 104
Classroom 106
Division Chairs’ Offices
110A
110B
110C
Smart Classroom 112

Lecture Hall 2
117
Lecture Hall 3
119
Lecture Hall 1 (Little Theatre)
113
Smart Classroom
115
Storage
111

Concession

West Entrance

Office
110

Shirley Dubman
Communication/Arts
Extension 333

Carolyn Elphingstone
Social Science
Extension 351

Skyler Ross
Math and Science
Extension 337

Second Floor

Biology & Botany Laboratory 210
Biology & Zoology Laboratory 212
Microbiology Anatomy Physiology Laboratory 214
Physics Laboratory 216
Analytical Chemistry Laboratory 218

Animal Lab 208
Autocave Rm 209

Office 202

Animal Lab
206

Office 206A

Office 206B

Office 220

Mech. Room

Computerized Physics Laboratory 231

Office Complex 231A

Physics Store Room 239A

Store Room 239B

Biology Lab 227

Office 239D

Revised 2.10

Storm Safe Area Shaded

○ Dot Indicates Fire Extinguisher
Jefferson College - Arnold is located at the intersection of Highway 141 and Astra Way.
Jefferson College Northwest is located at 5684 State Road PP in High Ridge, Missouri, at the intersection of Highway 30 and PP, approximately 9 miles from St. Louis. Call (636) 797-3000 / 942-3000, Extension 532, for more information about Jefferson College Northwest.

Jefferson College Imperial is located at 4500 Jeffco Blvd. near Imperial, Missouri, approximately 5 miles south of St. Louis County. Call (636) 797-3000 / 942-3000, Extension 597, for more information about Jefferson College Imperial.
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:

| STARS HELP DESK |
|-----------------|-----------------|
| Call (636) 797-3000, extension 234 | Help Desk Hours |
| Prompt 1: E-mail assistance | Monday - Thursday: 8:00 a.m. - 9:00 p.m. |
| Prompt 2: Login problems, WebCT, or other issues | Friday: 8:00 a.m. - 4:00 p.m. |
| (Security Question required to assist with login problems) | Saturday (when College is open): 9:00 a.m. - 5:00 p.m. |

<table>
<thead>
<tr>
<th>WINDOWS</th>
<th>MACINTOSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefox 3.0.5</td>
<td>Internet Explorer 5.1</td>
</tr>
<tr>
<td>Internet Explorer 5.5 SP2 or Better</td>
<td>Netscape 4.79</td>
</tr>
<tr>
<td>Netscape Navigator 4.79; 6.2.3; or 7.0</td>
<td></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.
COL 101 — Introduction to College:
Strategies for Success

When entering a new situation, it is common to feel confused, frustrated, even overwhelmed.
First-year college students face many challenges. To help make your transition to Jefferson College more successful,
we offer COL 101, Introduction to College: Strategies for Success.

The purpose of this course is to help students acquire academic skills,
understand expectations and behaviors, and navigate the processes and
procedures of Jefferson College. The course will specifically address:

* Orientation to College
* Adjusting to College Life
* Academic Skills
* Jefferson College Resources
* College/Workplace Issues

It is the mission of Jefferson College to aid students in the accomplishment of their goals. This class is but one initiative to do just that.

Your success is our goal!

COL 101 is required for all degree or certificate seeking students at Jefferson College.

HONORS PROGRAM
A TRADITION OF EXCELLENCE

THE PROGRAM:
* An alternative general education curriculum
* Interesting and challenging courses
* Greater opportunity for interaction with highly motivated students
* Stress on active learning and creative exchange

THE STUDENTS:
* Over 1,500 students enrolled in honors courses since 1988
* 302 Honors Program graduates – 163 Honors diplomas,
  139 Honors certificates as of Spring 2009
* All Honors Program graduates maintained a 3.3 GPA or higher;
  48 graduates with a perfect 4.0

THE FACULTY:
* Six Phi Theta Kappa Alumni Teachers of the Year
* Four Governor’s Awards for Excellence in Teaching

For more information, call Trish Loomis at
(636) 797-3000, ext. 349
Jefferson College

LAW ENFORCEMENT ACADEMY

The only academy in Missouri offering an Associate Degree

THE JEFFERSON COLLEGE LAW ENFORCEMENT ACADEMY
is changing to meet the needs of law enforcement agencies across the state. Begin your future career in law enforcement now!

NEW AND IMPROVED!

HIGHLIGHTS of the day class academy:
- 1,000 hours of P.O.S.T. approved training
- 2 semesters - start in August - finish by May
- Class A Certificate from Missouri P.O.S.T
- Completion Certificate from the Academy
- Specialized training certifications awarded
- Earn an Associate of Applied Science Degree

The Academy staff and College faculty work directly with all law enforcement agencies in Jefferson County to provide you with the most up-to-date curriculum available.

CONSIDER...

...Are you interested in a day class or night class academy?
...Is an associate degree your goal?
...Are you looking for an educational path leading to a degree in Criminal Justice?

YOU CAN SUCCEED AT JEFFERSON COLLEGE!

Day class academy starts fall semester
Night class academy starts spring semester

CALL THE ACADEMY TODAY
for an application (636) 797-3000 / 942-3000
Anita Nobles at extension 425, Diane Scanga at extension 420

Discover Your Future at Jefferson College - Your Success Is Our Top Priority!
Have you ever thought about becoming a teacher?

- Yes
- No

If your answer is Yes, then start the journey to your own classroom at Jefferson College by earning the Associate of Arts in Teaching (AAT) degree!

Are you considering teaching any of the following?

- Pre-school
- Kindergarten
- Elementary school
- Middle school
- High school
- Special education

Then, the AAT at Jefferson College is the place for you!

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 Jefferson College Hillsboro, Jefferson College Arnold, and Jefferson College Northwest.

For more information about the Associate of Arts in Teaching degree, contact 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.

Questions? Contact Dr. Michael Booker at (636) 797-3000, ext. 312, Lynn Hoff at (636) 797-3000, ext. 302, or Holly Lincoln at (636) 797-3000, ext. 230.
Why Live on Campus?

Outdoor BBQ Picnic Pavilion

2 & 4 Bed Floorplans & Fully Equipped Modern Kitchen

Plus!

Clubhouse with Big Screen TV,
Free High-Speed Internet Connection,
Sand Volleyball & Basketball Courts

Friends Right Next Door & One Minute Walk to Class!

Fully-Furnished Common Area & All Private Bedrooms

Jefferson College Viking Woods Apartments
806 Mel Carnahan Dr.
Hillsboro, MO 63050
(636) 797-2968
www.jeffco.edu

Contact the Viking Woods Staff At: vikingwoods@jeffco.edu or (636) 797-2968
TEXTBOOKS

YOUR WAY

PICK UP IN-STORE OR SHIP TO YOUR DOOR!

Shop Jefferson College Bookstore website
www.jeffersoncollege.bkstr.com

- Have first pick of our selection of used books.
  - used saves up to 25% over the price of new.
- Search for books by course number.
- Easy returns in-store.
- Great selection of Jefferson College apparel and gifts!
- Browse our general reading book department and receive 30% off bestsellers every day.

Jefferson College Bookstore
Student Center • Phone: (636)797-3000 x251

follett.com
ONLINE. ON CAMPUS.
• All AA degree required courses are available online
• Affordable!
• VERY flexible hours to fit almost any schedule
• Transferable to a 4-year college
• A broad selection of courses available
• Combine online and on-campus courses
• Meet all general education requirements online for AAS (Career & Technical Education) degrees

Earn an Associate of Arts Degree ONLINE!

Call for Details (636)797-3000 ext. 237

www.jeffco.edu
Complete Your Bachelor’s Degree Without Leaving Jefferson County

Missouri Baptist University

in partnership with Jefferson College

UNDERGRADUATE PROGRAMS IN
• Administration of Justice
• Business Administration
• Behavioral Science
• Early Childhood and Elementary Education
• Applied Management
• A major in Psychology requires two courses to be completed on the main campus

• Five 8-week terms per year
• Classes meet one night a week
• Complete your degree in two years by attending full-time
• Year Round Registration
• Financial Aid and Faculty Advising Available
• Many courses available online

GRADUATE PROGRAMS
• Master of Science in Education
  • Counseling
  • Classroom Teaching
• Educational Administration (30 hours)
  • Master of Business Administration

New Educational Specialist Degree in Superintendency
(30 hours)

www.mobap.edu
e-mail: jc@mobap.edu

(636) 797-3000 • 942-3000 • For more information, call extension 242 or 214.
The Advising & Retention Center (ARC) facilitates student success by providing a safety net for students, faculty, and staff. The ARC offers academic advising services, services to help improve student success, and job search assistance.

What the ARC can do for students:
- Provide academic advising at all Jefferson College sites
- Establish academic and career goals
- Provide academic and personal support, career counseling, and transfer assistance
- Coordinate job search opportunities
- Provide referrals to campus and community resources
- Assist students to change their majors or advisors
- Monitor academic progress
- Provide workshops in areas such as: note-taking, test taking strategies, and study skills
- Provide immediate help-line assistance through telephone and on-line hotline

Look on STARS for the following programs:

Coming to all locations!

Strategies for Test Taking
CARZ: Commuter Appreciation and Recognition Zone
Transfer Workshops
Stress Busters!
Employer Visits
Study Skills: Short Cuts to Smart Studying
C-Base Prep (education majors)

"Storm the Dorms!"

For more information, or to set up an appointment with an advisor, call the ARC at 636-797-3000, ext. 209.
Jefferson College

Our Mission Is
Quality Education

✓ Student-Centered
✓ Comprehensive
✓ Accessible

Discover Your Future at Jefferson College!