



## **2004-2005**

### ***Catalog and Student Handbook***

#### **Accreditations**

Jefferson State is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404/679-4501) to award the Associate Degree.

The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006; Telephone number 212/363-5555, ext. 153, FAX 212/812-0390.

The Clinical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631-3415; Telephone number 773/714-8880, FAX 773/714-8886, e-mail NAACLS@mcs.net.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Funeral Service Education Program is accredited by the American Board of Funeral Service Education, Inc., 38 Florida Avenue, Portland, ME 04103, Telephone number 207/878-6530.

The Culinary Apprenticeship Program is accredited by The American Culinary Federation Accrediting Commission.

The Construction Management Technology Option of the Building Science Technology Program is accredited by the American Council for Construction Education (ACCE).

Jefferson State Community College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the Associate Degrees in Accounting, Business Management, Finance Administration, Office Administration Technology, and Business transfer Programs.

[www.jeffstateonline.com](http://www.jeffstateonline.com)

Volume XXVI No. 1

Published annually by Jefferson State Community College  
Third class postage paid at Birmingham, Alabama.

## Frequently Called Numbers

### Jefferson Campus - Center Point

**Pinson Valley Parkway at 2601 Carson Road  
Birmingham, Alabama 35215-3098  
(205) 853-1200**

Academic Areas	Phone	FAX
Transfer/General Studies Division		
Associate Dean's Office	856-6007	856-7798
Business/Information Systems Department	856-7864	856-7981
Communications Department	856-8585	856-7828
Liberal Arts Department	856-6037	856-6085
Mathematics/Engineering/ Physical Sciences Department	856-7864	856-7981
<b>Center for Health and Biological Sciences</b>		
Dean's Office	856-8521	
Biology Department	856-7790	856-8552
Nursing Department	856-7940	856-7725
Physical Education Department	856-7880	856-8535
<b>Programs of Study</b>		
Biomedical Equipment Tech	856-7940	856-7725
Clinical Laboratory Tech	856-7940	856-7725
Physical Therapist Assistant	520-5991	520-5992
Radiologic Technology	856-7940	856-7725
<b>Center for Professional, Career, &amp; Technical Education</b>		
Dean's Office	856-7701	856-8572
<b>Programs of Study</b>		
Banking and Finance	856-7848	856-8518
Building Science Technology	856-7848	856-8518
Call Center	856-7848	856-8518
Child Development	856-7848	856-8518
Criminal Justice-Law Enforcement	856-7848	856-8518
Fire Science	856-7848	856-8518
Funeral Services Education	856-7848	856-8518
Hospitality Management/Culinary Apprenticeship Program	856-7848	856-8518
Interior Design, Retail/Marketing	856-7848	856-8518
Landscape Technology	856-7848	856-8518
Manufacturing and Technology	856-7848	856-8518
Radio & TV Broadcasting	856-7848	856-8518
<b>ACT Center</b>	856-7896	856-8532
<b>ADA Office</b>	856-6077	856-7993
<b>Advising Center</b>	856-7775	856-6070
<b>Birmingham Educational Technology Center</b>	856-8526	856-8501
Learning Success Center	856-7952	856-8501
One Stop Center	856-7922	856-6033
Adult Education/GED Preparation	856-7945	856-8501
<b>Business Office</b>	856-7779	856-7781
<b>Campus Tours</b>	856-6063	856-6070
<b>College, Community &amp; Corporate Education</b>		
Continuing Education	856-7710	856-7782
Director's Office	856-7728	856-7782
Customized Training	856-7728	856-7782
Community Outreach	856-7728	856-7782
Local Government Institute	856-7728	856-7782
Training for Business & Industry (TBI)	856-6056	856-7782
WorkKeys Service Center	856-7728	856-7782

### Enrollment Services

Admissions and Records	856-7704	856-6070
Financial Aid	856-6062	856-7926

### Facilities Coordinator

856-7783 856-7782

### International Students

856-7920 856-6070

### Learning Resource Center

856-8524 856-8512

### New Options

856-7718 856-7992

### Pioneer Bookstore

856-8578 856-8555

### Student Government Association

856-6063 856-6070

### Student Support Services

856-6084 856-8513

### Testing and Assessment

856-7896 856-8532

### Weekend Office

856-7952 856-6070

### Shelby Campus

**4600 Valleydale Road  
Birmingham, Alabama 35242  
(205) 520-5900  
(205) 520-5903 FAX**

### Academic Areas

Associate Dean's Office	520-5952	520-5981
Business/Information Systems Department	520-5980	520-5981
Communications Department	520-5980	520-5981
Liberal Arts Department	520-5999	520-5979
Mathematics/Engineering/ Physical Sciences Department	520-5999	520-5979

### Center for Health and Biological Sciences

Dean's Office	856-8521	
Biology Department	520-5980	520-5981

### Enrollment/Business Services

520-5902 520-5906

### Learning Resource Center

520-5930 520-5906

### Pioneer Bookstore II

520-5925 520-5906

### Additional Locations

**Western Center**  
Hueytown High School  
131 Dabbs Avenue  
Hueytown, AL 35023  
(205) 497-6153

**Warrior Center**  
300 Montgomery Street  
Warrior, AL 35180-1544  
(205) 647-1473  
(205) 647-9058 FAX

**St. Clair Center**  
2603 Moody Parkway  
Moody, AL 35004  
(205) 640-2080  
(205) 640-2085 FAX

**Pell City Center**  
Pell City High School  
1300 Cogswell Ave. W  
Pell City, AL 35125

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### **Program and Catalog Changes**

The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and Jefferson State.

Jefferson State reserves the right to change any provision listed in this catalog without furnishing actual notice to individual students. Information on any changes will be available in the offices of the president and the vice president. Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements.

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## **Calendar 2004-2005**

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### **Fall Term 2004**

August 16-17 .....	Jefferson Campus Registration
August 18 .....	Shelby Campus/ St. Clair Registration
August 20 .....	Classes Begin
August 20 .....	Schedule Adjustment
August 21 .....	Saturday Classes Begin
August 23-25.....	Schedule Adjustment
September 6.....	Labor Day Holiday
September 9 .....	Last Day to Withdraw with Partial Refund
November 11 .....	Veterans' Day Holiday
November 13 .....	Last Day to Receive Automatic W
November 22-24 .....	Professional Development
November 25-27 .....	Thanksgiving Holidays
December 11 .....	Saturday Classes - Final Exams
December 13-17 .....	Final Exams

### **Spring Term 2005**

January 4.....	Jefferson Campus Registration
January 5.....	Shelby Campus/St. Clair Registration
January 7 .....	Classes Begin
January 8.....	Saturday Classes Begin
January 7, 10-11 .....	Schedule Adjustment
January 17 .....	Martin Luther King, Jr./Robert E. Lee Holiday
January 27 .....	Last Day to Withdraw with Partial Refund
March 21-26 .....	Spring Holiday
April 2.....	Last Day to Receive Automatic W
April 29.....	Friday Classes - Final Exams
April 30 .....	Saturday Classes - Final Exams
May 2-5 .....	Final Exams
May 6 .....	Graduation

### **Summer Term 2005**

May 10 .....	May Mini - Term Registration
May 11 .....	May Mini - Term Classes Begin
May 18.....	May Mini - Term Finals
May 23.....	Jefferson Campus Registration
May 24.....	Shelby Campus/St. Clair Registration
May 25 .....	Classes Begin
May 25-26 .....	Schedule Adjustment
May 28.....	Saturday Classes Begin
June 14 .....	Last Day to Withdraw with Partial Refund
July 4 .....	Independence Day Holiday
July 23.....	Last Day to Receive Automatic W
August 6 .....	Saturday Classes - Final Exams
August 3-5.....	Final Exams

### **College Closed**

September 6.....	Labor Day Holiday
November 11 .....	Veterans' Day Holiday
November 25-27 .....	Thanksgiving Holidays
December 23-29, 31 .....	Christmas Holidays
January 17 .....	Martin Luther King, Jr./Robert E. Lee Holiday
March 24-27 .....	Spring Break
May 30 .....	Memorial Day
July 4 .....	Independence Day Holiday

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## **Members of The Alabama State Board of Education**

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Jefferson State Community College is a part of the  
Alabama College System under the control of  
The State Board of Education.

**Governor Bob Riley, President  
Dr. Roy Johnson, Chancellor**

### District 1

Mr. Randy McKinney  
P. O. Box 2999  
Gulf Shores, AL 36547 (251) 967-2166

### District 2

Mrs. Betty Peters  
3507 Huntington Place  
Dothan, AL 36303 (334) 793-6303

### District 3

Mrs. Stephanie Bell  
3218 Lancaster Lane  
Montgomery, AL 36106 (334) 272-2777

### District 4

Dr. Ethel H. Hall  
Vice-President  
7125 Westmoreland Drive  
Fairfield, AL 35064 (205) 923-6093

### District 5

Dr. Ella B. Bell  
2634 Airwood Drive  
Montgomery, AL 36108 (334) 834-2811

### District 6

Mr. David Byers  
2 Metroplex Drive  
Suite 111  
Birmingham, AL 35209 (205) 263-2400

### District 7

Mrs. Sandra Ray  
2008 University Blvd.  
Tuscaloosa, AL 35401 (205) 758-7777

### District 8

Dr. Mary Jane Caylor  
P. O. Box 18903  
Huntsville, AL 35804 (256) 489-0541

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## ***Vision***

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The vision of Jefferson State Community College is to be recognized as the most effective community college in the state of Alabama by providing individuals with knowledge and skills needed to function in a technologically demanding society.

In a period of significant and rapid change, we intend to put the learner's needs first by being responsive and innovative, as well as being a catalyst for lifelong learning through the use of a variety of delivery systems.

## ***Statement of Philosophy and Purpose***

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Jefferson State Community College, as a comprehensive, public, two-year, community college, exists to provide an educational environment in which the needs of the individual student, the community, and other target audiences can be met. Within this educational environment, Jefferson State endeavors to make collegiate education accessible to all who seek it and in a manner consistent with the vision, mission, goals, and objectives of the Alabama College System.

The college is dedicated to offering programs and activities which reflect those characteristics that help define an educated person. These characteristics include a level of general education that enables the individual to understand his or her culture and environment; the development of skills in analysis, communication, quantification, and synthesis necessary for further growth as a lifelong learner and a productive member of society; the identification of a system of personal values based on accepted ethics that lead to civic and social responsibility; and the attainment of skills that enhance the development of leisure activities and a healthful lifestyle. These characteristics are attained not only through organized courses and programs, but also through the intellectual and social climate of the college and through a variety of social, cultural, civic and other educational activities that are offered based on the needs of the community.

The following purposes stemming from this philosophy, are stated by the college as commitments to fulfilling the overall role of the institution:

The college is committed to providing accessible educational and workforce development programs through which students may obtain the skills and knowledge necessary to pursue their life's work and to become educated members of society. Students may select an option from among:

- University parallel degree programs that prepare students to transfer to a college or university as a junior.
- Career and professional degree programs that integrate general and career-specific education and prepare students for immediate employment.
- Certificate and non-credit certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs requiring skilled employees.

- Dual enrollment programs that allow qualified high school students to earn credits for a high school diploma and/or a postsecondary degree.
- Distance learning programs and classes that promote accessibility through new technologies.

The college is committed to providing the services and environment necessary to assist its students in achieving their educational goals and enhancing their social and physical development. These include:

- Student academic, developmental, and support services that assist all students in achieving their goals.
- Administrative services that support students, faculty, and staff.
- An environment that is conducive to learning.

The college is committed to acting as a leader in building connections beyond the campus and in fostering partnerships which are inspired by common goals. In addition to offering college facilities and resources to the community, the college accepts the responsibility for providing:

- Activities that promote community, social and civic well-being.
- Courses and other activities that promote economic well-being and growth through workforce training and retraining.
- Opportunities that expand cultural experiences.
- Financial resources to enhance existing and future college programs.

In all of these efforts Jefferson State is committed to providing:

- Maintenance of achievement standards consistent with accredited collegiate institutions.
- A system of technical assessments and certifications that meet the needs of business and industry.
- Accessible programs that are offered at reasonable costs.
- The establishment of partnerships with other schools, universities, businesses, and the community at large.
- Continual improvement through on-going evaluation and advocacy of innovation in teaching and learning.
- Student academic, developmental, and support services that assist all students in achieving their goals.
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## ***History of the College***

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Jefferson State Community College has provided countless opportunities for the greater Birmingham area for over 35 years. Our tradition of quality education and cutting-edge technology training continues today.

Jefferson State Community College is one of twelve junior colleges authorized by the State Legislature, Act 93, on May 3, 1963. The Southern Association of Colleges and Schools fully accredited the College on December 14, 1968.

The original site of 110 acres was the generous donation of three public spirited citizens: the late Mr. H.Y. Carson gave seventy acres; and the Redstone Land Development Company, in which Mr. John B. Bethune and the late Mr. Harvey DeRamus were partners, gave forty acres. Through the assistance of interested citizens and the State Board of Education, Jefferson State was able to acquire an additional 124 acres. Mr. and Mrs. Eugene Fitzgerald donated an additional forty acres to be used for scholarships for worthy students when the proceeds are made available.

The State Board of Education on August 3, 1964, named Dr. Leroy Brown as the first president of the College; he assumed his official duties on October 16, 1964. Dr. George L. Layton succeeded Dr. Brown in June 1971, and remained president until November 1979. Dr. Judy M. Merritt began her duties as president of the College on December 3, 1979.

On February 23, 1989, by resolution of the State Board of Education, the name of the college was changed to Jefferson State Community College. The formal designation reflects Jefferson State's commitment to offering an integration of academic and career programs.

## ***Buildings and Facilities***

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### ***Jefferson Campus***

The Jefferson Campus of Jefferson State is comprised of thirteen buildings. The buildings and the functions they contain are:

The **George C. Wallace Building** contains administrative offices, the Business Office, the Computer Center, Call Center, and classrooms for general education.

The **Carson Science Center** is two connected buildings:

- The **H. Y. Carson Building** contains classrooms and laboratories for physics, chemistry, biology and mathematics.
- The **Ruby K. Carson Building** contains a theatre, classrooms and laboratories for chemistry, biology, business, engineering, computer science, and office information systems.

The **James B. Allen Library** is a Learning Resources Center for students, faculty, staff and the community. It is a media center furnishing bibliographies, books, journals, newspapers, microforms, films, audio and videocassette and other audiovisual materials.

- The **Learning Resources Center** houses reading, study and lecture rooms, a print shop, computer and viewing laboratories, and projection and workroom areas.
- Enrollment Services, including the areas of financial aid, admissions and records, international students, and veterans affairs, is housed in Allen Library.

**Bethune-DeRamus Hall** contains classrooms for instruction in English, social science, and general education. It also contains faculty offices and facilities for the Phi Theta Kappa Honors Program.

**Lurleen B. Wallace Hall** contains facilities for Testing and Assessment, Learning Success Center, ACT Center, Tech Prep, One-Stop Career Center, Birmingham Educational Technology Center, GED preparation classes, and special activities classes. It also contains the Art Department and offices for the art faculty.

The **Jefferson State Manufacturing Center** contains a portion of the college's Workforce Development initiative, and the Alabama Technology Network-Birmingham. There are administrative offices, classrooms, laboratories, and training facilities for both credit and non-credit programs, as well as professional development, and business/industry training.

The **Leroy Brown Health, Physical Education and Recreation Building** contains two gymnasiums, a heated swimming pool, and an indoor track. These and other facilities in this building are available for instructional program intercollegiate, intramural, and recreational activities.

The **George L. Layton Nursing Education Building** contains learning laboratories, classrooms, and offices especially designed for nursing education and allied health programs. Areas for biomedical equipment and mass communications instruction, the radio station WJSR, 91.1 FM, as well as the Telecourse Center are in this building. It also contains the Music Department and the music faculty offices, as well as the photography lab and photography classes.

The **Harold C. Martin Career Education Building** contains a portion of the many career education programs operated at the college. There are laboratories for funeral service education, landscape technology and building science. There is a greenhouse especially designed for teaching horticulture.

The **Agriculture Science Center**, located behind the Harold Martin Career Education Building, has three greenhouses, a head house, a lath house and office space. The Center has facilities for instruction in landscape technology and houses the college's mailroom.

**Community College Park** provides playing facilities for baseball, softball, tennis, track, golf, archery, soccer and other outdoor sports. Also featured are pavilions, a walking trail and a wooded park area for recreation.

The **Maintenance Building** contains Central Receiving and Operations and Maintenance, which consists of a carpenter shop and an electrical shop.

**Birmingham Fire Station No. 28**, owned and operated by the City of Birmingham, is built on campus land leased from the State Board of Education.

The **Fitzgerald Student Center** is the community center of the college for students, faculty, administrators, alumni and guests. The Center houses the President's Office, Pioneer Bookstore, Campus Ministries, Student Government Association, Student Support Services, New Options Center, ADA Accommodations Office, Upward Bound, Recruiting, and laboratories for hospitality management.

The **Campus Police and Visitors' Information Center** houses all activities related to the safety and security of the campus community. The Center, located near the main campus entrance, is operational twenty-four hours a day, seven days a week.

### ***Shelby Campus***

The Shelby Campus is a permanent facility to meet the needs of those living in the southern portion of the Jefferson State Community College service area. This Shelby Campus serves more than 3,000 students and has two buildings.

The **Richard M. Scrusby Hall** is a 64,000 square foot multi-purpose building that opened in September 2000. In addition to classrooms and laboratories for Jefferson State's Physical Therapist Assistant and Nursing Programs, this building includes seventeen other classrooms, science laboratories, computer laboratories, Pioneer Bookstore II, and faculty and administrative offices. Student Support, Campus Police, and Business Services are also available in the building. A large meeting room, which has a seating capacity of approximately 150, and a smaller seminar room may be utilized by the College or community groups. The Learning Resources Center is also available to students, staff, and the community. The Learning Resources Center houses the campus Library which has an online public access catalog listing the holdings of both campus libraries. Open student computer labs with Internet access, Alabama Virtual Library and Plato computer based tutorial support are housed in the Learning Resources Center. The facility has state of the art desktop videoconferencing equipment which links students with tutors and advisors on the Jefferson Campus. The Shelby Campus Learning Resources Center also facilitates placement testing and viewing stations for telecourses and distance learning.

The other building on the campus is a 20,000 square-foot, multi-purpose classroom building that includes additional instructional space for academic classes as well as for workforce development and continuing education classes. Additional offices are also included in this building.

## ***Jefferson State Foundation***

The Jefferson State Foundation, Inc. was chartered under the laws of the State of Alabama on November 10, 1972, as a non-profit, educational corporation to encourage, receive, and administer gifts for the exclusive benefit of Jefferson State, its students, and its staff.

The purpose of the foundation is to provide financial and other support for the College and its activities beyond that which can be obtained through normal tax support. Because of the constantly increasing limitations on normal sources of revenue, the College will take a more aggressive stance in seeking private donor support to maintain present standards and to help the College achieve an even higher standard of excellence.

The foundation receives such gifts as cash, securities, leases, literary and artistic collections, real and personal property, wills and bequests, and deferred gifts, such as insurance policies. Contributions to the foundation are exempt from federal income tax. Persons interested in contributing to the Jefferson State Foundation should write or telephone the President's Office at the College.

## ***Campus Policies***

### ***Statement of Academic Freedom***

Jefferson State subscribes to the following principles:

- Instructors are free to conduct independent research and to publish the results so long as the activities do not interfere with their assigned duties; however, research for pecuniary gain should not be undertaken without an understanding with the vice president.
- In the classroom, instructors have full freedom to discuss their subjects. They should not introduce into their teaching irrelevant controversial matter. Within this limitation, the College protects the rights of both the students and instructors to a "free search for truth and its exposition."
- The College respects the rights and privileges of instructors as citizens, but believes that their positions impose special obligations. Hence, instructors are free from institutional censorship or discipline when they speak, write, or act as citizens; however, they should always remember that the public may judge the College by their words and behavior, and should therefore be accurate, exercise restraint, respect the opinions of others, and make it clear that they are not spokespersons for the institution.

### ***Statement of Equal Opportunity***

Jefferson State has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder, to the end that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied

the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Jefferson State to be in accordance with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

It is the official policy of the Alabama State Department of Postsecondary Education, including postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

### ***Americans with Disabilities Act of 1990***

Jefferson State complies with the provisions of the Americans with Disabilities Act, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

Title II of the Americans With Disabilities Act states, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

The College will provide reasonable accommodations for documented disabilities. To initiate a request for accommodations, employees should contact their supervisors and students must obtain and complete a Student Special Accommodations Request (Form #1). These forms are available in the ADA Accommodations Office. Upon completion of Form #1, students must contact the ADA Accommodations Office, Fitzgerald Student Center 305, for an appointment and further instructions relative to requesting accommodations. The ADA Accommodations Office staff will accept the completed forms, interview all students requesting accommodation, and review all documentation. The ADA Accommodations Office staff will make a decision on the validity of the request for accommodations.

### ***Harassment***

It is the policy of Jefferson State Community College that employees and students be provided a workplace and academic atmosphere free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. In addition, any such harassment is prohibited by state and federal laws, which may subject Jefferson State Community College and/or the individual harasser to liability for any such unlawful conduct. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any divi-

sion or department by any employee, student, agent or non-employee on college property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the college community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at Jefferson State Community College or any of the other institutions that comprise the Alabama College System.

A nondiscriminatory environment is essential to the mission of Jefferson State Community College and the Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. Jefferson State Community College will take all steps necessary to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be subject to discipline, up to and including termination, as appropriate to the severity of the offense.

Employees and students of Jefferson State Community College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professionally functioning institution and to guarantee equal educational opportunities for all students.

For the purposes of this policy, harassment includes, but is not necessarily limited to:

Slurs, jokes or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

1. Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and



4. Other: making or threatening reprisals as a result of a negative response to harassment.

Harassment of employees or students by nonemployees is a violation of this policy. Any employee who becomes aware of any such harassment shall report the incident(s) to his or her supervisor, Legal Services, or an appropriate college official. In response to every complaint, Jefferson State Community College will take prompt investigatory actions, and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature that interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational opportunities;
- B. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Employees of Jefferson State Community College should be aware that no employee has the authority to grant or deny promotions, or to force any change in an employee's job status based on sexual favors.

Any employee or student who becomes aware of any such harassment shall report the incident(s) to his or her supervisor, Legal Services, instructor or an appropriate college official. In response to every complaint, Jefferson State Community College will take prompt investigatory actions, and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.

The employees of Jefferson State Community College determine the ethical and moral tone of this institution through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks

that involve or cast the appearance of partiality, preferential treatment, or the improper use of position shall be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship, who shall be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to report the incident(s) to his or her supervisor, Legal Services, instructor or an appropriate college official. In response to every complaint, Jefferson State Community College will take prompt investigatory actions, and corrective and preventative actions where necessary. An employee or student who brings such a complaint to the attention of Jefferson State Community College in good faith will not be adversely affected as a result of reporting the harassment.

### **Definition of Sexual Harassment**

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consensual or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for favors will affect a term, condition or privilege of employment or a student's academic status;

3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following:
  - A. Comments of a sexual nature;
  - B. Sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
7. Touching, patting, pinching, hugging, or brushing against another's body;
8. Commentary of a sexual nature about an individual's body or clothing;
9. Remarks about sexual activity or speculations about previous sexual experience(s);
10. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not; or
11. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

### **Rehabilitation Act of 1973**

Jefferson State offers equal opportunity in its employment, admissions and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973.

### **Complaint Resolution**

The following Complaint Resolution Procedures provide a mechanism for redressing both written and verbal allegations of sexual harassment and other types of unlawful discrimination at Jefferson State Community College. The College's complaint resolution procedures are composed of two steps:

1. Informal Resolution
2. Hearing

Processing of a complaint of discrimination shall begin with Informal Resolution. When complaints of discrimination are not resolved at the Informal Step, however, the complaint will be further processed at the Hearing Step. These procedures do not preclude anyone from filing a complaint of discrimination, at any stage during the internal process, with an external agency.

A full investigation shall be conducted on all written and verbal complaints received directly from the individual who believes that he or she has been subjected to discrimination. This investigation will afford the accused a full opportunity to respond to the allegations and will provide both the complainant and the accused the opportunity to present any witnesses. The College shall have the discretion of determining the level of investigation that will be conducted in cases where it has learned about alleged discriminatory activity in the absence of a written or verbal complaint from the alleged victim. The level of investigation will be determined by the president, appropriate administrator, and Legal Services.

All college employees are expected to cooperate with college officials who are given the responsibility of investigating complaints of discrimination, which includes sexual harassment. In addition, members of the college community, particularly those in supervisory positions, must immediately report any knowledge of incidents of discrimination, particularly sexual harassment, to the president, appropriate administrator, or Legal Services.

The president, appropriate administrator, and where appropriate, the vice chancellor for Legal and Human Resources, must be kept informed regarding the progress and results of investigations conducted at the Informal Resolution Step and the Hearing Step. The appropriate administrator and/or the president shall have the discretion to appoint at least one or more additional persons to assist with investigations, as needed.

### **Informal Resolution**

Resolving a complaint internally, without holding a formal hearing is the essence of the informal resolution process. This step consists of two components: (1) Investigation, and (2) Resolution. The investigation of a complaint of discrimination may include, but is not limited to:

1. Conferring with the complainant, the accused, supervisors and deans of the accused, other co-workers, and students;
2. Examining relevant documents, correspondence, and other materials;
3. Interviewing other pertinent individuals, which may include individuals external to the college.

Investigations at the informal step are conducted by Legal Services, and others as assigned by the appropriate administrator and/or the president.

Attempts to resolve a complaint of discrimination may occur at any point during the investigation period, as authorized by the president. The president has the discretion to seek legal counsel in attempts to resolve complaints of discrimination.

### **Hearing**

The Hearing is the second step in the college's attempt to address and resolve complaints of discrimination. The Hearing Step must be preceded by the Informal Resolution Step. The Hearing Step consists of six components:

1. Additional investigation, if needed;
2. Selection of hearing panel;
3. Review of reports and other documents obtained from the Informal Resolution Step;
4. A formal hearing;
5. Report of findings;
6. Decision.

During the formal hearing, individuals may be placed under oath and their testimony may be recorded either by a professional court reporter or tape recorder. The hearing will be held on the college's campus and will be closed to the cam-

pus community, as well as to the public. A three-member hearing panel shall be appointed by the president to conduct the hearing. The panel shall consist of the appropriate administrator and two other members. The appropriate administrator shall serve as the presiding hearing officer; the president, however, shall have the discretion to appoint an outside party to serve as the hearing officer. The president or her designee shall preside over any hearing that involves an administrator.

## **Procedures for Reporting Complaints**

### **Informal Resolution Step**

1. Any member of the college community who believes that he or she has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Pregnancy Discrimination Act, Title IX of the Educational Amendments of 1972, Americans with Disabilities Act (ADA), or under section 504 of the Rehabilitation Act of 1973, may bring the matter to the attention of any academic or administrative officer, dean, associate dean, director, supervisor, or advisor. When a written or verbal complaint has been reported to any of these individuals, the recipient of the complaint will immediately forward the complaint to Legal Services. Complaints involving students (student against student), may be forwarded to the director of Admissions, Advising and Records or to the responsible party, to be handled according to usual and customary student discipline procedures, as outlined in the *Catalog and Student Handbook*.

The director of Admissions, Advising and Records or the responsible party shall forward a copy of all complaints of discrimination involving students and a copy of the final disposition to Legal Services to be kept in a confidential file.

Note: Students working under the College Federal Workstudy Program are not considered employees of Jefferson State, and therefore, should adhere to usual and customary student discipline procedures as outlined in the *Catalog and Student Handbook*.

2. The complainant should present the complaint as promptly as possible after the alleged discrimination occurs. The complainant should submit a written statement of all allegations. The complaint must state the name, address and telephone number of the complainant, if known; the nature, date and description of the violation(s); the relief requested for corrective action; what, if any, losses were suffered; and any background information the complainant believes would be helpful. The complaint should be signed and dated by the complainant. Legal Services will immediately notify the appropriate dean, the president, and the vice chancellor for Legal and Human Resources, of the complaint.
3. All complaints, both written and verbal, will be investigated by the appropriate person(s) immediately upon receipt, or immediately upon the college having obtained knowledge of the complaint.
4. It is the intent of college policy and the Alabama State

Board of Education policy, to resolve complaints of discrimination as quickly as possible. Except in extraordinary cases, informal complaints will be investigated and resolved within forty-five (45) business days of the date of actual receipt of said complaint by Legal Services. The date of receipt of a written complaint begins on the date that the complaint is actually filed with Legal Services. The date of receipt of a verbal complaint is the actual date that the Legal Services obtained knowledge of the complaint.

5. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. However, confidentiality cannot be absolutely guaranteed. Confidentiality of both the complainant and the accused will be honored to such extent, as it does not compromise the College's commitment to investigate allegations of discrimination. Complaints will be handled on a "need to know" basis with a view toward protecting the interests of both parties. Information resulting from the investigation should be discussed only with those individuals with a legitimate need to know.
6. The investigation record shall consist of statements from the complainant, the accused, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint.
7. Results of the findings of the investigation will be reported to the complainant, the accused, appropriate administrator, and the president. After careful review of the investigation's findings, the president, appropriate administrator, and Legal Services shall determine an appropriate response action.
8. If the complaint is found to be valid, appropriate disciplinary actions may be taken immediately against the accused by the president.
9. The complainant and the accused will be notified of the results of the Informal Resolution via certified mail, hand delivery, or other suitable means. A copy of the results will become part of the investigation record.
10. If the results of the investigation and informal resolution of the complaint are not accepted by the complainant and he or she desires further action, then the complainant may proceed to the hearing step. To do so, the complainant must file, with Legal Services, Complaint Resolution-Form A. This form must be completed in its entirety and returned to Legal Services within ten (10) calendar days of the date of notification of informal resolution. If the complainant does not proceed to the hearing step, then he or she will be deemed to have accepted the results of the investigation and informal resolution.
11. The complainant has the right to proceed with or to withdraw from the informal complaint procedure once it has begun. To withdraw a complaint, the complainant must submit a written statement requesting to withdraw the complaint. The request must be submitted to the president with a copy to Legal Services. If the complainant decides to terminate the informal process by withdrawing the complaint, it will not necessarily preclude further investigation by the college.

12. Appropriate disciplinary actions may be taken against individuals who file malicious charges. A failure to substantiate a charge of discrimination does not automatically constitute a malicious charge. Repeated filings of frivolous complaints may be considered a malicious action.

### **Hearing Step**

1. If the complaint cannot be resolved by Informal Resolution, the complainant may proceed to the Hearing Step by filing Complaint Resolution-Form A, with Legal Services within ten (10) calendar days of the date of notification of the informal resolution. The complainant has the right to proceed with or to withdraw from the procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation, which were not known to the complainant or to the institution when the initial complaint was filed.

All participants involved in the formal hearing process shall maintain confidentiality to the greatest extent possible. Any additional investigation required during this stage shall be conducted by Legal Services and any others as assigned by the president.

2. Legal Services' role during the Hearing Step will be to:
- Receive and distribute (via certified mail hand delivery, or other suitable means) Complaint Resolution-Form A to the president, vice chancellor for Legal and Human Resources, Hearing Panel, and the accused;
  - Assist with any additional investigation that may be required;
  - Maintain permanent records relevant to the hearing;
  - Notify all witnesses to appear at the hearing;
  - Coordinate the hearing activities;
  - Secure a court reporter;
  - Assist the president in distributing, as appropriate, Complaint Resolution-Form B; and
  - Other duties as assigned by the president.
3. The complainant, as well as the accused, shall be permitted to have an attorney present during the hearing. Attorneys representing either party, however, shall not be allowed to participate directly in the hearing, but may offer advice to their respective clients.
4. The Hearing Step shall include the following, and all parties shall adhere to the time constraints as set forth:
- The complainant must file the original and two copies of Complaint Resolution-Form A with Legal Services. The alleged violation(s) must be clearly and specifically stated (complainant is advised to keep a copy of all forms used for his or her files.)
  - Legal Services will immediately notify the president, vice chancellor of Legal and Human Resources, and the appropriate administrator of receipt of Complaint Resolution-Form A. The appropriate administrator will immediately notify the accused in writing of receipt of Complaint Resolution-Form A.

- The hearing panel will have thirty (30) working days following date of receipt of Complaint Resolution-Form A, to conduct any additional investigation, study the complainant's allegations, hold a formal hearing, and make a written report of findings to the complainant. Complaint Resolution-Form A must be used for the report. Copies of Complaint Resolution-Form A (Report) must be provided to Legal Services and the president. A copy of the report must be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
  - The complainant may appeal the hearing panel's report by filing, within fifteen (15) calendar days following receipt of the report, with the president and Legal Services a written notice of appeal using Complaint Resolution Appeal-Form B. The complainant must state clearly and specifically on Form B the objections to the findings and/or decision of the hearing panel. Copies of Form B must be provided to the president and Legal Services. If the complainant fails to file a notice of appeal by 5:00 p.m. on the fifteenth calendar day following receipt of the hearing panel's report, the right to further appeal will be forfeited.
  - The president will have thirty (30) calendar days following date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations, the report of the hearing panel, and to make a written report of findings to the complainant. Form B must be used for the report. Copies of Form B must be provided to Legal Services and to the chancellor. A copy of the report of findings must be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
  - Complainant may appeal the president's report by filing, within fifteen (15) calendar days following receipt of report, with the president and Legal Services a written notice of appeal using Complaint Resolution Appeal-Form C. The complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the president. Copies of Form C must be provided to Legal Services and to the chancellor. If the complainant fails to file a notice of appeal by 5:00 p.m. on the fifteenth calendar day following receipt of the president's report, the right to further appeal will be forfeited. Grievances involving alleged Title IX violations may be appealed beyond the institutional level to the chancellor of Postsecondary Education. The College shall inform the chancellor of all complaints and decisions involving Title IX violations.
  - If the complainant appeals an institutional decision to the chancellor, the chancellor will have thirty (30) calendar days following the date of receipt of the notice of appeal to investigate and study the complainant's allegations and the report of the president, hold a formal hearing, and make a written report of findings to the complainant.
5. Complaints against students in the academic environment will be handled according to usual and customary student discipline procedures in effect at the institution.

6. It is the intent of State Board of Education policy and Jefferson State Community College to provide for prompt and thorough investigation of all complaints. The time limits set forth within the guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.

### **Retaliation**

Retaliation against a student or employee for bringing a complaint of discrimination is prohibited. Such action shall be regarded as a separate and distinct cause for complaint. Retaliation is itself a violation of Alabama State Board of Education policy and may be grounds for disciplinary action.

### **Remedial Action**

Based on the findings of the hearing panel and the decision of the president of the institution and of the chancellor, appropriate disciplinary action will be imposed.

Note: If the last day for filing a notice of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until 5:00 p.m. the first working day following the fifteenth calendar day to file.

(Refer to Policies 601.04 and 620.01, Alabama College System Policy Manual)

### **AIDS Policy**

Jefferson State Community College recognizes the critical nature of the Acquired Immune Deficiency Syndrome (AIDS) as it affects the health of all populations. To that end the college has developed the following policy and procedures in the event that this disease should strike members of the college community.

#### **Policy:**

1. Students or employees infected by AIDS or who are HIV positive will not be excluded or dismissed from enrollment or employment, nor shall they be restricted in their access to services or facilities except in the event that a conscientious decision based on professional medical judgment is made to protect the welfare of the individual and the welfare of other members of the college community.
2. Jefferson State will make decisions regarding AIDS on a case-by-case assessment after consultation with appropriate medical and legal advisors.
3. The college will inform its constituencies of the disease, including its symptoms, known means of transmission, and precautions for avoidance of contracting the disease in keeping with its mission as a community college.
4. The college encourages students and employees who know or have reason to believe that they have AIDS, or are HIV positive to inform the dean of instruction (if a student or faculty member), or the director of Legal Services/Human Resources (if a supportive or administrative employee) on a confidential basis, in order that the institution can assess the case in an appropriate and confidential manner.

5. Students and employees who know or have reason to believe that they have AIDS, or are HIV positive are expected to seek medical advice about their condition and to conduct themselves responsibly for the protection of other members of the college community.
6. This policy shall be reviewed periodically by the appropriate college personnel appointed by the president of the College.

#### **Procedures:**

1. Basic information about AIDS will be available to all students, faculty, and staff at the following locations:
  - A. Office of Student Development Services
  - B. Learning Resource Center
  - C. Legal Services/Human Resources
  - D. Shelby Campus Director's Office
  - F. Off-campus Site Coordinator's Office
2. The official college spokesperson to respond to inquiries from the press, elected officials or the general public shall be the president of the college or the president's designee.
3. Detection of AIDS case.
  - A. If a case of AIDS is detected in a duly enrolled student at the college, the dean of instruction and the director of nursing, in consultation with professional medical and legal advisors, shall make an assessment of the individual case and determine whether there is reason to exclude or restrict the individual from enrollment. Such information thus obtained shall not be disclosed except to report it to the president of the college for approval of the action taken.
  - B. If a case of AIDS is detected in a non-instructional college employee, the vice president and the director of Legal Services/Human Resources, in consultation with professional medical and legal advisors, shall make an assessment of the individual case and determine whether there is reason to exclude or restrict the individual from employment. Such information thus obtained shall not be disclosed except to report it to the president of the College for approval of the action taken.
  - C. If the college employee is a faculty member, the dean of instruction and the appropriate division chairperson, in consultation with professional medical and legal advisors, shall make an assessment of the individual case in the same manner outlined for other college employees. However, as required by law, information regarding confirmed cases of AIDS shall be disclosed to public health officials.

If the students, faculty members or other college employees so desire, they may have physicians or attorneys of their own preference consult with the above-named college officers and with physicians and attorneys selected by the college in the case assessments.

4. These procedures shall be reviewed periodically by the appropriate college personnel appointed by the president of the College.

## **Computer Crime Act**

The provisions of the Alabama Computer Crime Act are applicable at Jefferson State Community College. This act provides for criminal prosecution of any persons who knowingly, willingly and without authorization destroy or manipulate intellectual property. The act in its entirety is available in the office of Legal Services.

## **Policies and Procedures for Information Technology Resources and Systems**

Jefferson State Community College acknowledges that Information Technology (IT) resources and services are essential for support of the College's instructional and administrative service functions. Policies and procedures relating to the following aspects of Information Technology usage are published in the *Catalog and Student Handbook*: Information Technology Resources Allocation; Responsible Computing and Acceptable Use; Internet Use; email Use; and Telecommunications Facilities. (See pages 242-246 in the "Student Handbook" section of the *Catalog and Student Handbook*.)

## **Family Educational Rights and Privacy Act of 1974**

Jefferson State complies with the provisions of this Act, which relates to that section of Public Law 93-380 (H.R. 69) entitled "Protection of the Rights of Privacy of Parents and Students." This act in its entirety is available in the offices of the deans and Enrollment Services.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the director of Enrollment Services, division chair, dean of instruction or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the college official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college

decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure.

Jefferson State considers a student's name, dates of attendance, major field of study, participation in officially recognized activities and sports, degrees and awards received as public information and available for disclosure without a student's written consent. Jefferson State will also comply with requests for information in accordance with the Solomon Amendment. Additional information defined as directory inventory by FERPA may be released in accordance with state and federal requirements without a student's written consent.

Disclosure is permitted to representatives of Jefferson State with legitimate educational reasons to review a student's educational record. A school representative is a person employed by the college in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the Jefferson State Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school representative in performing his or her tasks.

Note: Students who do not want any public or directory information released to representatives independent of the college should complete a Non-Disclosure Information Form in Enrollment Services, on the Jefferson or Shelby Campus, or at the Western or St. Clair Center.

4. FERPA assigns rights to students once they reach eighteen years of age or enroll in a postsecondary institution. Included in these rights is the right to release information. A person, other than the student, requesting information on a student must submit written authorization from the student.
5. Students who feel that this policy has been applied unfairly to their situation have the right to appeal. Students should follow the grievance procedures as outlined in the *Catalog and Student Handbook*.

In the event the matter is not resolved, the student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Jefferson State Community College to comply with the requirements of FERPA. Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SE, Washington, DC 20202-4605; (202) 260-3887, FAX (202) 260-9001.

## **Recycling**

Jefferson State complies with Alabama Act No. 90-564, which requires agencies of state government to develop recycling programs for use by such agencies. Jefferson State recycles mixed paper, corrugated boxes, and cans in a program designed for all activities carried out in the day-to-day operation of the institution.

## **Student Right-to-Know and Campus Security Act of 1990**

The Student Right-to-Know and Campus Security Act required all postsecondary institutions that receive federal aid to disclose certain information, including the graduation and transfer rates for first-time college students who enroll in the fall term as full-time, degree or certificate-seeking students. Those rates for the 2000 cohort are published in the *2004-2005 Catalog and Student Handbook*.

Graduation and transfer-out rates for students who received athletically-related financial aid are published in the 2004 Athletic Media Guide. Each prospective student athlete is given a copy of the media guide and the completion rates, by sport, at the time they are being recruited. The Athletic Media Guide is also available to any potential or current student in the Athletic Office located in the Brown Health, Physical Education and Recreation Building.

Regarding campus crime statistics, the college publishes an annual disclosure report that is available in various college offices, including the Campus Police and Visitors' Information Center on the Jefferson Campus and the Campus director's office on the Shelby Campus. Additionally, the statistics specified in the Act are published annually in the *Catalog and Student Handbook*, which is also on the college's web site: <http://www.jeffstateonline.com>.

## **Drug and Alcohol Free Campus**

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Jefferson State Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226:

1. The College expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on our campus or during an activity officially approved by the college.
2. The College also expects its students and employees to be aware that such violations of law are subject to penalties including fines and imprisonment and that, when appropriate, the college will refer to the appropriate enforcement agency any employee or student who is in violation of such laws.
3. The College also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.
4. The College expects its students and employees to be aware that they may seek information about drug and alcohol abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting the director of Enrollment Services, Jefferson Campus (AL 101) or the director, Shelby Campus (RSH 106).
5. The College reserves the right to require employees and students who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college. The College also reserves the right to establish a program of early intervention in cases where employees are exhibiting behavior normally associated with alcohol or drug abuse.
6. Nothing in this policy may be construed in such a way as to deny any students or employees their rights to due process or any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

## ***Admissions Policies***

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### ***First-Time College Students***

Applicants who have not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be considered first-time college students or “native” students.

### ***Admission to Courses Creditable Toward an Associate Degree***

To be eligible for admission to courses creditable toward an associate degree, a first-time college student must meet one of the following criteria:

Applicants who hold The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or State accredited high school are eligible for admission. Applicants who hold a certificate or any other award issued in lieu of a diploma are ineligible for admission.

1. Applicants who hold a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school may be admitted upon presentation of a diploma indicating successful completion of courses of study on the secondary level. Applicants must also have a minimum ACT score of 16 or the equivalent score on the SAT.
2. Applicants who have attended a non-accredited high school may be admitted upon presentation of a diploma equivalent to The Alabama High School Diploma. Applicants must also have passed the Alabama Public High School Graduation Exam.
3. Applicants who hold the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school are eligible for admission. Applicants must also have a minimum ACT score of 16 or the equivalent score on the SAT.
4. Applicants with a disability(s) as defined by the Individuals and Disabilities Education Act, who have taken the Alabama High School Graduation Exam through the twelfth grade, have passed all except one subject-area test of the AHSGE, and have met all other graduation requirements are eligible for admission.
5. Applicants who hold a Certificate of High School Equivalency (GED Certificate) issued by Alabama or other state departments of education are eligible for admission.

Students who meet one of these criteria shall be classified as “Degree-Eligible” students. Jefferson State may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

### ***Admission to Courses Not Creditable Toward an Associate Degree***

Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided they meet the above standards or provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability to benefit.

These students shall be classified as “Non-Degree-Eligible” students and shall not be allowed to enroll in courses creditable toward an associate degree.

Jefferson State may establish higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability to benefit.

### ***Unconditional Admission of First-Time College Students***

For unconditional admission, applicants must have on file at the college a completed application for admission and at least one of the following:

1. An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school.
2. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and documentation of a minimum ACT score of 16 or the equivalent score on the SAT.
3. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination.
4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to The Alabama Occupational Diploma, or a diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT.
5. An official GED transcript.
6. All international high school/secondary school certificates must be submitted to an outside evaluation agency and then forwarded to Jefferson State. Only reports that determine equivalency to a U.S. high school graduation will be accepted for review. Contact the Jefferson State International Student Office for acceptable evaluation agencies, forms, and additional information.

An official transcript must be mailed from the sending institution directly to Jefferson State Community College. Transcripts delivered by students will not be considered official.



All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with §36-26-15.1. For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit.

### **Conditional Admission of First-Time College Students**

Applicants who have met admission requirements but do not have on file an official transcript from the high school attended, an official GED certificate, or proper test scores may be granted Conditional Admission. No student shall be allowed to enroll for a second term unless the college, prior to registration, has received all required admissions records for the second term. Conditionally admitted students are not eligible for Financial Aid.

If all required admissions records have not been received by the college prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read "Continued Enrollment Denied Pending Receipt of Admissions Records." This notation will be removed from the transcript only upon receipt of all required admissions records.

### **Transfer Students**

Applicants who have previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. The college may also require the transfer of student documents required of first-time college students. An official transcript must be mailed from the sending institution directly to Jefferson State Community College. Transcripts delivered by students will not be considered official.

Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as degree-eligible students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission, except upon appeal to the College Policies Appeals Committee.

### **Unconditional Admission of Transfer Students**

1. For Unconditional Admission, transfer students must have submitted to the college an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended.
2. Transfer students who attend another post-secondary institution and who seek to earn credits for transfer to that parent institution may be admitted to the college as transient students. The students must submit an application for admission and a transient letter from the insti-

tution they have been attending which certifies that the credit they earn at the college will be accepted as a part of their academic program. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions.

3. Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Note: If the student intends to obtain a degree from Jefferson State, transcripts from all institutions must be submitted for evaluation prior to graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts from those institutions must be submitted for evaluation prior to enrolling in those courses at Jefferson State. An official transcript must be mailed from the sending institution directly to Jefferson State. Transcripts delivered by students will not be considered official.

### **Conditional Admission of Transfer Students**

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted Conditional Admission. No transfer student shall be allowed to enroll for a second semester unless the college, prior to registration, has received all required admissions records for the second semester.

If the college, prior to issuance of first-semester grades, has not received all required admissions records, the grades will be reported on the transcript, but the transcript will read "Continued Enrollment Denied Pending Receipt of Admissions Records." This notation will be removed from the transcript only upon receipt of all required admissions records. Conditionally admitted students are not eligible for Financial Aid.

### **Initial Academic Status of Transfer Students**

1. Transfer students who have not submitted all required admissions records to the college prior to the issuance of first semester grades do not have an initial academic status and cannot be given one until all required admissions records have been received. The grade report and transcript will read "Status Undetermined." This status will be updated upon receipt of all required admissions records.
2. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
3. Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read "Admitted on Academic Probation."
4. Applicants who have been academically suspended from another regionally or Council on Occupational Education accredited post-secondary institution may be admitted as transfer students only after following the appeals process established for "native" students who have been academically suspended. If the transfer students are admitted upon appeal, they will enter Jefferson

State on Academic Probation. Their transcripts will read "Admitted Upon Appeal-Academic Probation."

5. Transfer students who are admitted on academic probation retain that status until they have attempted at least 12 credit hours at Jefferson State. If the cumulative GPA is below 1.5 after the semester in which 12 or more credit hours are attempted, the students are suspended. Their transcripts will read "Suspended-One Semester."

### **General Principles for Transfer Credit**

1. Transfer credit will be evaluated and recorded by the transcript credit coordinator in the Enrollment Services Office once all official transcripts are on file in Enrollment Services. Transfer credit for courses with a grade of "D" cannot be accurately determined until all official transcripts are on file and the cumulative grade point average has been calculated. Students should have all institutions attended forward an official transcript to Enrollment Services as quickly as possible to facilitate this process. Students will be notified in writing concerning the acceptability of their work.
2. Transfer credit will be awarded based on the following criteria.  
Coursework transferred or accepted for credit toward a program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own degree and certificate programs. A course completed at other regionally or Council on Occupational Education accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
4. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above the "D" grade will be accepted the same as for native students.
5. Courses included in the Approved Alabama General Studies Committee General Course Listing for which Jefferson State Community College does not have an equivalent course will be accepted as a core requirement for the appropriate core area in the General Education Core.
6. The transfer course must be 6 or more quarter hours or 4 semester hours to satisfy the requirements of a 4 semester hour course at Jefferson State; 4 or more quarter hours or 3 or more semester hours to satisfy the requirements of a 3 semester hour course at Jefferson State; 3 or more quarter hours or 2 semester hours to satisfy the requirements of a 2 semester hour course at Jefferson State; 2 or more quarter hours or 1 semester hour to satisfy the requirement of a 1 semester hour course at Jefferson State. Exceptions must be requested by the student and approved by the advisor, appropriate division chairpersons and the dean of instruction.
7. The criteria for awarding credit for work completed at

international colleges and universities is the same as for institutions within the United States. Students must obtain a catalog match evaluation report from Educational Credential Evaluators, Inc. (ECE), P.O. Box 514070, Milwaukee, WI 53203-3470. Applications are available in the International Student Office, Enrollment Services, and on the ECE web site at [www.ece.org](http://www.ece.org). To contact ECE for further information, call (414) 289-3400 or e-mail [eval@ece.org](mailto:eval@ece.org).

8. Credit may be awarded based on previous formal training. Examples include military training, Community College of the Air Force, Police Academy, and Fire Academy.

### **International Students - (F-1 Visa Holders)**

#### **Admissions Procedures**

All prospective international students must apply for admission to Jefferson State prior to the issuance of the Form I-20. The admissions process must be completed before enrolling in classes.

Admission to Jefferson State Community College requires each of the following to be presented:

1. A completed Jefferson State Community College application for admission. Contact the International Student Services Office, Jefferson State Community College, 2601 Carson Road, Birmingham, Alabama, 35215 to request an application packet.
  2. An official copy of the score on the Test of English as a Foreign Language (TOEFL) must be submitted to the International Student Services Office. A score of 500 or better is required for the written TOEFL exam. A score of 173 or better is required for the computerized TOEFL exam. Students may request that copies of their TOEFL scores be mailed directly to the College. Jefferson State's institutional TOEFL exam code is 1352. Exemption: Students from a country where English is the native\*\* language may be exempt from the TOEFL exam. Transfer students who have successfully completed ENG 101 or higher at a regionally accredited institution with a grade of C or above may also be exempt from the TOEFL requirement.
- \*\*Contact the International Student Services Office for the list of countries that are currently exempt from the TOEFL requirement, as set by the Alabama Department of Postsecondary Education.
3. The Jefferson State Affidavit of Financial Support form must be completed and submitted to the International Student Services Office with supporting documents. This Office will provide prospective international students with an Affidavit of Financial Support form with instructions upon request.
  4. All high school/secondary school certificates must be submitted to an outside evaluation agency and then forwarded to Jefferson State. Only reports that determine equivalency to a U.S. high school graduation will be accepted for review. Contact the Jefferson State International Student Services Office for acceptable evaluation agencies, forms, and additional information.

Applicants who have previously attended one or more U. S. colleges and/or universities other than Jefferson State will be considered transfer students and will be required to furnish official transcripts of all work attempted. Transfer students must request from the registrar of each college and/or university attended that an official transcript be sent directly to Jefferson State. In addition, a Transfer Clearance Form from U.S. colleges must be submitted. This form must be completed by the International Student Advisor at the most recent college or university attended.

### **Issuance of Form I-20**

The Form I-20 will be issued to the student only after all requirements above have been met and the student's file is complete in the International Student Services Office.

### **Math and English Placement Test**

Jefferson State requires a comprehensive assessment of students in math and English prior to enrollment in classes. Walk-in test dates are available for testing. Photo identification is required at the time of the test. See the current Jefferson State class schedule for more information.

### **Full-time Enrollment Required**

F-1 visa holders are generally required to be enrolled full-time (12 semester hours) each semester. See the International Student Services Office for a detailed discussion of status.

### **Insurance**

It is a requirement that all international students and their dependents be covered by adequate accident, life, and health insurance. This coverage must be maintained during all periods of enrollment. Students already covered under an existing insurance plan, whether foreign, local or out-of-state, may be required to purchase adequate insurance coverage. No refunds will be issued for health insurance. See the International Student Services Office for additional details regarding international student insurance requirements.

Due to the changing nature of international student admissions, prospective students should always check the College website for the most current rules and procedures required for admissions.

The College is authorized under federal law to enroll non-immigrant alien students.

### **Accelerated High School Program**

Jefferson State offers qualified high school juniors and seniors the chance to enroll in a special academic program. During the junior and senior years in high school, students may take courses that fulfill college requirements. Upon graduating from high school, the students may continue at Jefferson State or transfer the college credits to another post-secondary institution. Acceptance of transfer credit is a decision made by each individual college. An important point to

remember is that the content and teaching methodology of all classes will be at the college level.

Students are eligible for the Accelerated High School Program if they meet all the following criteria:

1. The student must have successfully completed the 10th grade.
2. The student must have completed any required high school prerequisites (for example: a student may not take English Composition until all required high school English courses have been completed).
3. An Accelerated High School Form must be completed each term, and the local principal and counselor must certify that the student has a minimum cumulative "B" average and recommend that the student be admitted to this program.

Students must have the completed Accelerated High School Form on file in Enrollment Services prior to registering for courses. All college credit completed at Jefferson State Community College prior to earning the high school diploma or GED is conditionally awarded. The student's transcript will read "Conditional Credit" until an official high school transcript showing the date of graduation has been received by Enrollment Services. Accelerated high school students are not eligible for financial aid.

Exceptions may be made to requirements 1 and 2 above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth.

### **Dual Enrollment**

On April 24, 1997, the Alabama State Board of Education authorized local boards of education to establish dual enrollment programs allowing qualified high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree. An important point to remember is that the content and teaching methodology of all classes will be at the college level. Enrolled students must pay normal tuition as required by Jefferson State Community College. Jefferson State has developed dual enrollment agreements with the local boards of education in its service area to make these opportunities available to qualified students.

Students are eligible for the Dual Enrollment Program if they meet all the following criteria:

1. The student must be in grade 10, 11, or 12.
2. A Dual Enrollment Certification Form must be completed each term, and the local principal and superintendent must certify that the student has a minimum cumulative "B" average and recommend that the student be admitted to this program. The Certification Form must indicate what course is to be taken at Jefferson State for that term.
3. Exceptions may be made for occupational/technical courses.

4. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.

Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education. Students must have the completed Dual Enrollment Certification Form on file in Enrollment Services prior to registering for courses. Acceptance of transfer credit is a decision made by each individual college. Dual enrollment students are not eligible for financial aid.

Exceptions may be made to requirements 1 and 2 above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth.

For additional information, contact 856-7704.

### ***Audit Students***

Auditors are students who register for credit courses on a non-credit basis. The college may require complete academic records for any applicant. In the absence of complete academic records, the college may accept as the basis of admission the information provided by the applicant on the regular application forms. Auditors will under no circumstances receive credits applicable to degree requirements. Tuition and fees for courses audited are the same as those for courses taken for credit. Students may not change from "Credit" to "Audit" or "Audit" to "Credit" after the Schedule Adjustment period.

For additional information, contact Jefferson State's Enrollment Services at (205) 856-6073.

### ***Admission Requirements for Allied Health Programs***

#### ***Program Requirements***

Since students who are enrolled in Nursing or Allied Health Programs have increased responsibilities due to their direct contact with patients in health care settings, certain additional standards for admission and progression through these curricula, as well as regular college admission and progression standards, are required. For a complete discussion of criteria for admission and progression through each of the programs offered, see the discussions on the following pages. Listed below are general requirements and standards that apply to all Nursing and Allied Health Programs in the Center for Health and Biological Sciences (NUR, RAD, CLT, PTA).

1. Admission to the college does not guarantee admission to Nursing and Allied Health Programs. Advisors are available to direct students toward studies or procedures that may improve eligibility for admission to a program.
2. Students must maintain an overall grade-point average of 2.00 (4.00 point scale) on all college work completed for admission to the NUR, RAD, CLT, and PTA programs. A grade point average of 2.50 on courses completed from the Nursing Education Program curriculum and on prerequisite general education courses in the Physical Therapist Assistant Program is also required for admission to these programs. Students must maintain a grade-point average of 2.00 (4.00 scale) on all college credit and on Jefferson State credit to maintain progress in these programs. Programs require at least a grade of "C" in each course in the prescribed curriculum.
3. Since students have direct contact with patients and other health care workers in affiliated health care agencies, they are expected to have and maintain a satisfactory level of health, which includes freedom from chemical dependency and communicable diseases. Students must also be able to fully participate in the approved program of classroom studies and campus and clinical laboratory learning experiences and responsibilities. Nursing and Allied Health Programs require proof of a satisfactory level of health, and prior to or following admission, may request that the student demonstrate physical abilities to perform campus or clinical laboratory procedures or skills safely, effectively and without potential endangerment to the student, faculty, patients, or other health care workers. If a student's level of health is unsatisfactory, or if the student is unable to demonstrate physical abilities to perform campus or clinical laboratory procedures or skills safely, effectively, and without potential endangerment, the student may be denied admission or progression in a division program. The Center for Health and Biological Sciences and their programs will make final determinations regarding an applicant's eligibility for participation in program activities. Information on technical performance standards for Nursing and Allied Health Programs is outlined in the program discussions in the next section.
4. Certain dress codes, insurance requirements, and codes of conduct must be met by students in Nursing and Allied Health Programs. These requirements will be explained to students upon entry into a specific program.
5. Due to the limited number of spaces available within Nursing and Allied Health courses and in clinical areas at affiliated health care agencies, programs reserve the right to give registration preference to students in regular progression. Students who withdraw from a program or whose progression through a curriculum is interrupted are considered to be "out of progression". These students must reapply to have eligibility for readmission evaluated. Any changes in the program's curriculum, policies, or procedures will be applicable if the student is readmitted. Readmission of out of progression students is not guaranteed. Alterations in the sequence of a curriculum for students who are out of progression or are in regular progression must be approved by the program in which the student is enrolled.
6. Students in Nursing and Allied Health Programs are required to participate in off-campus clinical experiences at affiliated health care agencies. Students must provide their own transportation to clinical sites and, when required, pay associated housing costs.

7. During clinical experiences in affiliated health care agencies students must abide by the same regulations and policies as employees of those agencies. These regulations and policies, which include requirements for pre-clinical and/or random drug and alcohol screening, are in addition to those of Jefferson State and its individual programs of study.

### **Progression Requirements**

In order to successfully complete Nursing or Allied Health Programs, the student must fulfill all of the following requirements:

1. Progress through all required general education courses in the program curriculum, including prerequisites and corequisites, in a sequence approved by program faculty.
2. Progress through all required major courses, including prerequisites and corequisites, in a sequence specified by program faculty.
3. Attain grades of "C" or above in each of the required major and general education courses in the curriculum without repeated withdrawals, audits, or failures.
4. Maintain a grade-point average of 2.00 or above (4.00 scale) on all college credit and on Jefferson State credit.
5. Refrain from conduct that violates the College's Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol Free Campus Policy.
6. Refrain from conduct that violates policies of the appropriate licensing or credentialing body and that which leads to a major breach in safety, confidentiality, legality, or accountability.
7. Maintain current health and student liability insurance.
8. Submit required medical forms by the required date.
9. Maintain a satisfactory level of health, including freedom from chemical dependency.

Students whose progress through the Nursing or Allied Health Programs is temporarily interrupted for any reason are "out of progression." In order to be considered for readmission, out of progression students must have their eligibility for readmission evaluated by program faculty. Readmission is based on space available, academic record, health status, successful completion of required courses, and compliance with college and professional codes of conduct, and cannot be guaranteed. Any changes in the curriculum or program policies and procedures are applicable to any readmitted student.

### **Licensure and Registration**

Students who meet college and program graduation requirements and requirements of certifying agencies are eligible to take the licensing, registry, or certification examination in their field of study. According to legal statutes and regulations, applications for licensure, registry, or registration may be denied if a person has been convicted of a felony, has been convicted of any violation relating to controlled substances, is chemically dependent or mentally incompetent, or for other reasons authorized by law or regulations. More detailed information is available from program coordinators.

### **Transfer of Credits**

Students who have been enrolled in Nursing and Allied Health Programs in two-year or four-year colleges and wish to transfer into one of these programs at Jefferson State are evaluated on an individual basis by each program. Transfer students are required to meet the same admission and progression requirements as regularly enrolled students. Transfer students should consult the appropriate program director for information or guidelines regarding transfer.

Graduates of Jefferson State's Nursing and Allied Health Programs earn credits that are transferable to four-year colleges or universities. Although these programs are designed to be terminal degrees which prepare graduates to become credentialed in a specialized field of study, all these programs provide a foundation for further study in the field. Four-year colleges and universities determine which credits will be transferred from two-year programs. Advisors are available to assist students who plan to continue their education after graduation. Students should print an articulation guide, which may be accessed from our web site at [www.jeffstateonline.com](http://www.jeffstateonline.com). Click on the STARS icon and follow the directions. Students should also consult their chosen four-year college or university about specific four-year degree requirements and transfer of credits.

### **Academic Forfeit**

Students applying for admission to Nursing and Allied Health Programs may request implementation of the Health-Related Programs Academic Forfeit Policy applicable for transfer credit. A student may request, in writing, to the appropriate program coordinator to declare academic forfeiture on coursework taken at other regionally accredited post secondary institutions under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare forfeiture, the student may declare academic forfeiture on all course work taken at another regionally or Council on Occupational Education accredited post-secondary institution during one term provided the student has taken a minimum of 18 semester credit hours of coursework at any regionally accredited postsecondary institution since the forfeiture term occurred. All coursework taken, even hours completed satisfactorily, during the term for which academic forfeit is declared will be disregarded when calculating the cumulative grade point average for admission to health-related programs.
2. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare forfeiture, the student may declare academic forfeiture on all coursework taken at other regionally or Council on Occupational Education accredited post-secondary institutions during 1-3 terms provided the student has taken a minimum of 18 semester credit hours of coursework at any regionally accredited postsecondary institution since the forfeiture term occurred. All coursework taken, even hours completed satisfactorily, during the terms for which academic forfeit is declared will be disregarded when calculating the cumulative grade point average for admission to health-related programs.

**Implementation Guidelines**

1. A student who enrolled at the college Fall Term 1994, or any subsequent term, is eligible for academic forfeit provided the student has taken a minimum of 18 semester credit hours of coursework at any regionally or Council on Occupational Education accredited postsecondary institution since the forfeit term(s) occurred.
2. Forfeiture may be applied to credit earned at regionally or Council on Occupational Education accredited postsecondary institutions provided the student has taken a minimum of 18 semester credit hours of coursework since the forfeiture term(s) occurred.
3. A student may apply to both Center for Health and Biological Sciences for academic forfeiture and to the College for academic bankruptcy. However, no more than a total of three (3) terms of coursework, whether Jefferson State or transfer credit, may be disregarded to affect GPA for the purpose of application to these programs.
4. Current enrollment is not required to apply for academic forfeiture.
5. Equivalent transfer credit forfeited with this policy is not deleted from the student's official academic record. However, no courses disregarded may fulfill degree requirements for health-related programs

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**Application Procedures****Students Entering College for the First Time**

1. Applicants must complete an application form available in Enrollment Services at Jefferson or Shelby Campus or online at [www.jeffstateonline.com](http://www.jeffstateonline.com). Applicants should submit their applications, as early as possible, prior to the semester in which they plan to enroll.
2. Applicants must request that the high school from which they graduated mail a transcript of their scholastic record showing date of graduation directly to Enrollment Services. Official transcripts must be on file in Enrollment Services in order for students to complete admission requirements.

**Transfer Students**

1. Transfer applicants must complete an application form available in Enrollment Services at the Jefferson or Shelby Campus or online at [www.jeffstateonline.com](http://www.jeffstateonline.com). Applicants should submit their application no later than two weeks prior to the semester in which they plan to enroll.
2. All transfer students who enroll at Jefferson State must have official transcripts from all other institutions of higher learning attended sent to Enrollment Services. Transfer applicants failing to list all other institutions of higher learning attended on the official application subject themselves to dismissal action for falsification of records.

An official transcript must be mailed from the sending institution directly to Jefferson State. Transcripts delivered by students will not be considered official.

**Transient Students**

Transient students must complete an application form available in Enrollment Services at the Jefferson or Shelby Campus or online at [www.jeffstateonline.com](http://www.jeffstateonline.com). Applicants should submit their application no later than two weeks prior to the semester in which they plan to enroll.

All transient students who enroll at Jefferson State must submit an official letter of good standing from the institution they are attending which lists the specific courses to be taken at Jefferson State and certifies that the credits earned will be accepted as part of their academic program. Letters must be on file prior to registering for courses requiring a prerequisite.

**Former Students Applying for Readmission**

Applicants previously admitted for a specific term, who did not enroll, will be required to complete a new application form for admissions.

Former students who have not been in attendance for two or more consecutive terms will be required to complete a new application form. If these students have attended other regionally accredited institutions during this period, official transcripts must be sent to Enrollment Services.

**Community Service Courses**

Information about admission to community service courses may be secured from the Workforce Development Office at Jefferson State.

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**Credit for Non-Traditional Academic Work**

Students may not earn credit, through non-traditional academic work, for any course in which a grade has previously been received.

A maximum of 20 hours of non-traditional credit may be awarded and applied toward graduation. Applicants must have their test scores sent directly to Enrollment Services from the appropriate testing agency.

Acceptance of non-traditional academic work by Jefferson State does not guarantee that other institutions will accept such work. This determination will be made by the respective transfer institution.

**College-Level Examination Program (CLEP)**

Jefferson State awards credit for CLEP Subject Examinations with a minimum score of 50 or higher earned on each exam. (A score of 54 or higher is required on the Spanish, Level 2 CLEP test.) Students may receive CLEP credit instead of enrolling in the equivalent course by submitting official CLEP scores to Enrollment Services for evaluation. Approved subject examinations and their Jefferson State equivalents are:

<b>Subject Examination</b>	<b>JSCC Equivalent</b>	<b>Semester Hours Awarded</b>			
			Music Theory	MUS 111S	3
			Music Listening and Literature	MUS 101	3
			Physics B	PHY 201, 202	8
			Psychology	PSY 200	3
History and Social Sciences			Spanish Language		
Principles of Accounting	BUS 241, 242	6	Score of 3	SPA 101	4
American Government	POL 211	3	Score of 4	SPA 102	4
American Literature	ENG 251	3	Score of 5	SPA 102	4
Calculus	MTH 125S	4			
College Algebra	MTH 112	3			
College Algebra-Trigonometry	MTH 113	3			
Spanish Language - Level 1 & 2	SPA 101, 102	8			
English Literature	ENG 261	3			
Freshman College Composition	ENG 101, 102	6			
History of the US I	HIS 201	3			
History of the US II	HIS 202	3			
Human Growth and Development	PSY 210	3			
Information Systems & Computer Applications	CIS 130	3			
Macroeconomics, Principles of	ECO 231	3			
Management, Principles of	BUS 275	3			
Marketing, Principles of	BUS 285	3			
Microeconomics, Principles of	ECO 232	3			
Psychology, Introductory	PSY 200	3			
Sociology, Introductory	SOC 200	3			
Western Civilization I	HIS 101	3			
Western Civilization II	HIS 102	3			

### **Advanced Placement Test (AP)**

Jefferson State awards credit for Advanced Placement courses taken in high school with scores of 3 or higher earned on the national examinations of the College Entrance Examination Board Advanced Placement Program. Jefferson State recognizes the following Advanced Placement courses and examinations:

<b>AP Course and Exam</b>	<b>JSCC Equivalent</b>	<b>Semester Hours Awarded</b>
Art History	ART 100	3
Art Studio	ART 113	3
Biology	BIO 101, 102	8
Calculus AB	MTH 125S	4
Calculus BC	MTH 125S	4
Chemistry	CHM 104	4
English Language/Composition		
Score of 3	ENG 101	3
Score of 4 or 5	ENG 101, 102	6
English Literature/Composition		
Score of 3	ENG 101	3
Score of 4 or 5	ENG 101, 102	6
European History	HIS 101, 102	6
Government and Politics (United States)	POL 211	3
History (United States)	HIS 201, 202	6

### **International Baccalaureate**

Jefferson State recognizes International Baccalaureate credit with a grade of 5, 6, or 7 on the higher-level examinations (HL). Credit will be awarded on a course-by-course basis as approved by the department.

### **Military Training**

Military credit may be awarded on the basis of recommendations in the Guide to the Evaluations of Educational Experiences in the Armed Services published by the American Council on Education. Credit may be awarded if Jefferson State offers an equivalent course and the ACE credit hour recommendation is the same as the course offered by Jefferson State. Students will be awarded credit for completion of Basic Training with the following courses: HED 221 Personal Health (3 semester hours) and PED 100 Fundamentals of Fitness (3 semester hours). Students must submit one of the following military records to Enrollment Services for evaluation:

- Army – Army/American Council on Education Registry Transcript Service (AARTS);
- Navy/Marines – Sailor/Marine American Council on Education Registry Transcript (SMART);
- Air Force – Community College of the Air Force (CCAF) transcript;
- Coast Guard – Coast Guard transcript.

### **Police Academy**

Official certification of completion of police academy graduation must be sent to Enrollment Services. Certification indicating date of graduation must be either an academic transcript from an accredited college or a letter on official letterhead from the police academy. Upon completion of six to twelve semester hours of approved CRJ courses at Jefferson State, students may be awarded credit for an equivalent number of CRJ hours to be determined by the program coordinator.

### **Fire Academy**

Official certification of completion of approved fire academy work must be sent to Enrollment Services. Certification must be either an academic transcript from an accredited college or a letter on official letterhead from the fire academy. Upon completion of six hours of approved FSC courses at Jefferson State, students will be awarded credit for:

**Firefighter I Certification**

FSC 220	Fire Extinguishment	3
FSC 260	Special Service Hazards	3

**Apparatus Operator Certification**

FSC 280	Fire Apparatus and Equipment	3
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**American Culinary Federation Accredited Institutions or Schools**

Students who have previously completed appropriate course work from the American Culinary Federation and/or ACF accredited culinary institutions or schools may be awarded credit. Official certification indicating completion of courses, must be received by Enrollment Services from the ACF accredited institution or school. Upon completion of twelve hours of approved CUA courses at Jefferson State, students may be awarded credit for the following completed courses:

CUA 110	Basic Food Preparation	3
CUA 111	Nutrition	3
CUA 112S	Sanitation	2
MST 111	Elements of Supervision	3

**Institution Advanced Placement**

Institution advanced placement is defined as placement in an upper-level course of a sequence. Credit is granted for the lower-level course(s) in a sequence if the student earns an "A" or "B". A student must notify the department in which the higher course has been successfully completed. The department will notify Enrollment Services in writing. The student's record will reflect the course credit and hours earned.

The courses for which advanced placement is awarded are:

Higher Level Course	Advanced Placement Credit
AET 103	AET 101S
CDT 222	CDT 221
SPA 102	SPA 101
AET 200	AET 110

**2+2 Tech Prep/Associate Degree Programs Advanced Placement**

Jefferson State Community College has developed formal articulation agreements with many secondary school systems within the Jefferson County area. The agreements award advanced placement credit in the following programs:

- Art
- Hospitality Management
- Landscape Technology
- Manufacturing Technology
- Office Administration Technology

Students entering Allied Health programs may receive credit for CPR certification.

The articulated programs are designed as 2+2 Tech Prep Associate Degree in Applied Science Programs and consist

of a structured high school curriculum that prepares students with the beginning courses of the technology programs listed above. The programs are the middle ground between the liberal arts and the practical arts and run parallel with but do not replace the college prep/baccalaureate degree programs. They contain a common core of learning, a technical core, and rest upon a foundation of basic proficiency development in applied mathematics, applied science, and communication skills.

Students who complete the high school portion of the program may receive advanced placement credit according to agreements and at the discretion of the college program coordinator. Students who wish to take advantage of this credit must see the college program director prior to registration and must have the proper documentation to meet the requirements. Questions about documentation may be addressed to either the college program director or the high school vocational instructor.



## ***Tuition and Fees\****

	Tuition/Fees per credit hour
<b>In-State Students</b>	
Internet/telecourse .....	\$ 102
Other courses .....	\$ 102
<b>Out-of-State Students</b>	
Internet/telecourse .....	\$192
Other courses .....	\$173
<b>Senior Adult Fees</b>	
Regular courses .....	\$ 31
Distance learning courses .....	\$ 12

Students who plan to register for 20 or more hours must secure approval from their academic advisor and the director of Enrollment Services or the dean of instruction or designee.

### ***Additional Fees***

Late registration fee (non-refundable) ..... \$25  
 Returned check (non-refundable) ..... \$25  
 Golf and bowling classes payable to the facility used in those classes.

Fees are refundable unless designated.

\*Tuition and Fees subject to change by State Board of Education.

### ***Payment***

Registration is not complete until tuition and fees are paid in full. Students registering during the early registration period must pay by the day after the end of the early registration period. Failure to pay by this date means that students may be dropped from their courses and must go through the entire registration process during the open registration and schedule adjustment period. Students registering during open registration, late registration, or regular schedule adjustments must pay the same day they register. Failure to do so will mean that the student is not registered.

Sponsored students' expenses are paid by agencies such as Vocational Rehabilitation Services, BellSouth, PACT, etc. Sponsored students must present written authorization from the sponsoring agency to register without personally paying tuition and fees at the time of registration.

MasterCard, VISA and Discover charges are accepted for payment of tuition, fees, books and supplies. Checks will not be accepted on accounts with a history of a returned check.

### ***Fines, Punitive Fees, and Other Charges***

Administrative Fee ..... 5% of refund  
 (State Board of Education mandated fee for students who completely withdraw from college)

Replacement Decal .....	\$ 5
GED Transcript .....	\$ 5
Diploma Fee .....	\$15
Library Fines	
• A fine of ten cents a day is charged on each book.	
• Special fines are charged for overdue reserve books.	
• One week and two days reserve – fifty cents per day.	

## ***Withdrawals and Refunds***

To withdraw after registering, students must submit a complete withdrawal form to Enrollment Services or one of the off-campus offices.

### ***Refunds***

Before the official first day of classes, students will receive a complete refund when withdrawing from the college.

During schedule adjustment when dropping and adding of individual classes are allowed, students may drop a course and receive a full refund for that course if the student has not completely withdrawn from school.

An administrative fee of 5 percent of tuition and other institutional charges will be assessed for withdrawal from college within the period beginning the first day of class and ending at the end of the third week of class. Students withdrawing from the college should refer to the prorated refund schedule listed below.

After the schedule adjustment period ends, students may receive a refund only if they completely withdraw from the college. For short and mini-terms refer to class schedule for prorated refund schedule. Refer to the prorated refund schedule listed below for regular classes.

### ***Regular Classes***

#### ***Withdrawal:***

- During first week-*  
75% of adjusted tuition & fees less 5% administrative fee.
- During second week-*  
50% of adjusted tuition & fees less 5% administrative fee.
- During third week-*  
25% of adjusted tuition & fees less 5% administrative fee.

Students who withdraw after the end of the third week of classes will not be eligible for any portion of a refund.

See current class schedule for specific withdrawal dates.

### ***Delinquent Accounts***

Students who have delinquent accounts at the college for any chargeable fee or fine may not complete registration and may forfeit the privilege of attending class until their accounts have been satisfied.

## ***Financial Assistance***

### ***Student Financial Aid***

The philosophy of Enrollment Services is that no student should be denied access to postsecondary education because of financial barriers. While the primary responsibility of paying for college lies with the student and the student's family, financial assistance is available in the form of grants, loans, jobs, and scholarships for those who qualify.

### ***Application Procedures***

Students can obtain financial aid information and applications from Enrollment Services in Allen Library 104 at the Jefferson Campus or from Enrollment/Business Services (RSH 102) at the Shelby Campus or they may request that forms be mailed to them. The application can also be submitted on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Free Application for Federal Student Aid is used to determine financial need for such programs as the Federal Pell Grant, Federal College Work Study, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loan.

The financial aid award year begins with the Fall Semester. To continue to receive aid, students must reapply annually. Those students whose files are complete before May 1 will receive priority consideration for those financial aid funds that are limited. All financial aid awards are contingent upon the availability of federal, state, and local funds.

### ***How Awards Are Determined***

To receive a financial aid award, a student must have a valid Student Aid Report (SAR) on file in Enrollment Services. In addition to the SAR, forms provided by Enrollment Services must be completed and placed in the student's financial aid file. The SAR contains a federally determined "Expected Family Contribution" (EFC) figure, which is the amount the student and his family should be able to afford to contribute to educational expenses. The college has established cost of attendance estimates for various categories of students. A financial aid officer will compare the student's EFC to Jefferson State's cost of attendance to determine the student's eligibility for federal financial aid. Awards are made according to enrollment status; enrollment of less than full time will result in a proportionately lower award. Full time = 12 or more hours;  $\frac{3}{4}$  time = 9 to 11 hours;  $\frac{1}{2}$  time = 6 to 8 hours; less than  $\frac{1}{2}$  time = 5 hours or less. If a student is enrolled in courses that do not count toward his degree, those hours cannot be counted in his enrollment status.

### ***Deadlines***

May 1 is Jefferson State's priority deadline. However, the college processes financial aid applications throughout the year. Although applications are processed on a rolling basis, students should be mindful of certain deadlines. If a student requires financial aid funds to pay tuition and fees, his admission and financial aid files must be complete and received by Enrollment Services at least one week prior to registration. If

the student plans to apply for a loan, his files must be complete at least one month prior to the date of anticipated enrollment.

Before financial aid is awarded, a transfer student's transcript(s) must be evaluated. All official transcripts from other colleges must be on file at least one month prior to the other financial aid deadlines. An Official Transcript must be mailed from the sending institution directly to Jefferson State. Transcripts delivered by students will not be considered official.

### ***Return of Title IV Funds***

A student earns his Title IV aid based on the period of time he remains enrolled. Unearned Title IV funds, other than Federal College Work Study, must be returned. Unearned aid is the amount of Title IV aid disbursed that exceeds the amount of Title IV aid earned.

During the first 60% of the term, a student earns Title IV funds in direct proportion to the length of time he remains enrolled. That is, the percentage of time during the term that the student remains enrolled is the percentage of aid that the student earns for that term. The percentage of the period that the student remains enrolled is derived by dividing the number of days the student attends by the number of days in the term. Calendar days are used, but breaks of at least 5 days are excluded from both the numerator and the denominator.

The responsibility to repay unearned aid is shared by the college and the student in proportion to the aid each is assumed to have received. The college's share to return is derived by taking the institutional charges (tuition and fees) and multiplying those charges by the percentage of aid that was unearned. The student's share to return is the difference between the total unearned amount and the college's share.

The institution's share is allocated among the Title IV programs in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Pell Grant
- FSEOG
- LEAP (Alabama Student Assistance Program)

Students return their share of unearned Title IV Funds attributable to a loan under the terms and conditions of the promissory note. Any amount owed to a grant program is reduced by half. Students return their share of unearned Title IV Grant funds among the Title IV programs in the following order:

- Federal Pell Grant
- FSEOG
- LEAP (Alabama Student Assistance Program)

Only those students who withdraw from all classes prior to completing 60% of the term will be subject to this return of funds policy. Students who remain enrolled beyond the 60% point earn all aid for the term.

Examples of "Return of Title IV Funds" calculations are available upon request in the Financial Aid Office in Allen Library 104 at the Jefferson Campus or from Enrollment/Business Services (RSH 102) at the Shelby Campus.

### ***Standards of Satisfactory Academic Progress for Financial Aid***

Federal regulations require that a student make satisfactory academic progress in order to receive financial aid. When academic progress is monitored, withdrawals and incompletes are considered hours attempted but not earned. Academic progress will be monitored for all periods of enrollment, whether or not the student received financial aid during those periods. Jefferson State will monitor progress for all work attempted at Jefferson State and all transfer credit hours from other institutions.

The maximum time frame for completing a program of study is 1 1/2 times the required length of the student's specific program. This maximum includes all developmental work taken. Transfer hours accepted by Jefferson State are also included in the hours calculated for a student's 1 1/2 time frame.

In order to complete a program in the time frame required, a student must earn 2/3 of the hours he attempts. Those who do not will be terminated from aid. Once terminated for this reason, a student may be reinstated if he earns the 2/3 cumulative hours needed or if he attends Jefferson State one term at his own expense, attempts at least 12 hours, completes at least 2/3 of those hours, and earns a GPA of at least 2.0 for that term. Jefferson State allows a student two terms of attendance before he will be dropped from aid for failure to make academic progress.

A financial aid recipient may not be paid for more than 30 credit hours of developmental work.

When a student is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid. To become eligible once again for financial aid, the student must attend Jefferson State one term at his own expense, must attempt at least 12 hours, must complete at least 2/3 of those hours, and must earn a GPA of at least 2.0 for that term.

A student who has attempted 64 or more hours must have a 2.0 cumulative GPA in order to remain eligible for financial aid.

A student who loses financial aid because he fails to make satisfactory academic progress may appeal. Appeals must be made in writing to the director of Financial Aid and must indicate why the student believes financial aid should not be terminated. If the student does not agree with the director's decision, the student may appeal to the College Policies Appeals Committee. The committee will meet on an "as needed" basis in order to communicate its decisions in a timely manner.

## ***Grants***

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Jefferson State participates in three major grant programs. Federal regulations require that grants go to the neediest students. Students will be considered for grants before they are considered for loans or jobs. Grants do not usually have to be repaid unless the student completely withdraws from school before completing 60% of the term.

### ***Federal Pell Grants***

The Federal Pell grant is considered to be the "foundation" of a student's financial aid. A student's eligibility for the Pell Grant is based on the student's EFC number and enrollment status. In 2004-2005, a student may receive up to \$4,050 per year.

### ***Federal Supplemental Educational Opportunity Grants***

The federal government provides these funds to Jefferson State to disburse to students. These grants are awarded to students with exceptional financial need. A student must be eligible for a Federal Pell Grant in order to be considered for a Federal Supplemental Educational Opportunity Grant. Depending on a student's eligibility and on the availability of funds, a student may receive up to \$2,400 per year.

Leveraging Educational Assistance Partnership Program (Alabama Student Assistance Program)

The federal and state governments jointly provide funds for grants to be awarded to students attending state institutions. Students must be eligible for the Federal Pell Grant to be considered for the LEAP (Alabama Student Assistance Grant). Maximum awards are generally \$300 per semester. Recipients must be residents of Alabama and must be enrolled at least half-time.

## ***Loans***

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Although Jefferson State does not encourage students to borrow, there are loan programs to help those students who otherwise would be unable to attend school.

### ***Federal Direct Loans***

These loans are available for students who need assistance in addition to grants or for students who do not qualify for grants. The interest rate is variable, but it cannot exceed nine percent. Repayment normally begins six months after the student ceases to be enrolled as at least a half-time student. A student may borrow up to \$2,625 his freshman year and up to \$3,500 his sophomore year.

A student must be enrolled in at least 6 credit hours to be eligible for a loan. Additionally, a borrower must maintain at least a 2.0 cumulative GPA in order to continue to receive loan funds. A first-time borrower cannot receive a check until 30 days into the enrollment period.

**Short Term Loans**

Students who face financial emergencies may apply for short-term loans in Enrollment Services. The borrower must have at least a 2.0 cumulative GPA. A co-signer is required, and there is a small service charge. Repayment must be made within 60 days. The short-term loans can be used for academic purposes only. Short-term loan amounts can not exceed the cost of 6 hours to cover tuition and fees.

**Scholarships and Other Aid**

Scholarships are awarded each year to currently enrolled students, to incoming freshmen, and to students who transfer to other colleges and universities. Either the donor or the Student Assistance and Scholarship Committee establishes the selection criteria. Students with high academic achievement generally receive these scholarships.

Jefferson State offers numerous scholarships in the form of tuition waivers. These may be awarded by the Scholarship and Student Assistance Committee or by a particular department.

In order to apply for a JSCC academic scholarship, a student must place an application on file in the Financial Aid Office during the months of January and February. The annual scholarship application deadline is March 1.

Numerous agencies, companies, organizations and institutions pay for tuition, fees, books and supplies for students who attend Jefferson State. The sponsors establish the criteria for eligibility to participate in these programs. Included are such programs as State Vocational Rehabilitation and Dependents of Alabama Veterans.

**Senior Adult Scholarships**

The Alabama State Board of Education has made it possible for persons age sixty and over to attend classes at Jefferson State on a space available basis without paying tuition. Senior adults pay only fees. Tuition can only be waived one time for each course taken.

**Jobs**

**Federal Work Study Program**

Students who qualify for financial aid may participate in the Federal Work Study program to help pay indirect educational expenses. Students who participate in this program are paid at least minimum wage for hours worked; checks are issued on a monthly basis. An effort is made to place students in jobs that further their educational and career goals. Students who are enrolled at least half-time may work a maximum of 24 hours a week, depending on their eligibility.

Students are being encouraged nationwide to become involved in community service. Students eligible for the Federal College Work Study program are encouraged to

accept positions with selected off-campus agencies which provide community services.

**Veterans Benefits**

**Chapter 30 Benefits – Active Duty**

Before veterans can make application for these educational benefits, they must do the following:

1. Apply for admission to the college.
2. Receive academic advising.
3. Bring the Member 4 copy of each DD form 214 for all periods of service. A certified copy of the original document is required. If claiming dependents, the student will need to provide additional documents. (Vietnam Era Veterans only.)
4. Come by the VA checkpoint in Enrollment Services to complete an information sheet each term.
5. Complete VA form 22-1990.

Veterans may not be certified for more than one year. A new certification must be submitted each academic year.

Benefits cannot be received for auditing courses. Benefits may not be paid for courses previously passed (unless a better grade is required for the degree), for courses previously taken with a grade of incomplete, or for courses which are not a part of the declared educational program (unless approved as a substitute for a required course by the dean of instruction).

Benefits are paid on the following enrollment schedule:

	Credit Hours
Full Benefits	12 or more
Three-fourths benefits	9 to 11
Half benefits	6 to 8
Less than half-time benefits – (Reimbursement for tuition and fees)	5 or fewer

**Chapter 1606 Benefits – Selected Reserves**

Before veterans can make application for these educational benefits, they must do the following:

1. Apply for admission to the college.
2. Receive academic advising.
3. Bring DD-2384 (Notice of Basic Eligibility) completed by Guard or Reserve unit to Enrollment Services, Allen Library 104.
4. Complete an information sheet in Enrollment Services each term.
5. Complete VA form 22-1990.

Benefits cannot be received for auditing courses or for taking courses with numbers lower than 100 unless the date of eligibility is on or after October 1, 1990. Benefits cannot normally be paid for courses previously passed, for courses previously taken with a grade of incomplete, or for courses which

are not a part of declared educational program (unless approved as a substitute for a required course by the dean of instruction).

Benefits are paid on the following enrollment schedule:

	Credit Hours
Full benefits	12 or more
Three-fourths benefits	9 to 11
Half benefits	6 to 8
Less than half-time benefits	5 or fewer

### ***Academic Responsibility of Those Receiving Veterans Benefits***

When a student has failed to maintain the college's established standards of progress, the Enrollment Services personnel are required to inform the Veterans Affairs Regional Office. Veteran's benefits will then be terminated for lack of progress.

To be eligible for Veterans Administration benefits, students who are veterans must meet the standards of progress requirements applicable to all students at the institution.

Conditions for recertification of a veteran or eligible person are the same as for other financial aid recipients. After termination, the students must enroll at their own expense and pass the courses in order to be eligible for recertification.

At any time during the semester, if a veteran withdraws from a course that has been used in determining his enrollment status, he may be required by the VA to repay any benefits received for that course.

If the course withdrawal causes the student to fall below half time status, he may be required by VA to repay all benefits received during the term, excluding tuition and fees for the course in which the student remains enrolled.

If a student believes that mitigating circumstances exist for his withdrawal from a course(s) or from the college, he should contact Jefferson State's VA office to determine how to apply for a waiver.

## **Recruitment/Student Activities**

The Office of Recruitment/Student Activities is responsible for the delivery of accurate information to prospective students. Admissions requirements, programs of study, and services available are presented to individuals and groups throughout the college service area.

## **Enrollment Services**

Enrollment Services, located on the Jefferson Campus on the first floor of the James B. Allen Library, encompasses the areas of admissions, financial aid, records, articulation, international students, veterans affairs, evening services, and transfer and undecided advising. Access to enrollment services is also available at the Shelby Campus either in Enrollment/Business Services (RSH 102), by appointment or via videoconferencing.

## **Student Support Services**

The Student Support Services Program (SSS) is an educational support program that provides individualized tutoring, counseling and other services designed to help students remain in school and graduate.

To qualify for admission to the Program, a student must meet the first three criteria plus one or more of items A, B, or C:

1. Is enrolled or accepted for enrollment at Jefferson State as a degree seeking student;
2. Complete a Student Support Services Program application and interview;
3. Demonstrate an academic need. Students enrolled in developmental English or math or who have placement scores that indicate the need of a remedial course will usually qualify.
  - A. "First generation" college student (which means neither of the applicant's parents or legal guardians has earned a four year degree).
  - B. Demonstrate financial need (students receiving the Pell or SEOG grant generally qualify).
  - C. Individuals with a documented, medical disability.

There is no direct cost for services. Student Support Services uses JSCC students who have excelled in their academic studies as tutors for the program. These students are paid for their services.

The Student Support Services Program is located in Fitzgerald Student Center Pioneer II, (205) 856-6084.

## **New Options**

The New Options Center, located in Fitzgerald Student Center 301, offers campus referrals, information, and other support services to adults, particularly those beginning college for the first time or re-entering school after an extended interruption. New Options also sponsors seminars designed

to address the concerns of adults who are thinking about attending college, going to work, or changing jobs. During the seminars, participants explore educational and career opportunities and enhance their self-confidence.

## **ADA Office**

Jefferson State complies with the provisions of the Americans with Disabilities Act, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

The college will provide reasonable accommodations for documented disabilities. In order to initiate a request for accommodations, the student must obtain and complete a Student Special Accommodations Request (Form #1). These forms are available at the Jefferson Campus in the ADA Accommodations Office (Fitzgerald Student Center 305) or at the Shelby Campus in Enrollment/Business Services (RSH 102). Upon completion of Form #1, students must contact the ADA Accommodation office for an appointment, which may be scheduled at the Jefferson or Shelby Campus, and further instructions relative to requesting accommodations. The ADA Accommodations Office staff will accept the completed forms, interview all students requesting accommodation, and review all documentation. The ADA Accommodations Office staff will make a decision on the validity of the request for accommodations.

## **Instructional Support**

### **Learning Resources Center**

#### **Jefferson Campus**

The goals of the James B. Allen Learning Resources Center are to provide library materials, services and facilities necessary to support the College's instructional programs, to meet student course and non-course related library needs, and to meet administrative and public service requirements. The LRC is located on the top floor of the James B. Allen Library building in the center of the campus.

The LRC's collection consists of over 100,000 books, bound periodicals, and U.S. Government Documents. In addition to monographs, there are over 3,700 audio-visual materials and microforms, college catalogs and other materials. This collection is added to continually, and students are welcome to make suggestions for new materials. Access to the collection is provided by the UNICORN on-line public access catalog. Users may search for materials by author, title, subject or a combination of words and phrases. Off-campus and distance education users have access to the catalog by WebCat on the Internet.

Photocopiers, indexes, study tables and carrels, and a classroom for audiovisual presentations are available. Computers are provided for access to the Internet and other information sources.

Access to valuable up-to-date information resources is provided by the Alabama Virtual Library in the LRC and by password off campus. With the Alabama Virtual Library, every citizen of Alabama has 24-hour access to thousands of reliable resources on-line including full-text magazine articles, electronic reference books, encyclopedias, medical information, statistical resources, and homework aids.

All materials except reference books and periodicals circulate and are located in open stacks. Audio-visual materials are available for use in the LRC viewing/listening areas. The student identification card serves as the library card for circulation privileges.

While students are encouraged to learn how to find their own materials, a professional librarian will always be available to assist students in the location and use of LRC materials. Instruction in the use of the Learning Resources Center is given to both classes and individuals. Requests for information may be made electronically by e-mail to professional librarians.

LRC facilities and privileges are extended to all students, faculty, support personnel and administrators of the College. Persons in the community may use facilities and services except checkout of materials. The LRC has reciprocal borrowing agreements with the University of Alabama at Birmingham, Birmingham-Southern College, Miles College and Lawson State Community College.

### **Shelby Campus**

The Learning Resources Center is located in RSH 122. The LRC at this campus provides traditional library services, facilitates services provided by other student support areas and provides some resources which support the recreational and cultural needs of students. The mission of the library is to provide the primary and secondary materials and services needed to support the College's educational programs. The LRC's goal is to fulfill the information needs of students and faculty and to provide an atmosphere conducive to studying and learning.

The library collection contains almost 3,600 volumes, 57 periodical subscriptions, 200 bound volumes and 789 audiovisual materials. The LRC's collection is supplemented by full-text databases available through the Alabama Virtual Library and over 100,000 volumes in the Jefferson Campus library. Access is readily available to students through the UNICORN on-line public catalog. The UNICORN on-line public access catalog is a database containing bibliographic information on books, archives, audiovisual materials, U.S. Government Documents, and periodical holdings of both campuses. A courier service delivers materials between campuses on a daily basis, so materials requested from either campus can be received within two days. The LRC has the same reciprocal borrowing agreements with area colleges as the Jefferson Campus. Professional librarians are available to assist users with all library needs.

The LRC librarians and staff at this campus also have the responsibility of facilitating the use of the computer-based

tutorials provided through Plato, the developmental reading labs, and the state-of-the-art desktop videoconferencing equipment which links students to math tutors in the Jefferson Campus' Learning Success Center. Videos and viewing stations for telecourses and distance learning are housed in the LRC along with open computer labs containing 50 Internet-ready computers for student use. The computer labs are also used for Jefferson State ACT placement testing and Compass placement tests.

### **Off-Campus Programs**

Jefferson State operates the following off-campus centers: The Western Center at Hueytown High School; The St. Clair Center at 2603 Moody Parkway, Moody, AL.; and the Warrior Site at the former Warrior High School site. In addition, Jefferson State offers approved courses at temporary sites within the college's service areas. For more information, contact the dean of instruction.

### **Courses Via the Internet**

Jefferson State offers many credit courses that are available on WebCT via the College's web site: [www.jeffstate-online.com](http://www.jeffstate-online.com). These courses are equivalent to on-campus courses and typically include a textbook, occasional study sessions conducted by the instructor, and an on-campus exam. A Jefferson State faculty member serves as the instructor of each course, and upon successful completion of the course the student receives credit equivalent to an on-campus course. To take advantage of an on-line course, each student must have access to a computer with an Internet account. Specific information about Internet courses is available on the Jefferson State homepage, and course offerings are listed in the Class Schedule each term. For more information, contact Connie Morris, Distance Education Program Coordinator.

### **Telecourse Instruction**

Jefferson State offers credit courses by television. These offerings are termed telecourses. Each telecourse is facilitated by a faculty member and provides instruction through television programs, print materials, and occasional on-campus meetings. The instructor and Telecourse Office staff are available to answer questions. Programs are televised on the Alabama Public Television station and/or are available for viewing in Allen Library on the Jefferson Campus and in the Learning Resource Center at the Shelby Campus. Print materials are a text and a study guide. On-campus meetings include orientation, three study sessions and three tests. Students follow the same procedures to register for telecourses as to register for traditional on-campus courses. Upon successful completion of telecourses, students receive credit equivalent to on-campus courses.

### **Air Force ROTC**

The Air Force Reserve Officer Training Corps program provides college men and women the opportunity to compete for a commission as a Second Lieutenant in the United States Air Force upon graduation from college. The program is divided into the General Military Course and the Professional

Officer Course. The General Military Course includes the courses offered during the first two years of the program and is open to all students without military obligation. Air Force ROTC students can gain confidence, leadership training, communications skills, and an appreciation for the role of the military in contemporary society. Uniforms and textbooks for all aerospace studies courses are provided at no charge.

Air Force ROTC is available to Jefferson State men and women students through an agreement with Samford University. The courses are taught on the Samford University campus. Entering freshmen may enroll and complete the first two years of AFROTC while at Jefferson State and the last two years of the program at any four-year college with an Air Force ROTC program.

Each course grants one semester hour of academic credit. To enroll in Air Force ROTC, students register at Jefferson State paying Jefferson State fees. Students should contact Enrollment Services at Jefferson State or the Samford Air Force ROTC Office at (205) 726-2859 for complete information.

### **Army ROTC**

The Army Reserve Officer Training Corps (ROTC) program provides college men and women an opportunity to receive training in basic military skills. Through study and application of the principles of leadership and management, ROTC students develop self-discipline, self-confidence and other desirable qualities that will contribute to success in any career. Students who successfully complete the program at a 4-year institution and who are awarded a baccalaureate degree may be offered a commission in the U.S. Army, the Army Reserve, or the Army National Guard.

Army ROTC is available to Jefferson State men and women through an agreement with the University of Alabama at Birmingham. Academic credit for freshman and sophomore level ROTC basic courses will be granted to Jefferson State students.

To enroll in Army ROTC, students register at Jefferson State paying Jefferson State fees. Students should contact Enrollment Services at Jefferson State or the University of Alabama at Birmingham Army ROTC Office at (205) 934-7215 for further information.

## **Student Services**

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### **Birmingham Educational Technology Center**

The Birmingham Educational Technology Center offers tutorial, computer and other services to Jefferson State students and members of the local community. The Center offers computer-based instruction and reinforcement for a variety of topics. Personnel from the instructional divisions are available in the BET Center for regularly scheduled individual and group tutorial sessions. The BET Center also offers seminars and classes to help students and community members improve life, parenting, and study skills. In addition, the BET Center

provides day and evening access to computers and the Internet for students and community members. The BET Center is located in Lurleen Wallace Hall, room 247 and may be contacted at (205) 856-8526.

### **Learning Success Center**

The Learning Success Center offers tutorial, computer, and other services to help students achieve their academic, career, and personal and professional development goals. The Center offers computer-based instruction and reinforcement for a variety of subjects and courses. Personnel from the instructional divisions are available in the LSC for regularly scheduled individual and group tutorial sessions. The LSC also offers seminars and classes to help students improve their study skills and habits as well as interest inventory testing to help students choose a program of study or career path. In addition, the LSC provides day and evening access to computers and the Internet for all students on campus. The Learning Success Center, is located in Lurleen Wallace Hall, room 204 and may be contacted at (205) 856-7952.

### **One-Stop Career Center**

The One-Stop Career Center is a part of the Alabama Career Center System. The primary focus of the One-Stop Center is to serve as the focal point for workforce investment initiatives as well as a resource and referral for individuals and businesses within the community. It offers a wide array of services and assistance through its connections and partnerships with agencies, organizations, and others. Housed within the One-Stop Center is the College's Career and Job Resource Center, Birmingham/Jefferson Tech Prep Program, and other workforce investment act initiatives. The One Stop Career Center is located in Lurleen Wallace Hall room 216 and may be contacted at (205) 856-7922.

- **Career and Job Resource Center**

The Career and Job Resource Center offers services not only to students, but to community residents and businesses. These services include career development and assessments, individual appointments for career advising and counseling, and current job listings and employment information for job-seekers. Services for businesses include applicant/job matching, recruiting, tax credit information, and seminars/speakers on employment issues.

- **Birmingham/Jefferson Tech Prep**

The Tech Prep Consortium includes all school systems in Jefferson County, three community colleges, and the University of Alabama at Birmingham. A variety of resources are offered to teachers, including workshops and materials related to new and innovative teaching methodologies. Students who completed career/technical courses in high school may be eligible for Advanced Placement in 2 + 2 Tech Prep/Associate Degree Programs.

- **Other Workforce Investment Activities**

Through establishing partnerships with various agencies and organizations, additional services will be available in the areas of job training and other employment related



matters, career development, personal and professional development, counseling, and others.

### **Adult Education/GED Preparation**

Adult Education classes provide eligible adults with the opportunity to advance in knowledge, build skills, and obtain credentials necessary for employment and self-sufficiency. Classes are open to those who are 16 years of age or older, who are not enrolled in high school, and who do not possess a high school diploma or GED. Services to students include basic skills tutoring; targeted instruction in math, reading, writing, social studies, and science; hands-on computer instruction; preparation for the GED and Alabama High School Graduation Exam; counseling, advice, support and referrals. Jefferson State Community College offers adult education classes, free of charge, at several sites in the college's service area and through an on-line computer program. The adult education office is located in Lurleen Wallace Hall, room 247, and may be contacted at (205) 856-7945.

### **Educational Talent Search**

Talent Search is an educational outreach program designed to motivate and support students in grades 6-12 as well as out of school individuals. Talent Search identifies qualified individuals with the potential for education at the college level. The program offers assistance through tutoring, test preparation, career assessment, and counseling services. Services are available to assist and encourage individuals who have not completed programs at the high school or college level, but who have the ability to do so, to reenter and complete these programs. Talent Search will also assist students in obtaining information regarding financial aid for college. Talent Search is located in Lurleen Wallace Hall, room 247 and may be contacted at (205) 856-7839.

### **College, Community and Corporate Education**

The primary purpose of College, Community and Corporate Education at Jefferson State is to meet the workforce training and retraining needs of business and the personal/professional development needs of the community at large.

Corporate Education offers a wide range of courses, workshops, seminars, certificate programs, and other services that are designed to extend the resources of the college to respond, in a timely manner, to the ever changing needs of the community. Offerings are for credit, non-credit, or Continuing Education Units (CEU's), and they are provided through on- and off-campus instruction, at off-campus sites, in the workplace, or through distance learning capabilities. Certificates of completion are provided to successful completers of specific programs, course work, and/or training. Corporate Education also provides the following:

- Customized Training
- Industry-Specific Training
- Job Profiling
- Skills Assessment

- Instructional Support
- Personal Enrichment/Community Courses
- Learning Works: Courses for Business and Employees
- Professional Certification and Licensure Testing
- Computer Hardware and Software Training
- Microsoft Office User Specialist (MOUS) Certification
- Others

The college enters into a variety of partnership arrangements with the business community and other entities to provide the training needed, and to obtain the expertise necessary to ensure quality instruction and training for specific training needs. The college shares its resources with partners and uses resources provided by partners. Training is available at convenient times and locations due to flexible scheduling, and it can be tailored to fit a company's specific needs.

The Local Government Leadership Center provides educational and training programs to various local governmental entities. Additionally, the Alabama Technology Network-Birmingham, one of ten centers of the Alabama Technology Network, is housed on the Jefferson Campus. Though not a component of the college's Corporate Education division, the Metropolitan Manufacturing Technology Center is integral to the college's efforts to provide quality educational and training programs and expertise.

Developing a highly skilled and well trained workforce, promoting economic and community growth and development, and providing quality programs, services, and opportunities that meet the training needs of the community, are but a few of the goals and objectives of Corporate Education. Additional goals of Corporate Education are to provide something for everyone, youth programs, senior adult courses, professional and technical training, personal enrichment courses, computer training which includes MOUS certification, and others. Thus, an employer seeking to increase profits and productivity, an employee seeking to improve or upgrade job skills, an individual seeking skill specific short-term training or a high school student preparing for the ACT exam, should contact Corporate Education at Jefferson State Community College to inquire about the many different offerings.

Components of Corporate Education include programs and services as listed below. Each component provides programs and/or services that are designed to assist in the college's workforce development initiatives.

For further details, visit [jeffstateonline.com](http://jeffstateonline.com) or contact the division of College, Community and Corporate Education.

### **College, Community and Corporate Education Certificate of Completion**

Jefferson State Community College, through Corporate Education, will award the Corporate Education Certificate of Completion for non-credit and credit short certificate programs and courses. Students must successfully complete all coursework as required as well as meet all other requirements as set out in the program or course.

## ACT Center

Jefferson State Community College in partnership with ACT, Inc., is an authorized ACT Center. The Center uses the latest technologies to deliver a variety of testing and training services for individuals, educational institutions, businesses, and other organizations. Specific services include computer-delivered high-stakes certification and licensure testing for a variety of trades and professions; personal and professional development courses and programs in a broad array of disciplines; workplace skills assessments; distance learning; skill-specific and customized training; and job profiling. The Center serves as an outstanding resource for the business community and the community-at-large.

## ACT WorkKeys Service Center

Jefferson State Community College, licensed by ACT, Inc., as a full-service ACT WorkKeys Service Center, provides businesses, employers, educators, individuals, and others with direct access to the WorkKeys system's job profiling, assessments, and instructional support. The Center plays a major part in the college's efforts to provide the necessary training programs and services that meet the needs of today's workplace. The WorkKeys system helps to bridge the gap between the skills required by the job and the skills possessed by the workforce. Through the WorkKeys system, the center can define the workforce needs, quantify the minimum skill levels that will meet those needs, assess the job applicants and/or employees to determine the skill levels they possess, and provide instructional support to increase skills to the desired levels. For more information on the services, contact the director of College, Community and Corporate Education.

## Testing and Assessment

### Math and English COMPASS Placement Tests

Jefferson State requires a comprehensive assessment of students in math and English prior to enrollment in classes. Course placement is determined by the results of this assessment.

The following students are exempt from the COMPASS placement test:

- Students in certain short certificate programs having no English or mathematics requirements;
- Students who have completed required developmental coursework at another Alabama College System institution within the last three years;
- Students who register for RDG 085 and ENG 093 or for MTH 090.
- Audit students, transient students and dually enrolled high school students in English or math;
- Students providing documentation of assessment (COMPASS) within the last three years.

To qualify for these exemptions, test scores and/or college transcript(s) must be on file with Enrollment Services.

In lieu of placement test scores, course placement may also be assigned based on English and math subtest scores as

reported by ACT and SAT Assessment provided that the student is enrolling within three years of high school graduation.

- RDG 085  
ACT English score of 14 or below  
SAT verbal score of 380 or below
- ENG 093  
ACT English score of 15 - 19  
SAT verbal score of 390 - 470
- ENG 101  
ACT English score of 20 or higher  
SAT verbal score of 480 or higher
- MTH 090  
ACT math score of 15 or below  
SAT math score of 360 or below
- MTH 091S  
ACT math score of 16 - 19  
SAT math score of 370 - 470
- MTH 098 or MTH 116  
ACT math score of 16 or below  
SAT math score of 370 or below
- MTH 100  
ACT math score of 20 - 23  
SAT math score of 480 - 550
- MTH 110, MTH 112, MTH 118, or MTH 265  
ACT math score of 24 - 25  
SAT math score of 560 - 580
- MTH 113 or MTH 120  
ACT math score of 26  
SAT math score of 590 - 600
- MTH 125S  
ACT math score of 27 - 36  
SAT math score of 610 - 800

These scores are subject to change.

### Important Information about COMPASS Placement Test:

- Students will be dropped from a registered course if they are not eligible for the class.
- For more information on developmental instruction, see the Developmental Instruction section of the *Catalog and Student Handbook*.
- Students may only take the COMPASS placement test once per calendar year. After a period of one calendar year, students may retake the placement tests in an attempt to earn higher scores. The College reserves the right to assess a nominal charge for retesting.
- Students must present picture identification and have an application for enrollment on file with Enrollment Services in order to take the placement test.
- COMPASS scores are only valid for three years.

### Biology Placement Test

The Biology 103 Challenge Placement Test is offered for students wishing to skip Biology 103. Students must score 50 or above to qualify for this exemption.

### Additional Tests

- National League for Nursing Pre-Admission Exam (PAX-RN)
- ACT Residual

- The College Level Examination Program (CLEP)
- ACT Automotive Service Excellence (ASE) Exams
- ACT Assessment
- General Educational Development Test (GED)
- National Board Examination for Certified Counselors
- WorkKeys

### ***GED Testing***

Jefferson State Community College offers the GED Test to members of the community. In order to take the test, you must register for the test in person at the campus where you plan to test prior to the test date. Register for Jefferson Campus test sessions in the Testing and Assessment Office any day except Wednesday or with the receptionist in Richard Scrusby Hall for Shelby Campus test sessions. A government issued identification card (such as a driver's license or passport) and a social security card are required at registration and on the day of the test. In addition, the appropriate test fee must be paid in cash on the day of the test. For additional information call the Testing and Assessment Office.

### ***High Stakes Testing***

The Testing and Assessment Office offers various high-stakes examinations via computer-based and paper-based testing. For additional information, contact the Testing and Assessment Office at (205) 856-7896.

### ***ACT WorkKeys Assessment***

The ACT WorkKeys Assessment, a component of the ACT WorkKeys system, measures an individual's workplace skills in Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. These eight skills assessments provide a reliable way to measure skill levels and determine how they compare to the skills required for specific jobs. Individuals may be assessed in all eight areas or any one or more of the eight skills areas. For more information, contact the Testing and Assessment Office.

### ***Strong Interest Inventory***

The Strong Interest Inventory is offered to both Jefferson State students and community members. This assessment is a useful tool in deciding on a future occupation. The test is useful for young people who are undecided about what occupation to pursue and people who are looking for a career change. The test helps to identify occupations that are in tune with individual preferences. There is a charge for this assessment. For more information call the One Stop Career Center at (205) 856-7922.

### ***Myers Briggs Interest Inventory***

The Myers Briggs Type Indicator is a personality will typically behave or react in organizations, leadership, management and multicultural settings. There is a charge for this assessment. For more information call the One Stop Career Center at (205) 856-7922.

### ***Information for Test Takers with Disabilities***

The Testing and Assessment Office at Jefferson State Community College is committed to serving test takers with disabilities by providing services and reasonable testing accommodations as set forth in the provisions of the Americans with Disabilities Act (ADA). Students having a disability, as prescribed by the ADA, and requiring special testing services or arrangements, should contact the Testing and Assessment Office. Documentation of the disability and a request for special accommodations must be submitted. Requests should be submitted well in advance of the proposed test date to allow an opportunity to make the necessary accommodations. Only test takers with documented disabilities are eligible for special accommodations.

### ***Score Reports***

In compliance with the Family Educational Rights and Privacy Act, the Testing and Assessment Office will provide score reports only upon written request of the student. Official score reports are issued to institutions, companies, agencies, etc. Score reports issued to students are stamped "Issued to Student."

The Testing and Assessment Office only issues score reports for ACT COMPASS placement tests and the test of General Education Development (GED) that were administered at Jefferson State Community College. Score report requests for all other examinations must be directed to the appropriate institution or agency.

### ***Call Center/Customer Service Training and Development Center***

The Call Center/Customer Service Training and Development Center offers training in the skills necessary for immediate employment in the customer service industry. This career development program provides emphasis on the customer service representative position in call centers. It has been developed through joint partnerships between Jefferson State Community College, the Birmingham Chamber of Commerce, and local businesses.

A graduate of the program will have an understanding of call center operations and will have demonstrated skills in written and verbal communications, providing excellent customer service, sales, problem solving, handling difficult customers and team building. They will receive training from instructors with current industry experience and will receive hands-on experience working in a call center environment, using equipment and technology that is virtually identical to what they will find on the job. Job placement opportunities will be made available to graduates of the program. Students may receive college credit or continuing education units (CEU's) upon completion of the program.

## ***Personal Enrichment/Community Courses***

### ***Continuing Education Units (C.E.U.)***

Jefferson State uses Continuing Education Units as a means of recognizing and recording the efforts of those who satisfactorily participate in the college's continuing education activities.

The Continuing Education Unit is granted for participation in an organized continuing education course under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units (C.E.U.s) are computed on the basis of one unit for each ten (10) contact hours of credit-free conferences, seminars, workshops, courses, and similar activities. These C.E.U.s carry no credit for college degree programs and are a separate and distinct operation from the college's credit program which leads to the associate degree. Contact Corporate Education at (205) 856-7710 for additional information.

### ***Learning Works:***

#### ***Courses for Business and Employees***

Jefferson State offers a full-service center to assist businesses, governmental agencies, and others in making sound investments in the training of employees. Customized programs are designed to provide each client company with training to meet the particular needs of its management and employees. Courses, workshops, and seminars are delivered in a "just in time" format at the convenience of the client with regard to time and location.

### ***Manufacturing Technology Center***

The Manufacturing Technology Center provides credit and non-credit programs and services through its academic instructional component and training for business and industry. The center offers certificate and associate degree programs, specialized courses, and customized training. Courses and training programs are available via distance learning technology, traditional classroom instruction, and computer-based instruction. See the section on Manufacturing and Technology for further information.

## **Classification of Students**

### ***University Parallel (Pre-Baccalaureate)***

Students who plan to complete the first two years of a four-year program should discuss degree requirements with an advisor before registering.

### ***Transient***

Transient students have previously attended another college and who will be in attendance at this institution and then return to the college of original enrollment. Students in this classification must submit an official letter from the institution they have been attending which certifies that the credits they earn will be accepted as part of their academic program. Transient students are not eligible to receive financial aid.

### ***Job Related/Personal Enrichment***

Students who wish to enroll in courses for personal improvement or to increase occupational proficiencies but who do not wish to work toward an associate degree may be classified as special students and take a maximum of 19 hours per semester.

### ***Career and Professional***

Students following one of the occupational curricula outlined under associate in applied science degree.

## **Course Load**

Students are classified according to the following minimum schedule:

<b><i>Credit-Hour Loads</i></b>	<b><i>Semester Hours</i></b>
Minimum Full-time Load	12
Normal Full-time Load	15-18
Financial Aid and Veterans Benefits (full allowance)	12
Financial Aid and Veterans Benefits (3/4 allowance)	9
Financial Aid and Veterans Benefits (1/2 allowance)	6
International Students (F-1 Visa)	15
Social Security Benefits	12

Students who plan to register for 20 or more credit hours must secure approval from their academic advisor and the director of Enrollment Services or the director of Articulation.

All hours (including physical education, internship, seminar and on-the-job training) will be counted toward the maximum load.

## **Schedule Adjustment or Drop-And-Add Period**

Schedule adjustment or drop-and-add period will be the first two days of each semester which has a fifteen or sixteen week period. The drop-and-add period begins the first instructional day of the semester/session. No grade will be given if a student drops a class during the drop-and-add period. Holidays will not be counted if they have an adverse effect on drop-and-add days for which the refund policy is in effect.

## **Withdrawals**

### ***Withdrawal from a Course***

A student who wishes to withdraw from a course after the official Schedule Adjustment period and prior to the official start of final exams may do so by completing a "Withdrawal from Course" form. Students who withdraw before the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term will receive a grade of "W" for any course withdrawn. After this time, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or "WF" if doing unsatisfactory work at the time of withdrawal.

### ***Withdrawal from the College***

A student who wishes to withdraw from the college prior to the official start of final exams may do so by completing a "Request for College Withdrawal" form. Students who withdraw before the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term will receive a grade of "W" for any course withdrawn. After this time, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or "WF" if doing unsatisfactory work at the time of withdrawal.

### ***Required Withdrawal***

Students are responsible for satisfying course prerequisites. Prerequisites for various courses are printed with the course descriptions in this catalog and in the semester class schedules. Moreover, Jefferson State has required prerequisites for all English and mathematics courses. During the early registration process, a student will be allowed to register for the courses sequential to those in which he/she is currently enrolled, including English and mathematics; however, if a student should fail the courses in which he/she is currently enrolled, then it is the student's responsibility to make the proper changes during regular registration. If the student's schedule is not adjusted, he/she will be dropped from courses for which he/she is not eligible.

## **Class Attendance Policy**

Attendance is expected at all classes. Instructors' expectations are high and classes are challenging; therefore, stu-

dents who are absent may experience difficulty in meeting expected outcomes of the course.

Class attendance is the responsibility of the student. Students are expected to be present for all class meetings of the course for which they are enrolled, and instructors will take and record attendance in all classes.

If a student has an absence deemed excusable by the instructor, the instructor may give the student an opportunity to make up the work missed. The manner in which make-up work is administered is left to the professional discretion of the instructor. The instructor's policies regarding make up work shall be clearly defined in the syllabus to be distributed on the first day of class.

The student is responsible for providing documentation of the reason for absence, if such is required by the instructor.

## **Grades**

Letter grades are assigned according to the following system for all courses for which students have registered except NUR courses (see page 115 for information about the grading scale for NUR courses):

A	Excellent (90-100)
B	Good (80-89)
C	Average (70-79)
D	Poor (60-69)
*IP	In Progress (50-69)
**F	Failure (below 60)
***S	Satisfactory
***U	Unfinished
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
I	Incomplete
AU	Audit
RW	Required Withdrawal

\*Will be given in courses carrying institutional credit.

\*\*In courses carrying institutional credit an "F" signifies an average below 50.

\*\*\*Will be given for 080 courses only and does not count in quality hours.

Satisfactory grades are "A", "B", and "C". Senior colleges and universities can refuse to grant credit for a course in which the student has received a grade of "D".

Courses numbered 0-99 carry institutional credit and are not applicable toward degree or certificate requirements. Satisfactory grades earned in these courses are "A", "B", and "C". Unsatisfactory grades are "IP", "F", and "WF". A student is not allowed to progress to the next course in the sequence until he/she has earned a satisfactory grade. Grades earned in courses carrying institutional credit are not computed for graduation purposes; however, all grades earned, with the exception of "IP", are computed for all other purposes.

A grade of Incomplete ("I") may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examination. A grade of Incomplete ("I") must be completed by the beginning of the twelfth (12) week of the fall or spring semester or seventh (7th) week of the summer term of the succeeding term for which the "I" was granted or the "I" will be changed to an "F".

A grade of AU must be declared by the end of the registration period and may not be changed thereafter. Audit (AU) signifies the course is taken on a non-credit basis and the credit hours will not be averaged into the grade point average.

A	4 quality points per hour
B	3 quality points per hour
C	2 quality points per hour
D	1 quality points per hour
F	0 quality points per hour
W	0 quality points per hour

The student's academic standing (grade-point average) is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of "A", "B", "C", "D", "F", "WF" are assigned. A course repeated is counted as many times as grades for it are recorded. A student may request forgiveness for the first time a course was completed and later repeated by completing a "Request for Course Forgiveness" form in Enrollment Services.

A student must earn a total grade-point average of 2.00 (C) on all Jefferson State work to be eligible for graduation.

Grades are issued at the close of each semester. They can be viewed on our web site at [www.jeffstateonline.com](http://www.jeffstateonline.com). Each semester students should check their final grade report to ensure receipt of appropriate grades. Students are ultimately responsible for their final grade.

It is the student's responsibility to update any changes to their student directory information including change of mailing address, telephone number, and name changes. Students who challenge a grade must do so with the course instructor within 12 months of the grade being assigned. No grades may be challenged after that time.

## **Transcript Requests**

The transcript policy of Jefferson State includes the following items:

1. In compliance with the Family Educational Rights and Privacy Act, the college does not release transcripts of a student's work except upon the student's written request. Requests may be directed to Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215-3098 or requests may be faxed to 205-856-6070.
2. Official transcripts are sent to institutions, companies, agencies, etc., upon the student's written request.

3. Official transcripts will not be issued to the individual student. However, the student may request an unofficial transcript that does not bear the college seal and is marked "Issued to Student."
4. Transcript requests are processed as they are received. Requests should be made at least two weeks prior to need.
5. Enrollment Services does not issue official transcripts from other institutions. Requests for transcripts from other institutions must be directed to the institution concerned.
6. Transcript requests may be denied for students who have a financial obligation to the college. Any hold may be appealed to the College Policies Appeals Committee.

### **Standards of Progress Policy**

Required grade point averages for students according to number of hours attempted at Jefferson State are:

1. Students who have attempted 12-21 semester credit hours at the college must maintain a 1.5 cumulative grade point average (GPA).
2. Students who have attempted 22-32 semester credit hours at the college must maintain a 1.75 cumulative GPA.
3. Students who have attempted 33 or more semester credit hours at the college must maintain a 2.0 cumulative GPA.

#### **Exceptions:**

1. Programs within the institution which are subject to external licensure, certification, or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
2. Selected transfer students will be placed on academic probation upon admission and must transition to these standards of progress.

### **Clear Status**

The status of a student whose cumulative grade point average is at or above the level required by this policy for the total number of credit hours attempted at the institution.

### **Academic Probation**

1. The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or
2. The status of a student who was on academic probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted at the institution but whose semester GPA for that term was 2.0 or above; or
3. The status of a student who has re-entered the institution after being suspended for one term or one year (or after being granted readmission upon appeal).

### **One Semester Academic Suspension**

The status of a student who was on academic probation the previous term but who has never been suspended or who, since suspension, had achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

### **One Calendar Year Academic Suspension**

The status of a student who was on academic probation the previous term and who had been previously suspended without since having achieved clear academic status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

### **Appeal of Suspension**

A student who is suspended for one term or one calendar year may request consideration for readmission. Completing and submitting a "College Policies Appeals Form" initiates the procedure. The meeting of the College Policies Appeals Committee shall not be considered a due process hearing, but rather a petition for readmission. The Committee will review the student's written statement of mitigating circumstances in support of immediate readmission. The decision of the College Policies Appeals Committee, together with the materials presented by the student, shall be placed in the college's official records.

If, after appeal, the student is readmitted without serving the one term suspension, the transcript will read "Suspended – One Semester/Readmitted Upon Appeal." The student is readmitted upon appeal and re-enters the institution on academic probation.

If, after appeal, the student is readmitted without serving the one calendar year suspension, the transcript will read "Suspended - One Year/Readmitted Upon Appeal". The student is readmitted upon appeal and re-enters the institution on academic probation.

### **Intervention for Student Success**

When a student is placed on academic probation, one semester academic suspension, or one calendar year academic suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, or prescribing other specific courses.

### **Academic Standards of Progress for Students Enrolled in Institutional Credit Courses**

A student who is enrolled in an institutional credit course and who receives a grade of "U" or "IP" one semester may not take the course a second semester until he or she receives special academic advising.

After the second semester in which the student receives a grade of "U" or "IP" in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

### **Academic Standards of Progress for Transfer Students**

1. Initial status must be determined prior to establishing standards of progress status.
2. A transfer student who is admitted on clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.
3. A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 semester credit hours at Jefferson State. If, at the conclusion of the term in which the student has attempted a total of 12 or more semester credit hours at Jefferson State, the cumulative GPA at the institution is below 1.5, the student is suspended for one semester. The transcript will read "Suspended - One Semester."
4. If, at the conclusion of the term in which the transfer student admitted on academic probation has attempted a total of 12 or more semester credit hours at Jefferson State, the cumulative GPA at the institution is 1.5 or above, the student's status is clear.

### **Academic Bankruptcy Policy**

A student may request in writing to the director of Enrollment Services to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one term provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily, during the term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 terms provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily, during the term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

#### **Implementation Guidelines:**

1. A student who enrolled at the college Fall Quarter, 1991, or any subsequent term is eligible for academic bankruptcy provided the student has taken a minimum of 18 semester credit hours of coursework at the college since the bankruptcy term(s) occurred.

2. Bankruptcy may be applied to credit earned at Jefferson State prior to Fall Quarter, 1991, provided the student has taken a minimum of 18 semester credit hours of coursework at the college since the bankruptcy term(s) occurred.
3. The academic bankruptcy policy applies only to Jefferson State credit. Effective Fall Quarter, 1991, Jefferson State calculates grade point average based on hours attempted at Jefferson State. Transfer credit is not included in the calculation of grade point average.
4. Current enrollment is not required to apply for academic bankruptcy.
5. When academic bankruptcy is declared the phrase "Academic Bankruptcy" will be reflected on the transcript for each term affected. When academic bankruptcy is declared, the transcript will reflect the term of its implementation and the transcript will be stamped "Academic Bankruptcy Implemented".
6. No grade changes will be recorded on a student's transcript for terms disregarded with academic bankruptcy unless approved in writing by the vice president or designee.
7. A student may declare academic bankruptcy only once.
8. Implementation of academic bankruptcy does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. When a student declares academic bankruptcy, no credit hours for any courses disregarded in the cumulative grade point average will be counted toward the total number of hours required for a formal award (degree or certificate).

### **Forgiveness Policy**

Any course for which the student has previously registered may be repeated. When a course is repeated one time, the last grade awarded (excluding grades of "W" and "WP") replaces the previous grade in the computation of the cumulative grade point average.

When a course is repeated more than once, all grades for the course – excluding the first grade – will be employed in computation of the cumulative grade point average. A course may be counted only once toward fulfillment of credit hours for graduation.

This policy applies to Jefferson State courses only. Implementation of forgiveness does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

A student may request forgiveness by completing a "Request for Course Forgiveness" form in Enrollment Services.

### **Academic Honors**

The college shall provide selected academic honors to recognize and promote notable student achievements. These academic honors are the Dean's List, the President's List, and Academic Commendation.



The **President's List** shall be compiled at the end of each term. Requirements for the President's List shall be a semester grade point of 4.0 and completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

The **Dean's List** shall be compiled at the end of each term. Requirements for the Dean's List shall be a semester grade point average of 3.5 or above but below 4.0 and completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirements.

**Academic Commendation**, implemented at the end of each term, is for the part-time student who registers for a minimum semester course load of 6-11 semester credit hours. Requirements for Academic Commendation shall be a semester grade point average of 3.5 or above, and completion of a minimum of 20 cumulative semester hours. Developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirements.

The **James B. Allen Award** is presented annually to the most outstanding student at Jefferson State chosen by a faculty committee. The selection is based on scholarship, service, high moral character, and demonstration of leadership ability.

The **Eugene G. Fitzgerald Honor Award** is given annually to a student who has demonstrated outstanding achievement in scholarship, service and citizenship.

The **H. Y. Carson and Ruby K. Carson Award** is presented to an outstanding student who has demonstrated outstanding service, leadership, and scholarship.

**Who's Who Among Students in American Junior Colleges** is a national publication which lists the names of students who have been honored this way by a committee of faculty and staff.

## ***Final Examinations***

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Final examinations are held in all subjects at the close of each semester. A final examination schedule is in the Class Schedule for that semester.

A student who must miss a final examination has the responsibility of notifying his or her instructor prior to the examination, or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of his or her absence upon his return.

## ***Jefferson State Students Taking Courses at Other Institutions***

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Jefferson State students wishing to take courses at another college or university and to receive transfer credit should request a Transient Form from Enrollment Services. Students should first check with the Transfer Credit Coordinator for transferability of a course to be taken before registering for the course. Approval of transfer credit will be based on the criteria outlined in the "Admission to the College" section of the *Catalog and Student Handbook* and on applicability to the program of study.

1. In compliance with the Family Educational Rights and Privacy Act, Transient Letters/ Letters of Good Standing are sent upon the student's written request. Requests should include the name of the institution the student will attend, the term the student will be attending, and the course number and title of the course(s) the student needs approval to take. Requests may be directed to Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215-3098 or requests may be faxed to 205-856-6070.
2. Requests are processed as they are received and requests should be made at least two weeks prior to need.
3. Requests may be denied for students who have a financial obligation to the college. Any hold may be appealed to the College Policies Appeals Committee.
4. It is the student's responsibility to have an official transcript forwarded to Enrollment Services at Jefferson State after completing courses at another institution.

## ***Student Assessment***

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In order for Jefferson State to assess and improve its instructional program, periodic measurements of student perceptions, intellectual growth, and, as appropriate, skills development must be obtained.

Students may be asked to participate in one or more evaluative procedures including, but not necessarily limited to, examinations in general education and the field of study and in the completion of some instrument designed to determine their perceptions and reactions to the course of study that they have pursued or to their experience at Jefferson State. The evaluative information obtained in these ways is one of the means used to improve the quality of the educational experience for future generations of students.

## **Associate Degree Outcomes**

Students at Jefferson State may earn one of three associate degrees – associate in arts, associate in science, or associate in applied science – by completing one of the Jefferson State degree plans. Within each degree plan is a core of courses designed to provide general skills and broaden the students' perspectives, resulting in the following general education competencies:

- The student will write sequential statements in Standard English, with a clear central idea, with sentences related to one another, providing relevant and sufficient supporting details and examples, logical and effective organization, and appropriate grammar, spelling and mechanics.
- The student will read, understand, and evaluate materials written at a variety of levels and for a variety of purposes.
- The student will be knowledgeable in the basic use of computers.
- The student will speak effectively in acceptable English with unity of thought and logical arrangement of ideas in suitable modes, choosing appropriate language and tone.
- The student will use abstract ideas, symbols, and fundamental skills of mathematics to analyze and solve problems.

The student will complete the general education core requirements for one of the three degrees offered by the college as specified below.

## **Degree and Certificates Offered**

Jefferson State awards the associate in arts, the associate in science, the associate in applied science degrees and certificates for non-degree programs. Students must complete the approved curricula for their course of study as well as meet the following degree and certificate requirements.

## **Associate Degree Requirements**

The following requirements must be met in order to receive a degree. A student should apply for graduation in Enrollment Services. A student who seeks a degree should apply during the term before he or she anticipates completing graduation requirements. The student will be informed, in writing, of his or her academic status with regard to qualifying for graduation.

A student may elect to graduate under any Jefferson State degree plan in effect during his or her enrollment, the date of the earliest degree plan not to exceed four years prior to the date of anticipated graduation. Some programs, such as nursing, have more rigid policies. See exceptions under degree requirements for each program.

A student shall be awarded the associate in arts, associate in science, or associate in applied science degree upon satis-

factory completion of the requirements of the specific degree plan as specified by the College and by the State Board of Education.

A student must:

1. For a degree, satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of the degree plan coursework at Jefferson State for an associate degree.
4. Complete and transfer appropriate courses with a grade of "C" or better from a regionally or Council on Occupational Education accredited institution to satisfy degree requirements. Courses must be transferred within a calendar year of the last term of attendance at Jefferson State. A transfer grade of "D" will only be accepted when the transferred student's cumulative grade point average is 2.0 or above.
5. Complete all graduation requirements within a calendar year of the last term of attendance at Jefferson State.
6. A second degree is not possible for the associate in arts or associate in science programs.
7. Submit a formal application for graduation during the term before he or she anticipates completing graduation requirements.
8. Fulfill all financial obligations to the college.
9. Count no credit hours for any courses disregarded when declaring academic bankruptcy or forgiveness in the cumulative grade point average toward the total number of hours required for a degree.
10. Competency in the basic use of the computer is a requirement of the Southern Association of Colleges and Schools. Courses listed in the Course Descriptions sections of the Catalog with the computer designation substantially integrate use of the computer as a course requirement and satisfy the Jefferson State computer competency requirement. Students should speak to an advisor regarding transferability of these courses.
11. Remove all admissions conditions.

## ***The Associate in Arts and Associate in Science Degree Core Requirements***

The associate in arts and associate in science degrees are the basic degrees awarded to students completing a planned university-parallel program designed to meet the requirements of the first two years of a bachelor of arts or bachelor of science degree. Students must print and retain the STARS articulation guide for their major along with the transfer institution's Area V courses. This information is available from the appropriate academic division, Enrollment Services, and our home page. All associate in arts and associate in science degrees will contain the following General Education Core requirements. Since not all courses will satisfy these require-

ments in all programs, courses should be chosen from a STARS articulation guide, approved degree plan or check sheet to ensure they meet the requirements. The STARS articulation guide, degree plan or check sheet will also indicate the courses needed in addition to the General Education Core to complete the degree.

**Note: Courses satisfying Areas I-IV are noted in the “Course Descriptions” and “University Parallel Programs” sections of the *Catalog and Student Handbook*.**

**Area I: Written Composition I and II 6**

Requirements: The oral communication competency is a requirement of the Southern Association of Colleges and Schools. This requirement may be accomplished through the integration of oral communication proficiencies within a required discipline-specific course(s).

**Area II: Humanities and Fine Arts 12**

- Literature\* 3
- Arts 3
- Remaining semester hours to be selected from Humanities and/or Fine Arts 6

(Humanities and arts disciplines include but are not limited to area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theater and dance.)

**Area III: Natural Science and Mathematics 11**

- Mathematics at the Precalculus Algebra or 3  
\*\*Finite Math Level
  - Natural Sciences (laboratory) 8
- In addition to mathematics, disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science

**Area IV: History, Social, and Behavioral Sciences 12**

- History\* 3
- Other disciplines in the Social and Behavioral Sciences 9

No more than six hours of History may be completed for Area IV.

(Social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.)

**Areas I-IV: Minimum General Education Requirements 41**

**Area V: Pre-Professional, Pre-Major, and Elective Courses\*\*\* 19 - 23**

Courses appropriate to the degree requirements and major of the individual student and electives. See your advisor or see Area V on the transfer institution's web site ([www.jeffstateonline.com/STARS/Transfer Articulation Guides](http://www.jeffstateonline.com/STARS/Transfer%20Articulation%20Guides)).

**Area I-V: General Studies Curricula \*\*\*60 - 64**

***Students completing courses that have been approved for the General Studies Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among Alabama's public two-year and four-year colleges and universities.***

\*Must complete a six semester hour sequence either in literature or in history. The sequence in Area II and IV in literature or history needs to follow the sequence requirements according to the student's major and transfer plans.

\*\*Associate in arts degree only

\*\*\*Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama College System will only be authorized to provide 50 percent of that total (60-64).

***The Associate in Applied Science Degree Core Requirements***

The associate in applied science degree is awarded to students who complete the requirements of a specific career or professional program outlined in this catalog. These programs may contain no less than 60 and no more than 76 semester hours. Of the total hours in a program, 35-40 percent must be courses chosen to ensure competency in reading, writing, oral communication, computers, and fundamental mathematics and to satisfy Jefferson State core requirements. The remaining hours must be taken in the specific area of concentration and may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition, coursework in the area of concentration must follow an orderly, identifiable sequence. All associate in applied science degrees will contain the following General Education core requirements. Not all courses listed will satisfy these requirements in all programs; courses should be selected to ensure that they meet the requirements of an approved program.

**Note: Courses satisfying Areas I-IV are noted in the “Course Descriptions” and “University Parallel Programs” sections of the *Catalog and Student Handbook*.**

**Area I: Communication Skills 6**

- English – ENG 101 3
- ENG 102 or Speech 3

Requirements: The oral communication competency is a requirement of the Southern Association of Colleges and Schools. This requirement may be accomplished through the integration of oral communication proficiencies within a required discipline-specific course(s).

**Area II: Humanities and Fine Arts 3**

In addition to Literature, disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, theater and dance.

**Area III: Natural Science, Computer Science and Mathematics****10 - 11**

In addition to mathematics, disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.

Requirements: Distributed in mathematics or lab science or computer science (data processing). Minimum of three hours in mathematics is required. Minimum of four hours in natural science is required. One computer science (data processing) course or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). Appropriate 100 or above level courses denoted in The Alabama College System Course Directory may be substituted.

**Area IV: History, Social, and Behavioral Sciences****3**

In addition to history, the social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.

**Area V:**

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

**Areas I – V:****60-76**

Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the "General Studies" transfer courses whenever possible.

An associate in applied science degree candidate who has completed specific program entry requirements and who is following a specific associate in applied science program, taking courses in the proper sequence under the guidance of a designated program advisor, may be said to be majoring in that program of study.

**Certificate Requirements**

The following requirements must be met in order to receive a certificate. A student should apply for graduation in Enrollment Services. A student who seeks a certificate should apply during the semester before he or she anticipates completing graduation requirements. The student will be informed, in writing, of his or her academic status with regard to qualifying for graduation.

A student may elect to graduate under any Jefferson State degree plan in effect during his or her enrollment, the date of the earliest degree plan not to exceed four years prior to the date of anticipated graduation.

A student shall be awarded a certificate upon satisfactory completion of the requirements of the specific degree plan as specified by the college and by the State Board of Education.

A student must:

1. For a certificate, satisfactorily complete a minimum of 30 semester hours of college credit in an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 50 percent of the degree plan course work at Jefferson State for a certificate.
4. Complete and transfer appropriate courses with a grade of "C" or better from a regionally or Council on Occupational Education accredited institution to satisfy degree requirements. Courses must be transferred within a calendar year of the last term of attendance at Jefferson State. A transfer grade of "D" will only be accepted when the transferred student's cumulative grade point average is 2.0 or above.
5. Complete all graduation requirements within a calendar year of the last term of attendance at Jefferson State.
6. Submit a formal application for graduation during the term before he or she anticipates completing graduation requirements.
7. Fulfill all financial obligations to the college.
8. Count no credit hours for any courses disregarded when declaring academic bankruptcy or forgiveness in the cumulative grade point average toward the total number of hours required for a degree.
9. Remove all admissions conditions.
10. Students must take and obtain the appropriate score on all WorkKeys tests required by the student's program of study.

**Certificate Core Requirements**

A certificate is awarded to students who satisfy the requirements of a specific certificate program outlined in this catalog. All certificate programs will require 30 - 60 semester credit hours and contain the following core requirements.

<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>
	Appropriate score on Reading WorkKeys required.	
<b>MTH Elective</b>	<b>MTH 100 or MTH 116 or higher level math course</b>	<b>3</b>
	Appropriate score on Math WorkKeys required.	
<b>Humanities and Fine Arts Elective</b>		<b>3</b>
	(art, humanities, religion, theater arts, philosophy, literature, music, foreign language, speech)	
<b>Natural Science, Computer Science and Mathematics</b>	<b>3</b>	
	In addition to mathematics, disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.	

Requirements: One computer science (data processing) course or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s).

**Technical Concentration, and Electives** 18 - 48

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

**Maximum Program Semester Credit Hours** 30-60

## ***Short Certificate Requirements***

The following requirements must be met in order to receive a short certificate. A student should apply for graduation in Enrollment Services. A student who seeks a short certificate should apply during the semester before he or she anticipates completing graduation requirements. The student will be informed, in writing, of his or her academic status with regard to qualifying for graduation.

A student may elect to graduate under any Jefferson State degree plan in effect during his or her enrollment, the date of the earliest degree plan not to exceed four years prior to the date of anticipated graduation.

A student shall be awarded a short certificate upon satisfactory completion of the requirements of the specific degree plan as specified by the college and by the State Board of Education.

A student must:

1. For a certificate less than or equal to 26 semester credit hours, satisfactorily complete a minimum of 9 semester hours of college credit in an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at the college. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 50 percent of the degree plan course work at Jefferson State for a certificate.
4. Complete and transfer appropriate courses with a grade of "C" or better from a regionally or Council on Occupational Education accredited institution to satisfy degree requirements. Courses must be transferred within a calendar year of the last term of attendance at Jefferson State. A transfer grade of "D" will only be accepted when the transferred student's cumulative grade point average is 2.0 or above.
5. Complete all graduation requirements within a calendar year of the last term of attendance at Jefferson State.
6. Submit a formal application for graduation during the term before he or she anticipates completing graduation requirements.
7. Fulfill all financial obligations to the college.

8. Count no credit hours for any courses disregarded when declaring academic bankruptcy or forgiveness in the cumulative grade point average toward the total number of hours required for a degree.
9. Remove all admissions conditions.
10. Students must take and obtain the appropriate score on all WorkKeys test required by the student's program of study.

## ***Short Certificate Core Requirements***

A Short Certificate is awarded to students who satisfy the requirements of a specific short certificate less than or equal to specific programs outlined in this catalog. All short certificate programs will require 9 - 26 semester credit hours and contain the following core requirements.

**Written Composition I** 0 - 3

Completion of remedial English or eligible for ENG 101 and appropriate score on WorkKeys.

**Mathematics** 0 - 3

Completion of remedial math or eligible for MTH 100 or 116 (program specific) and appropriate score on WorkKeys.

**Maximum General Education Core, Technical Concentration, and Electives** 26 - 20

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

**Maximum Program Semester Credit Hours** 26

## ***Graduation Honors***

### ***Degrees***

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors Cum Laude	3.50 to 3.69 GPA
Graduation with High Honors Magna Cum Laude	3.70 to 3.89 GPA
Graduation with Highest Honors Summa Cum Laude	3.90 to 4.00 GPA

Note: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at Jefferson State.

### ***Certificates***

Graduation with Distinction	3.50 to 4.00 GPA
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Note: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours.

### ***Graduation Ceremony***

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A graduation ceremony is held in May of each year for graduates of the spring and preceding summer and fall terms. Information concerning the ceremony is mailed to students in early April of each year.

No student may participate in the graduation ceremony who has not completed all degree requirements prior to the date of the graduation ceremony.

Although degrees are officially conferred in May, students receive their diplomas approximately four to six weeks after the end of the term in which they complete their degree requirements.

## ***Academic Inventory***

### ***University Parallel Programs***

The Associate in Arts and Associate in Science degrees, requiring a minimum of 60 and a maximum of 64 semester hours, are essentially planned sets of courses leading to baccalaureate degrees. Thus, Associate in Arts and Associate in Science degree students do not officially major in an academic discipline at Jefferson State. Majors are defined by the institutions to which these students transfer. However, Associate in Arts and Associate in Science degree students are assigned to advisors on the basis of an intended major or field of interest indicated by individual students.

In 1994 the Alabama state legislature passed Alabama Legislative Act 94-202. This act created the State of Alabama Articulation and General Studies Committee (AGSC). This committee, composed of representatives from the four-year and two-year colleges of Alabama was given the following charges:

1. Develop a statewide freshman and sophomore-level general studies curriculum to be taken at all public colleges and universities.
2. Develop and adopt a statewide articulation agreement for the freshman and sophomore years for the transfer of credit among all public institutions of higher education in Alabama.

The AGSC has developed semester credit hour requirements in four traditional areas of general education. A list of actual courses approved for statewide transfer is found in the "University Parallel Programs" section of this catalog.

<b>Area I</b>	<b>Written Composition</b>	<b>6</b>
<b>Area II</b>	<b>Humanities and Fine Arts</b>	<b>12</b>
<b>Area III</b>	<b>Natural Science and Mathematics</b>	<b>11</b>
<b>Area IV</b>	<b>History, Social and Behavioral Sciences</b>	<b>12</b>

A list of approved "discipline templates" and articulation guides may be found on our web site at [www.jeffstateonline.com](http://www.jeffstateonline.com) and clicking the STARS icon. Students are responsible for learning the additional specific course requirements for Area V for their major at the institution where they wish to transfer. Additional Area V requirements may be accessed on the transfer institution's web site at [www.jeffstateonline.com](http://www.jeffstateonline.com). Students, with the aid of advising, can plan their course of study to meet the requirements of the senior institution. Requirements may change as needed. Appropriate substitutions may be made with the consent of the division chairperson and the dean of instruction. Transfer guides (requirements) for the A.A. and A.S. programs are available in the division offices where programs are housed.

### ***Career and Professional Degree Programs***

Jefferson State Community College offers the following two-year, college level programs of study as career and professional programs. These programs prepare students to enter occupational, semi-professional, or para-professional

employment. These programs are designed to be completed in two years rather than to constitute the first two years of a four-year program. For descriptions of each program, consult the Career Programs section in this catalog.

### ***Certificate Programs***

Certificate programs of one year or less of study are designed for students who wish to obtain specific occupational skills. For descriptions of each program, consult the "Career Programs" section in this catalog.

## ***Mission Statements for Instructional Divisions***

### ***General Studies and Transfer Division***

The General Studies and Transfer Division, which is comprised of four departments – Business/Information Systems, Communications, Liberal Arts, and Math/Engineering/Physical Sciences – is committed to providing excellence in all areas of instruction and offer educational opportunities that meet or exceed the standards set forth by all appropriate accrediting agencies. The General Studies and Transfer Division endeavors to provide an educational environment that is accessible to and meets the needs of all students including providing educational opportunities via distance learning as well as traditional classes. This division strives to:

- offer developmental education in mathematics and English, if needed, in order to prepare students for upper level courses.
- offer high-quality transferable courses for students who intend to transfer to a senior university.
- offer relevant courses to support the needs of students in other divisions of the college.
- coordinate with other institutions within the Alabama College System to maintain articulation agreements.

### ***Business/Information Systems Department***

The Department of Business and Information Systems includes the areas of Business, Computer Science, and Office Administration. The mission of this department is two-fold. The department provides all students access to quality educational opportunities and experiences that will meet the needs of an ever-changing and increasingly demanding technological society. In addition, the department provides outstanding educational instruction which prepares students for transfer to a college or university. The department will:

- provide career programs and professional degree programs that enable graduates to obtain immediate employment
- prepare students to continue their education at four-year institutions
- expand learning opportunities through the integration of technology with instruction
- provide access to instruction through distance learning as well as traditional modes of delivery
- provide courses that help those already employed

acquire specialized skills needed as a result of technological advances or for job advancement

- evaluate programs and courses for relevancy, making appropriate changes when needed
- maintain a professional and knowledgeable faculty

### **Communications Department**

The mission of the Communications Department is to inspire in students a desire for excellence in scholarship, an ability to communicate effectively, an appreciation for the humanities, and skills and work ethics to become contributing members of society. The department endorses the college's Mission Statement and strives to uphold its commitment to learning. The department strives to:

- meet students' needs by providing a variety of learning activities to address diverse learning styles.
- provide access to instruction through distance learning as well as traditional modes of delivery.
- prepare students to continue their education at four-year institutions or to enter the workforce.
- offer courses that allow students to upgrade skills and knowledge for personal enrichment or for job advancement.
- maintain an informed and professional faculty.

### **Liberal Arts Department**

The mission of the Liberal Arts Department is to offer courses and programs that will provide a quality educational experience. The Liberal Arts Department is divided into two areas—Humanities and Social Sciences.

The Humanities area of this department is dedicated to providing valuable learning experiences in the liberal arts tradition. The department is committed to offering those courses which will present the student an excellent opportunity to pursue moral, creative, and philosophical interests. Courses within this curriculum include art, music, religion, and philosophy.

The Social Science area of this department also acknowledges the liberal arts tradition. It is committed to creating a learning environment of self-awareness along with a sense of growth and development. Courses in this curriculum include anthropology, geography, history, political science, psychology, and sociology. The department strives to:

- prepare students to continue their education at four-year institutions or to enter the workforce
- provide access to instruction through distance learning as well as through traditional methods.
- provide students with a discipline approach to the theories and methodologies that will assist them in understanding their society.
- provide for its students an informal and participatory environment which encourages them to adopt a lifestyle of intellectual growth and self-awareness.
- cultivate qualities of character and leadership in students by developing their analytical skills as well as creating a sensitivity to values essential for people living in an ever-changing world.
- maintain an informed and professional faculty.

### **Mathematics/Engineering/ Physical Sciences Department**

The Department of Mathematics/Engineering/Physical Sciences offers a broad range of courses that service the career programs of the college and that will transfer to baccalaureate degree granting institutions. The department also offers developmental mathematics courses to prepare students for college level mathematics. The department will:

- provide freshman and sophomore-level course work which meets or exceeds the standards of public institutions of higher learning.
- offer an innovative remedial mathematics program accommodating various skill levels.
- develop and provide courses relevant to the career and professional degree programs of the college.
- prepare students with strong content knowledge in chemistry and physics with emphasis on critical thinking and problem solving skills, which will allow them to meet career goals.
- offer transferable courses in astronomy and physical science that will meet general education requirements in science.
- ensure supplementary student support through audiovisual materials and tutorial services.
- provide academic advising to students with engineering majors and general studies.

### **Center for Health and Biological Sciences**

The Center for Health and Biological Sciences includes the Biomedical Equipment Technology, Clinical Laboratory Technology, Physical Therapist Assistant and Radiologic Technology Programs along with the Departments of Nursing, Biology and Physical Education.

The mission of the Center for Health and Biological Sciences is two-fold. The center provides a high quality, relevant educational experience which prepares students for immediate employment in the health related fields of nursing, clinical laboratory technology, physical therapy assistant, biomedical equipment technology and radiologic technology. In addition, the center provides quality educational experiences which prepare students for transfer to a college or university or allow students to meet personal needs. The center will:

- adapt the curricula as necessary to respond to the increasing demands of the certifying/licensing agencies and the workforce needs of the community at large.
- provide educational opportunities, through the use of traditional and distance learning instruction methodologies to meet the needs of students.
- work to develop and maintain articulation agreements with senior institutions.
- maintain a professional and knowledgeable faculty.

Students can satisfy general education core requirements for transfer programs with courses offered through the Department of Biology for pre-professional and professional programs listed on page 58 of the *Catalog and Student Handbook*.



### **Center for Professional, Career, and Technical Education**

The mission of the Center for Professional, Career, and Technical Education is to provide educational and workforce training experiences that are designed to prepare students for immediate employment and upgrade current worker skills. The Center is committed to offering high quality programs and services that support the mission of the College through associate degrees, certificates, and mini-certificates.

The Center offers the following professional, career, and technical programs:

Banking and Finance  
Building Science Technology  
Call Center/Customer Service  
Child Development  
Criminal Justice-Law Enforcement  
Fire Science  
Funeral Service  
Hospitality Management/Culinary Apprenticeship  
Interior Design  
Landscape Technology  
Manufacturing and Technology  
Radio and TV Production and Broadcasting

The Center strives to:

- provide relevant professional, career, and technical programs, courses, and training opportunities that are designed to meet the educational and training needs of students and employers.
- update curricula, laboratories, and technology as necessary to remain current with industry standards and to ensure that students are provided quality learning opportunities.
- explore new teaching methodologies and delivery modes that may enhance student learning and expand access to educational offerings.
- establish partnerships and maintain relationships with schools, colleges and universities, business/industry, municipalities, and other external groups.
- provide quality advising and guidance to students to enhance student success.
- maintain a professional and knowledgeable faculty.
- maintain standards of excellence in programs content.

### **Center for College, Corporate, and Community Education**

The mission of the Jefferson State Community College Division of College, Community and Corporate Education is to effectively communicate to the service area, the available offerings, capabilities and resources of the college to successfully teach work skills and community classes in order to yield mutually beneficial results for area business, community, and for the college.

The center endeavors to:

- communicate effectively to the service area as to Jefferson State's cost effectiveness and convenience of locations, class time formats, resources and facilities.

- communicate offerings, capabilities and resources in various ways, disseminating information about events, programs, courses and seminars, through schedules, calendars and brochures, informing our service area of resources as well as college accomplishments and activities.
- focus on service to the community with energy and integrity while seeking to make the community aware of the benefits of partnering with Jefferson State Community College. The division accomplishes this through positive communication, interaction and effective, helpful procedures.
- continually stay alert to new and changing needs of the community, working to upgrade our efforts, to consider new ideas and expand our capabilities in order to maintain productivity while encouraging growth.

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### ***Program Admission Requirements***

#### ***Career and Professional Programs***

Admission to the college does not guarantee admission to career and professional programs. To ensure that students have the best possible opportunity to succeed in their chosen fields and to gain employment in those fields after graduation, Jefferson State requires that students meet certain standards for admission to these programs. These standards include making up any background deficiencies, completing any required remedial courses, and satisfying pre-entry program requirements. Advisors are available to direct students toward courses and procedures that may enable them to gain entry into these programs.

Prior to seeking admission to these programs, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying the requirements. There are some program courses, which can be taken prior to admission to the program, and the advisor will help with the selection of these and other general education courses that can be used to fulfill degree requirements once admitted to the program.

## **Programs of Study**

### **University**

#### **Parallel Programs**

The Alabama General Studies Committee has approved program templates and/or articulation guides for the following university parallel programs.

#### **Allied Health Department**

##### **Jefferson Campus (205) 856-7940**

Allied Health (UAB)  
Biomedical Science (USA)  
Clinical Laboratory Science/  
Medical Technology  
Cytotechnology (UAB)  
Health Information Management (UAB)  
Health Science (Athens)  
Health Services Administration (AU)  
Nuclear Medicine Technology (UAB)  
Occupational Therapy  
Pharmacy (Samford)  
Radiologic Sciences  
Rehabilitation (non-certification) (TSU)  
Rehabilitation Services Education (AU)  
Respiratory Therapy/Cardiopulmonary  
Sciences  
Surgical Physician Assistant (UAB)

Students applying to dental, medical, or veterinary school should seek advising from the Biology Department.

#### **Biology Department**

##### **Jefferson Campus (205) 856-7790**

##### **Shelby Campus (205) 520-5980**

Biology  
Environmental Science  
Environmental Science and Soil  
(AA&MU)  
Fisheries Science (AU)  
Wildlife Science (AU)

Students applying to dental, medical, or veterinary school should seek advising from the Biology Department.

#### **Business/Information Systems Department**

##### **Jefferson Campus (205) 856-7864**

##### **Shelby Campus (205) 520-5980**

Accounting  
Advertising  
Business  
Computer Science  
Consumer Science (UA)  
Economics

Family and Consumer Sciences  
Health Promotion (AU)  
Human Environmental Science (UNA)  
Information Science (USA)  
Information Technology (USA)  
International Business  
Management  
Management Information Systems  
Marketing  
Operations Management  
Poultry Science (AU)  
Public Administration (AU)  
Public Safety Administration (Athens)  
Transportation or Physical Distribution

#### **Communications Department**

##### **Jefferson Campus (205) 856-8585**

##### **Shelby Campus (205) 520-5980**

Communication Studies  
English  
Speech  
Speech Pathology  
Theatre

#### **Liberal Arts Department**

##### **Jefferson Campus (205) 856-6037**

##### **Shelby Campus (205) 520-5999**

Anthropology  
Art History B.A.  
Art Studio B.A.  
Art Studio B.F.A.  
Associate in Arts  
Behavioral Science (Athens)  
Dance  
Human Development and Family  
Studies (AU and UA and AA&MU)  
Foreign Language  
Geography  
History  
Human Services (TSU)  
International Studies (UAB)  
Liberal Arts  
Liberal Studies (Athens)  
Music  
Philosophy  
Political Science  
Psychology  
Public Relations  
Religious Studies  
Slavic Area Studies (UAH)  
Social Science  
Social Work  
Sociology

#### **Math/Engineering/Physical Sciences Department**

##### **Jefferson Campus (205) 856-7864**

##### **Shelby Campus (205) 520-5999**

Applied Discrete Mathematics (AU)  
Applied Mathematics (AU)  
Biochemistry (AU)  
Biomedical Engineering (UAB)  
Chemistry  
Engineering  
Aerospace  
Biosystems (AU)  
Chemical  
Civil  
Computer  
Computer Science  
Electrical  
Industrial  
Materials  
Mechanical  
Geology  
Geomatics (TSU)  
Laboratory Technology (AU)  
Mathematics  
Meteorology (USA)  
Physics  
Science Management (Athens)  
Textile Engineering, Textile Chemistry,  
and Textile Management and  
Technology (AU)

#### **Nursing Department**

##### **Jefferson Campus (205) 856-7940**

Capstone Nursing (UA)  
Nursing

#### **Physical Education Department**

##### **Jefferson Campus (205) 856-7880**

Adult Education (AU)  
Art Education  
Athletic Training  
Biology Education  
Business Ed:Middle/High School  
Career Technical Education (Athens)  
Chemistry Education  
Elementary/Early Childhood Education  
English/language Arts Ed:Middle/High  
School  
Family and Consumer Sciences  
Education (AA&MU)  
French Ed:Middle/High School  
General Sciences Ed:Middle/  
High School  
General Studies in Human  
Environmental Sciences (UA)  
Geography Ed:Middle/High School  
German Ed:Middle/High School  
Health Ed:Middle/High School  
Health, PE, and Recreation

History Ed:Middle/High School  
 Latin Education (TSU)  
 Math Ed:Middle/High School  
 Music Education  
 Physical Education  
 Physics Education  
 Recreation Administration (JSU)  
 Social Studies Ed:Middle/High School  
 Spanish Ed:Middle/High School  
 Special Education  
 Sports and Fitness Management (TSU)

### **Professional, Career and Technical Education Department**

#### **Jefferson Campus (205) 856-7701**

Agribusiness Economics  
 Agricultural Communications (AU)  
 Agricultural Economics (AU) (AA&MU)  
 Agricultural Science (AA&MU)  
 Agronomy and Soils(AU)  
 Animal Science/Animal and Dairy Sciences  
 Apparel and Textiles (UA)  
 Apparel Merchandising, Design, & Production Management (AU)  
 Apparel Merchandising and Design (AA&MU)  
 Architecture (AU)  
 Building Science (AU)  
 Criminal Justice  
 Criminology (AU)  
 Finance  
 Food and Nutrition (UA)  
 Food Science and Technology (AA&MU)  
 Forest Management/Forest Science (AA&MU)  
 Forestry (AU)  
 Horticulture (AU)  
 Hotel and Restaurant Management (AU)  
 Human Resource Management  
 Industrial Design (AU)  
 Industrial Hygiene (UNA)  
 Instrumentation (Athens)  
 Interior Architecture (AU)  
 Interior Design (AU and UA)  
 Interior Environment (AU)  
 Journalism  
 Nutrition and Food Science (AU)  
 Nutrition and Hospitality Management (AA&MU)  
 Plant Science (AA& MU)  
 Restaurant and Hospitality Management (UA)  
 Technology, Industrial Technology or Engineering Technology  
 Telecommunication and Film or Broadcasting

### **Associate in Applied Science Career and Professional Programs**

Jefferson State offers the following two-year, college level programs of study as career and professional programs. These programs prepare students to enter occupational, semi-professional, or para-professional employment and are designed to be completed in two years rather than to constitute the first two years of a four-year program. For descriptions of each program, consult the curriculum listings in the catalog or consult one of the divisions listed below.

#### **Allied Health Department**

##### **Jefferson Campus (205) 856-7940**

Biomedical Equipment Technology  
 Clinical Laboratory Technology  
 Physical Therapy Assistant  
 Radiologic Technology

#### **Business/Information Systems Department**

##### **Jefferson Campus (205) 856-7864**

##### **Shelby Campus (205) 520-5980**

Accounting  
 Business Management  
 Business Management  
 Real Estate Marketing  
 Marketing/Retailing  
 Computer Information Systems  
 Microcomputer Applications  
 Computer Programming  
 Networking  
 Web Technologies  
 Office Administration Technology  
 Medical Support Specialist  
 Legal Support Specialist  
 Accounting Support Specialist  
 Administrative Office Applications Specialist

#### **Nursing Department**

##### **Jefferson Campus (205) 856-7940**

##### **Shelby Campus (205) 520 5994**

Nursing

#### **Professional, Career and Technical Education Department**

##### **Jefferson Campus (205) 856-7848**

Building Science Technology  
 Architectural/Civil Design  
 Technology

Construction Management  
 Technology  
 Business Management  
 Call Center/Customer Service  
 Child Development  
 Child Development Educarer  
 Child Development Administrator  
 Child Development School Age  
 Finance Administration  
 Fire Science  
 Funeral Service Education  
 Hospitality Management  
 Culinary Apprentice  
 Foodservice/Culinary Management  
 Hotel-Motel Management  
 Interior Design  
 Landscape Technology  
 Plant Production  
 Landscape Horticulture  
 Turfgrass Management  
 Law Enforcement  
 Manufacturing Technology  
 Industrial Maintenance  
 Automated Manufacturing  
 Electronics  
 Computer Aided Drafting/Design  
 Telecommunications (Outside Plant Design)  
 Radio and Television Production and Broadcasting

### **Certificate Programs**

For descriptions of each program, consult the listing in the "Career and Certificate Programs" section of this catalog.

#### **Allied Health Department**

##### **Jefferson Campus (205) 856-7940**

Biomedical Equipment Technology

#### **Business/Information Systems Department**

##### **Jefferson Campus (205) 856-7864**

##### **Shelby Campus (205) 520-5980**

Accounting  
 Business Management  
 Business Management  
 Real Estate Marketing  
 Call Center/Customer Service  
 Marketing/Retailing  
 Computer Information Systems  
 Technology  
 Microcomputer Applications  
 Computer Programming  
 Networking  
 Web Technologies  
 Office Technology Certificate  
 Medical Office Assistant

Legal Office Assistant  
Accounting Assistant  
Office Applications Assistant

***Professional, Career and  
Technical Education Department***

***Jefferson Campus (205) 856-7701***

Building Science Technology  
  Architectural/Civil Design Technology  
  Construction Management  
  Technology  
Child Development Certificate  
  Child Development Educarer  
  Child Development Administrator  
  Child Development School Age  
Finance Administration  
Funeral Service  
Hospitality Management  
  Foodservice/Culinary Management  
  Hotel-Motel Management  
Manufacturing Technology  
  Industrial Maintenance  
  Automated Manufacturing  
  Electronics  
  Computer Aided Drafting/Design  
  Telecommunications Outside Plant  
  Design)  
Landscape Technology  
  Landscape Design  
  Landscape Technician  
  Sports Turf Technician  
Law Enforcement  
Radio and Television Production and  
  Broadcasting

## Jefferson State's Alabama General Studies Committee (AGSC) Approved Course Listing


<p><b>Area I: Written Communication</b> <span style="float: right;"><b>6</b></span></p> <p>ENG 101 English Composition I ENG 102 English Composition II</p> <p><b>Area II: Humanities and Fine Arts</b> <span style="float: right;"><b>12</b></span></p> <p><b>*Literature</b> <span style="float: right;"><b>3</b></span></p> <p>ENG 251 American Literature I ENG 252 American Literature II or ENG 261 English Literature I ENG 262 English Literature II or ENG 271 World Literature I ENG 272 World Literature II</p> <p><b>Arts</b> <span style="float: right;"><b>3</b></span></p> <p>ART 100 Art Appreciation (A) ART 203 Art History I (A) ART 204 Art History II (A) IDH 110 Renaissance/Rom Rebel Cul (A) MUS 101 Music Appreciation (A) THR 120 Theatre Appreciation (A) THR 126 Introduction to Theatre (A)</p> <p><b>Additional Humanities and Fine Arts</b> <span style="float: right;"><b>6</b></span></p> <p>HUM 101 Introduction to Humanities HUM 102 Introduction to Humanities HUM 299-1 PTK Honors Course I HUM 299-2 PTK Honors Course II HUM 299-3 PTK Honors Course III IDH 106 Classical/Medieval Concepts Man IDH 208 Creative Forces in Modern World IDH 214 Interdisciplinary Seminar: Science and Human Values PHL 106 Introduction to Philosophy PHL 206 Ethics and Society REL 151 Survey of the Old Testament REL 152 Survey of the New Testament SPH 106 Fundamentals of Speech Communication SPH 107 Fundamentals of Public Speaking SPH 116 Introduction to Interpersonal Communication SPA 101 Introductory Spanish I SPA 102 Introductory Spanish II SPA 201 Intermediate Spanish I SPA 202 Intermediate Spanish II</p> <p><b>Area III: Natural Sciences and Mathematics</b> <span style="float: right;"><b>11</b></span></p> <p><b>Mathematics</b> <span style="float: right;"><b>3</b></span></p> <p>MTH 110 Finite Mathematics MTH 112 Precalculus Algebra MTH 113 Precalculus Trigonometry MTH 115S Precalculus Algebra and Trig MTH 120 Calculus and Its Applications MTH 125S Calculus I MTH 126S Calculus II MTH 227 Calculus III MTH 237 Linear Algebra MTH 238 Applied Differential Equations I</p>	<p><b>Natural Sciences</b> <span style="float: right;"><b>8</b></span></p> <p>AST 220 Introduction to Astronomy BIO 101 Introduction to Biology BIO 102 Introduction to Biology II BIO 103 Principles of Biology I BIO 104S Principles of Biology II CHM 104 Introduction to Inorganic Chemistry CHM 105 Introduction to Organic Chemistry CHM 111 College Chemistry I CHM 112 College Chemistry II IDH 107 Disc: Questions, Hypotheses/Exp IDH 109 Contemporary. Problems in Science and Technology PHS 111 Physical Science I PHS 112 Physical Science II PHY 201 General Physics I PHY 202 General Physics II PHY 213S General Physics w/Calculus I PHY 214S General Physics w/Calculus II</p> <p><b>Area IV: History, Social, and Behavioral Sciences</b> <span style="float: right;"><b>12</b></span></p> <p><b>*History</b> <span style="float: right;"><b>3</b></span></p> <p>HIS 101 Western Civilization I HIS 102 Western Civilization II HIS 201 United States History I HIS 202 United States History II</p> <p><b>**Additional History, Social, and Behavioral Sciences</b> <span style="float: right;"><b>9</b></span></p> <p>ANT 200 Introduction to Anthropology ANT 210 Physical Anthropology ANT 220 Cultural Anthropology ANT 226 Culture and Personality ANT 230 Introduction to Archaeology ECO 231 Macroeconomics ECO 232 Microeconomics GEO 100 World Regional Geography IDH 206 Political and Intellectual Forces in the 20th Century POL 211 American National Government PSY 200 General Psychology PSY 210 Human Growth and Development SOC 200 Introduction to Sociology SOC 210 Social Problems</p> <p><small>*As a part of the General Studies Curriculum, students must complete a six-hour sequence either in literature or in history.</small></p> <p><small>**No more than 6 hours of history may be taken for Area IV.</small></p>
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## Advertising

(University of Alabama only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	6
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
ECO 232 Principles of Microeconomics	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	6

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
MCM 100 Introduction to Mass Communications	3
MCM 102 Writing for the Media	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
**Additional Hours	10-14

Students must print and retain the articulation guide for Advertising. Failure to do so may result in the program not being transferable.


**+Refer to AGSC transfer guide for specific course options.**

## Allied Health

(University of Alabama at Birmingham only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
SPH 107 Fundamentals of Public Speaking	3
+Additional Humanities and Fine Arts	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
Students preparing to pursue the Bachelor of Science in Allied Health degree may take 23 hours of electives. Students with a license or credential in health professions such as nursing or an allied health field may request that credit for technical courses in health professions taken at a community college or other accredited educational institution be applied as elective credit. Students must print and retain the articulation guide for Allied Health. Failure to do so may result in the program not being transferable.	


Note: Accounting I and II for six hours may be taken under Area V if a community college student has completed six or more hours at a four-year college or university if the student will transfer 64 hours from a community college.

**+Refer to AGSC transfer guide for specific course options.**

## Animal/Dairy Science

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	6
<b>Area III: Natural Sciences and Mathematics</b>	<b>11-12</b>
Complete MTH 113 or 115S	3-4
BIO 103 Principles of Biology	4
BIO 104S Principles of Biology II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

#### Area V: Pre-Professional, Major and Elective Courses 19

Students transferring to AA&MU should complete 19 hours from the following: CIS 146, CHM 111, CHM 112, SPH 106, PHY 201, CHM 221, MTH 125S.

Students transferring to Auburn should complete 19 hours from the following: CIS 146, CHM 111, CHM 112, SPH 106, ECO 232, BIO 201, BIO 202, \*PHY 201, \*\*CHM 221.

\*Students in the Pre-professional/Basic Science option should also take PHY 202.

\*\*Students in the Pre-professional/Basic Science option should also take CHM 222.

\*\*Please refer to Auburn's home page or catalog for a major in Animal/Dairy Sciences for transfer information. Students must print and retain the articulation guide for Animal/Dairy Sciences. Failure to do so may result in the program not being transferable.


+Refer to AGSC transfer guide for specific course options.

## Apparel Merchandising, Design, & Production Management

(Auburn University only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
Literature sequence	6
Arts (A)	3
Complete PHL 106 or 206	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
MTH 113 Precalculus Trigonometry	4
CHM 104 Introduction to Inorganic Chemistry	4
CHM 105 Introduction to Organic Chemistry	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
History sequence	6
ECO 232 Principles of Microeconomics	3
Complete PSY 200 or SOC 200	3

#### Area V: Pre-Professional, Major and Elective Courses 19

BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
ECO 231 Principles of Macroeconomics	3

**For students choosing the Apparel Merchandising Option:** Complete 10 hours from the following:

SPH 106 Fundamentals of Oral Communication <b>or</b>	3
SPH 107 Fundamentals of Public Speaking	3
BUS 263 Legal and Social Environment of Business	3
SPA 101 Introductory Spanish II	4
SPA 102 Introductory Spanish II	4

**For students choosing the Product Design and Production management Option:** Complete 10 hours from the following:

ART 203 Art History I	3
ART 204 Art History II	3
BUS 263 Legal and Social Environment of Business	3
SPA 101 Introductory Spanish II	4
SPA 102 Introductory Spanish II	4

Students must print and retain the articulation guide for Architecture. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.


## Architecture

(Auburn University only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation.

Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	6
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
MTH 125S Calculus I	4
PHY 201 General Physics I	4
+Natural Sciences	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
Complete two courses from the following:	6
ART 113 Drawing I	
ART 121 Two-dimensional Composition I	
ART 127 Three-dimensional Composition	
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communication	
SPH 107 Fundamentals of Public Speaking	
Complete one course from the following:	3
ECO 231 Principles of Macroeconomics	
ECO 232 Principles of Microeconomics	
BUS 275 Principles of Management	
BUS 285 Principles of Marketing	
**Additional Hours	7-11


\*\*Please refer to Auburn's home page or catalog for a major in Architecture for the additional hours. Students must print and retain the articulation guide for Architecture. Failure to do so may result in the program not being transferable. Architecture students should contact an Auburn advisor during their first semester at Jefferson State.

+Refer to AGSC transfer guide for specific course options.

## Art Education

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
ART 113 Drawing I	3
ART 121 Two-dimensional Comp I	3
ART 127 Three-Dimensional Comp II	3
ART 204 Art History II	3
**Additional Hours	7-11

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Art Education. Students must print and retain the articulation guide for Art Education. Failure to do so may result in the program not being transferable.


+Refer to AGSC transfer guide for specific course options.



## Art History B.A.

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
+Additional Humanities and Fine Arts	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
ART 203 Art History I	3
Complete two courses from the following:	
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-dimensional Composition I	3
ART 127 Three-dimensional Composition	3
ART 204 Art History II	3
**Additional Hours	10-14


**\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Art History (B.A.). Students must print and retain the articulation guide for Art History. Failure to do so may result in the program not being transferable.**

**+Refer to AGSC transfer guide for specific course options.**

## Art Studio B.A. or B.F.A.

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
+Additional Humanities and Fine Arts	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two-dimensional Composition I	3
ART 127 Three-dimensional Composition	3
ART 203 Art History I	3
ART 204 Art History II	3
**Additional Hours	1-5


**\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Art Studio (B.A. or B.F.A.). Students must print and retain the articulation guide for Art Studio. Failure to do so may result in the program not being transferable.**

**+Refer to AGSC transfer guide for specific course options.**

## Associate in Arts

### Associate in Art

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

**Area I: Written Communication 6**

**Area II: Humanities and Fine Arts 12**

\*Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

**Area III: Natural Sciences and Mathematics 11**

Mathematics 3

+Natural Sciences 8

**Area IV: History, Social, and Behavioral Sciences 12**

\*History 3

+Additional History, Social, and Behavioral Sciences 9  
(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

**Area V: Pre-Professional, Major and Elective Courses 19-23**

Additional Hours 19-23


Complete 19-23 hours of additional courses/  
approved electives (100 level and above)

**+Refer to AGSC transfer guide for specific course options.**

## Biology

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

**Area I: Written Communication 6**

**Area II: Humanities and Fine Arts 12**

\*Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

**Area III: Natural Sciences and Mathematics 11**

MTH 112 Precalculus Algebra 3

BIO 103 Principles of Biology I 4

BIO 104S Principles of Biology II 4

**Area IV: History, Social, and Behavioral Sciences 12**

\*History 3

+Additional History, Social, and Behavioral Sciences 9  
(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.

**Area V: Pre-Professional, Major and Elective Courses 19-23**

CHM 111 College Chemistry I 4

CHM 112 College Chemistry II 4

Complete 1 hour from Areas II - IV for 120- hour program  
(4 hours if 128 required).

\*\*Additional Hours 10-11


\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Biology. Students must print and retain the articulation guide for Biology. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## Biology Education: Middle/High School

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

**Area V: Pre-Professional, Major and Elective Courses 19-23**  
Complete 12 hours from any 100-200 level Biology courses listed in the AGSC section of the Alabama System Course Directory (not including courses taken in Area III above).

\*\*Additional Hours 7-11

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Biology Education: Middle/High School. Students must print and retain the articulation guide for Biology Education: Middle/ High School. Failure to do so may result in the program not being transferable.


+Refer to AGSC transfer guide for specific course options.

## Biomedical Sciences

(University of South Alabama only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
SPH 107 Fundamentals of Public Speaking	3
+Additional Humanities and Fine Arts	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 125S Calculus I	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
HIS 201 United States History I	3
HIS 202 United States History II	3
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>22</b>
CIS 146 Microcomputer Applications	3
Complete 19 hours from the following:	19
BIO 103 Principles of Biology I	
BIO 104S Principles of Biology II	
CHM 221 Organic Chemistry I	
CHM 222 Organic Chemistry II	
MTH 265 Elementary Statistics	
BUS 271 Business Statistics I	
PHY 201 General Physics I - Trig Based	
PHY 202 General Physics II - Trig Based	
PHY 213S General Physics with Calculus I	
PHY 214S General Physics with Calculus II	

Please refer to the institutional home page or catalog for a major in Biology Education: Middle/High School. Students must print and retain the articulation guide for Biology Education: Middle/ High School. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## **Building Science**

(Auburn University only)

Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

**General Courses (60-64 semester hours)**

**Area I: Written Communication 6**

**Area II: Humanities and Fine Arts 12**

\*Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 6

**Area III: Natural Sciences and Mathematics 11**

MTH 125S Calculus I 3

PHY 201 General Physics I 4

PHY 202 General Physics II 4

**Area IV: History, Social, and Behavioral Sciences 12**

\*History 3

+Additional History, Social, and Behavioral Sciences 9  
(6 hours maximum of history)

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

**Area V: Pre-Professional, Major and Elective Courses 19-23**

CIS 146 Microcomputer Applications 3

CHM 111 College Chemistry I 4

Complete one of the following: 3

SPH 106 Fundamentals of Oral Communication

SPH 107 Fundamentals of Public Speaking

Complete 9-13 hours from the following: 9-13

BUS 275 Principles of Management **or**

BUS 285 Principles of Marketing

BUS 241 Introduction to Accounting I **or**

BUS 242 Introduction to Accounting II

ECO 231 Principles of Macroeconomics **or**

ECO 232 Principles of Microeconomics

MTH 120 Calculus and Its Applications

Students must print and retain the articulation guide for Building Science. Failure to do so may result in the program not being transferable. *Building science students should contact an Auburn advisor during their first semester at Jefferson State.*

**+Refer to AGSC transfer guide for specific course options.**

## **Business: Accounting, Finance, Marketing, Management, Management Information Systems**

Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

**General Courses (60-64 semester hours)**

**Area I: Written Communication 6**

**Area II: Humanities and Fine Arts 12**

Literature sequence 6

Arts (A) 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

**Area III: Natural Sciences and Mathematics 11**

MTH 112 Precalculus Algebra 3

+Natural Sciences 8

**Area IV: History, Social, and Behavioral Sciences 12**

History 3

ECO 231 Principles of Macroeconomics 3

ECO 232 Principles of Microeconomics 3

Complete one course from the following: 3

ANT 200 Introduction to Anthropology

PSY 200 General Psychology

SOC 200 Introduction Sociology

**Area V: Pre-Professional, Major and Elective Courses 21-22**

CIS 146 Microcomputer Applications 3

BUS 263 Legal and Social Environment of Business 3

BUS 271 Business Statistics I 3

BUS 272 Business Statistics II 3

BUS 241 Introduction to Accounting I 3

BUS 242 Introduction to Accounting II 3

Complete one course from the following: 3-4

MTH 120 Calculus and its Applications

MTH 125S Calculus I

Note: For a transfer to a 120-hour program, students with 60 hours of approved courses without BUS 272 should not take BUS 272. If the program is greater than 120 hours or if BUS 272 is needed to meet the 60-hour minimum, the student should take both BUS 271 and BUS 272.

Students must print and retain the articulation guide for Business. Failure to do so may result in the program not being transferable.


**+Refer to AGSC transfer guide for specific course options.**

**Capstone Nursing**

(University of Alabama only)

**Associate in Science**

*Areas II-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

**General Courses (60 - 64 semester hours)****Area 1: Written Communication 6****Area II: Humanities and Fine Arts 12**

Literature sequence 6

Arts (A) 3

PHL 206 3

**Area III: Natural Sciences and Mathematics 11**

MTH 110 or higher 3

Complete one course from the following: 4

CHM 104 Introduction to Inorganic Chemistry

CHM 111 College Chemistry I

Complete one course from the following: 4

CHM 105 Introduction to Organic Chemistry

CHM 112 College Chemistry II

**Area IV: History, Social, and Behavioral Sciences 12**

History 3

PSY 200 General Psychology 3

SOC 200 Introduction to Sociology 3

PSY 210 Human Growth and Development 3

**Area V: Pre-Professional, Major and Elective Courses 19-23**

Complete 19-23 hours from the following:

BIO 201 Human Anatomy and Physiology I 4

BIO 202 Human Anatomy and Physiology II 4

BIO 220 General Microbiology 4

BIO 230 Human Pathophysiology 4

NUR 242 Advanced Pharmacology 2

Complete one course from the following: 3

MTH 265 Elementary Statistics

BUS 271 Business Statistics I

BUS 272 Business Statistics II

Complete A or B 3-8

A. CIS 261 COBOL Programming

(Note: Completion of BUS 271 or 272 after spring

1999 will satisfy the CIS requirement at UA.)

B. SPA 101 Introductory Spanish I 4

SPA 102 Introductory Spanish II 3

**Note: Students must complete SPH 106 or 107 to satisfy the oral communication competency as a requirement for graduation.**

**Career Technical Education**

(Athens University only)

**Associate in Science**

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

**General Courses (60-64 semester hours)****Area I: Written Communication 6****Area II: Humanities and Fine Arts 12**

\*Literature 3

Arts (A) 3

SPH 107 Fundamentals of Public Speaking 3

+Additional Humanities and Fine Arts 3

**Area III: Natural Sciences and Mathematics 11**

+Mathematics 3

+Natural Sciences 8

**Area IV: History, Social, and Behavioral Sciences 12**

\*History 3

+Additional History, Social, and Behavioral Sciences 9

(6 hours maximum of history)

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.*

**Area V: Pre-Professional, Major and Elective Courses 19-23**

Complete one course from the following: 3

CIS 130 Introduction to Information Systems

CIS 146 Microcomputer Applications

Complete 17 semester hours of approved technical coursework from AAS degree program.


Students must print and retain the articulation guide for Career Technical Education. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## Chemistry

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

\*Literature 3  
Arts (A) 3  
+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications  
SPH 107 Fundamentals of Public Speaking

##### Area III: Natural Sciences and Mathematics 12

MTH 125S Calculus 4  
CHM 111 College Chemistry I 4  
CHM 112 College Chemistry II 4

##### Area IV: History, Social, and Behavioral Sciences 12

\*History 3  
+Additional History, Social, and Behavioral Sciences 9  
(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

##### Area V: Pre-Professional, Major and Elective Courses 19-23

PHY 213S General Physics with Calculus I 4  
PHY 214S General Physics with Calculus II 4  
MTH 126S Calculus II 4  
\*\*Additional Hours 7-11

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Chemistry. Students must print and retain the articulation guide for Chemistry. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Clinical Lab Sciences/ Medical Technology

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

#### General Courses (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

\*Literature 3  
Arts (A) 3  
SPH 107 Fundamentals of Public Speaking 3  
+Additional Humanities and Fine Arts 3

##### Area III: Natural Sciences and Mathematics 11

MTH 112 Precalculus Algebra 3  
CHM 111 College Chemistry I 4  
CHM 112 College Chemistry II 4

##### Area IV: History, Social, and Behavioral Sciences 12

\*History 3  
+Additional History, Social, and Behavioral Sciences 9  
(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.

##### Area V: Pre-Professional, Major and Elective Courses 19-23

MTH 265 Elementary Statistics 3  
CIS 146 Microcomputer Applications 3  
CHM 221 Organic Chemistry I 4  
BIO 220 General Microbiology 4  
BIO 103 Principles of Biology 4  
\*\*Additional Hours 1-5

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Clinical Lab Sciences/Medical Technology. Students must print and retain the articulation guide for Clinical Lab Sciences/Medical Technology. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## **Communication Studies**

### **Associate in Science**

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### **General Courses (60-64 semester hours)**

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
SPH 116 Intro. to Interpersonal Communications	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History sequence	6
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	6

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
**Additional Hours	7-14
Complete 6-9 hours from Areas II - IV.	6-9
Complete an additional speech course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
SPH 116 Intro. to Interpersonal Communications	

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Communication Studies. Students must print and retain the articulation guide for Communication Studies. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## **Computer Science**

### **Associate in Science**

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### **General Courses (60-64 semester hours)**

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
MTH 113 Precalculus Trigonometry	3
MTH 125S Calculus I	4
MTH 126S Calculus II	4
Complete one course from the following:	3
CIS 251 "C" Programming	
CIS 285 Object Oriented Programming	
**Additional Hours	8-12

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Students must print and retain the articulation guide for Computer Science. Failure to do so may result in the program not being transferable.

Note: Students who plan to major in Computer Science and transfer to Auburn University, the University of Alabama, or the University of South Alabama should obtain an "Engineering-Computer Science" transfer guide.

**+Refer to AGSC transfer guide for specific course options.**

## ***Criminal Justice***

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### General Courses (60-64 semester hours)

**Area I: Written Communication 6**

**Area II: Humanities and Fine Arts 12**

\*Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

**Area III: Natural Sciences and Mathematics 11**

+Mathematics 3

+Natural Sciences 8

**Area IV: History, Social, and Behavioral Sciences 12**

\*History 3

+Additional History, Social, and Behavioral Sciences 9

(6 hours maximum of history)

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

**Area V: Pre-Professional, Major and Elective Courses 19-23**

CRJ 100 Introduction to Criminal Justice 3

Complete one course from the following: 3

CRJ 110 Introduction to Law Enforcement

CRJ 150 Introduction to Corrections

CRJ 160 Introduction to Security

Complete one course from the following: 3

CIS 130 Introduction to Information Systems

CIS 146 Microcomputer Applications

\*\*Additional Hours 10-14

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Students must print and retain the articulation guide for Criminal Justice. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**


## ***Criminology***

(Auburn University only)

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation.*

*Courses with the computer designation  will satisfy this requirement.*

#### General Courses (60-64 semester hours)

**Area I: Written Communication 6**

**Area II: Humanities and Fine Arts 12**

\*Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

PHL 206 Ethics and Society 3

**Area III: Natural Sciences and Mathematics 11**

+Mathematics 3

+Natural Sciences 8

**Area IV: History, Social, and Behavioral Sciences 12**

History Sequence 6

+Additional History, Social, and Behavioral Sciences 6

(6 hours maximum of history)

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

**Area V: Pre-Professional, Major and Elective Courses 19-23**

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

Complete 6-8 hours of a single foreign language 6-8

ECO 232 Principles of Microeconomics 3

SOC 200 Introduction to Sociology 3

\*\*Additional Hours 4

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Students must print and retain the articulation guide for Criminology. Failure to do so may result in the program not being transferable.

**+ Refer to AGSC transfer guide for specific course options.**



## Elementary/ Early Childhood Education

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

Area I: Written Communication 6

Area II: Humanities and Fine Arts 12

\*Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

Area III: Natural Sciences and Mathematics 11

MTH 110 Finite Mathematics 3

Complete BIO 101 or BIO 103 4

Complete one additional Area III science course 4

Area IV: History, Social, and Behavioral Sciences 12

\*History 3

+Additional History, Social, and Behavioral Sciences 9

(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

Area V: Pre-Professional, Major and Elective Courses 19-23

Complete one additional Area III science course from BIO, CHM, PHY, AST or PHS 111 4

MTH 112 Precalculus Algebra 6

Complete two additional mathematics (MTH) courses (MTH 231 and 232 acceptable) 6

\*\*Additional Hours 9-13

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Early Childhood/Elementary Education. Students must print and retain the articulation guide for this program. Failure to do so may result in the program not being transferable.

+ Refer to AGSC transfer guide for specific course options.

## Engineering

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

Area I: Written Communication 6

Area II: Humanities and Fine Arts 9

\*Literature 3

Arts (A) 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

Area III: Natural Sciences and Mathematics 12

MTH 125S Calculus I 4

PHY 213S General Physics with Calculus I 4

PHY 214S General Physics with Calculus II 4

Area IV: History, Social, and Behavioral Sciences 9

\*History 3

Additional History, Social, and Behavioral Sciences 6

(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

### Aerospace major

Area V: Pre-Professional, Major and Elective Courses 24-25

MTH 126S Calculus II 4

MTH 227 Calculus III 4

MTH 237 Linear Algebra 3

MTH 238 Applied Differential Equations I 3

CHM 111 College Chemistry I 4

CIS 251 "C" Programming 3

MTH 270 Probability and Statistics or 3-4

PHY 218 Modern Physics

Students must print and retain the articulation guide for Aerospace Engineering. Failure to do so may result in the program not being transferable.

**Chemical major****Area V: Pre-Professional, Major and Elective**

<b>Courses</b>		<b>27</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations I	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4

Students must print and retain the articulation guide for Chemical Engineering. Failure to do so may result in the program not being transferable.

**Civil major****Area V: Pre-Professional, Major and Elective**

<b>Courses</b>		<b>25</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations I	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
MTH 270	Probability and Statistics	3
CIS 251	"C" Programming	3

Note: Many Civil Engineering Departments prefer FORTRAN to "C" Programming. Check with the institution's home page or catalog to see which class is preferred.

Students must print and retain the articulation guide for Civil Engineering. Failure to do so may result in the program not being transferable.

**Computer Engineering major****Area V: Pre-Professional, Major and Elective**

<b>Courses</b>		<b>24</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations I	3
CHM 111	College Chemistry I	4
CIS 251	"C" Programming	3
MTH 250	Discrete Math	3
MTH 270	Probability and Statistics	3

Students must print and retain the articulation guide for Computer Engineering. Failure to do so may result in the program not being transferable.

**Computer Science major****Area V: Pre-Professional, Major and Elective**

<b>Courses</b>		<b>24</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
CIS 251	"C" Programming	3
MTH 250	Discrete Math	3
MTH 270	Probability and Statistics	3
Additional laboratory science from Area III		4

Students must print and retain the articulation guide for Computer Science Engineering. Failure to do so may result in the program not being transferable.

**Electrical major****Area V: Pre-Professional, Major and Elective**

<b>Courses</b>		<b>25</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3
CHM 111	College Chemistry I	4
CIS 251	"C" Programming	3
PHY 218	Modern Physics	4

Students must print and retain the articulation guide for Electrical Engineering. Failure to do so may result in the program not being transferable.

**Industrial major****Area V: Pre-Professional, Major and Elective**

<b>Courses</b>		<b>25</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 251	"C" Programming	3

Students must print and retain the articulation guide for Industrial, Engineering. Failure to do so may result in the program not being transferable.

**Materials major****Area V: Pre-Professional, Major and Elective**

<b>Courses</b>		<b>25</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 251	"C" Programming	3

Students must print and retain the articulation guide for Materials Engineering. Failure to do so may result in the program not being transferable.

**Mechanical major****Area V: Pre-Professional, Major and Elective**


<b>Courses</b>		<b>25</b>
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations I	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 251	"C" Programming	3

Students must print and retain the articulation guide for Mechanical Engineering. Failure to do so may result in the program not being transferable.

## English Language Arts Education: Middle/High School

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

ENG 261 English Literature 3  
ENG 262 English Literature II 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications  
SPH 107 Fundamentals of Public Speaking

Complete one course from the following: 3

THR 120 Theater Appreciation  
THR 126 Introduction to Theater

##### Area III: Natural Sciences and Mathematics 11

+Mathematics 3  
+Natural Sciences 8

##### Area IV: History, Social, and Behavioral Sciences 12

History 3  
+Additional History, Social, and Behavioral Sciences 9  
(6 hours maximum of history)

##### Area V: Pre-Professional, Major and Elective Courses 19-23

Complete 9 hours from the following for 120 hour program (12 hours if 128 required).

ENG 251 American Literature I  
ENG 252 American Literature II  
ENG 271 World Literature I  
ENG 272 World Literature II

\*\*Additional Hours 10-11


\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in English Language Arts Education: Middle/High School. Students must print and retain the articulation guide for this program. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Foreign Language

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

\*Literature 3  
Arts (A) 3  
+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications  
SPH 107 Fundamentals of Public Speaking

##### Area III: Natural Sciences and Mathematics 11

+Mathematics 3  
+Natural Sciences 8

##### Area IV: History, Social, and Behavioral Sciences 12

\*History 3  
+Additional History, Social, and Behavioral Sciences 9  
(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

##### Area V: Pre-Professional, Major and Elective Courses 19-23

Students must take an introductory foreign language sequence from the approved introductory language courses in Area II.

Students must take an intermediate foreign language sequence from the approved intermediate language courses in Area II.

\*\*Additional Hours 7-11

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Foreign Language. Students must print and retain the articulation guide for Foreign Language. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.


## Forestry

(Auburn University only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation.

Courses with the computer designation  will satisfy this requirement.

### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
Literature sequence	6
Arts (A)	3
Complete one course from the following:	3
PHL 106 Introduction to Philosophy	
PHL 206 Ethics and Society	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 125S Calculus I	3
BIO 103 Principles of Biology I	4
BIO 104S Principles of Biology II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
History sequence	6
ECO 232 Principles of Microeconomics	3
+Additional History, Social, and Behavioral Sciences	3
(6 hours maximum of history)	
<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
SPH 107 Fundamentals of Public Speaking	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Complete one course from the following:	3
BUS 271 Business Statistics	
MTH 265 Elementary Statistics	

\*\*Additional Hours 5-9

\*\*Please refer to the Auburn's home page or catalog for a major in Forestry for the additional hours. Students must print and retain the articulation guide for Forestry. Failure to do so may result in the program not being transferable.


+Refer to AGSC transfer guide for specific course options.

## General Science Education: Middle/High School

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation.

Courses with the computer designation  will satisfy this requirement.

### General Course (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 115S Precalculus Algebra & Trigonometry <u>or</u>	
MTH 125S Calculus I	4
This requirements may be fulfilled by completing both MTH 112 & 113.	
BIO 103 Principles of Biology I	4
BIO 104S Principles of Biology II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	
<i>*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.</i>	

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
Complete one course from the following:	4
PHY 213S General Physics I w/Calculus	
PHY 201 General Physics I	
**Additional Hours	7-11

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in General Science Education: Middle/High School. Students must print and retain the articulation guide for General Science Education: Middle/High School. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Health Education: Middle/High School

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Course (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
BIO 201 Anatomy and Physiology I	4
**HEC 140 Principles of Nutrition	3
HED 231 First Aid	3
HED 221 Personal Health	3
***Additional Hours	6-10

\*\*Course not taught at JSCC. Course may be completed at another institution and transferred back (within one year) to JSCC to receive a degree.

\*\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Health Education: Middle/High School. Students must print and retain the articulation guide for Health Education. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Health Information Management

(University of Alabama at Birmingham only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Course (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
SPH 107 Fundamentals of Public Speaking	3
+Additional Humanities and Fine Arts	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Science	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
PSY 200 General Psychology	3
+Additional History, Social, and Behavioral Sciences	6

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>23</b>
BUS 241 Introduction to Accounting I	3
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
MTH 265 Elementary Statistics	3
Complete 9 hours from Areas II - IV	9


Students must print and retain the articulation guide for Health Information Management. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## History

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Course (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

##### Area III: Natural Sciences and Mathematics 11

+Mathematics 3

+Natural Sciences 8

##### Area IV: History, Social, and Behavioral Sciences 12

\*History sequence 6

+Additional History, Social, and Behavioral Sciences 6

##### Area V: Pre-Professional, Major and Elective Courses 19-23

Students should take a second 6-hour history sequence from Area IV.

Complete 3 hours from Areas II - IV for 120- hour program (6 hours if 128 required).

\*\*Additional Hours 10-11


\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in History. Students must print and retain the articulation guide for History. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## History Education: Middle/High School

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Course (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

##### Area III: Natural Sciences and Mathematics 11

+Mathematics 3

+Natural Sciences 8

##### Area IV: History, Social, and Behavioral Sciences 12

HIS 101 Western Civilization I 3

HIS 102 Western Civilization II 3

+Additional History, Social, and Behavioral Sciences 6

##### Area V: Pre-Professional, Major and Elective Courses 19-23

HIS 201 United States History I 3

HIS 202 United States History II 3

HIS 260 Alabama History 3

\*\*Additional Hours 10-14

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in History Education: Middle/High School. Students must print and retain the articulation guide for History Education. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Horticulture

(Auburn University only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

#### General Course (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 113 Precalculus Trigonometry <b>or</b>	4
MTH 115 Precalculus Algebra and Trigonometry	
BIO 103 Principles of Biology I	4
BIO 104 Principles of Biology II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
CIS 146 Microcomputer Applications	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
Students must complete 13 hours from the following:	
CHM 111 College Chemistry I	4
**CHM 112 College Chemistry II	4
BUS 241 Introduction to Accounting I	3
ECO 232 Principles of Microeconomics	3
**CHM 221 Organic Chemistry I	4

Students must print and retain the articulation guide for Horticulture. Failure to do so may result in the program not being transferable.


+Refer to AGSC transfer guide for specific course options.

## Interior Design

(University of Alabama only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
ART 203 Art History I	3
ART 204 Art History II	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
Complete a total of seven courses.	
ART 113 Drawing I	3
IND 114 Textiles	3
IND 239 Space Planning	3
IND 240 Introduction to Interior Design	3
IND 242 Advanced Interior Design	3
IND 244 Materials, Treatments, and Finishes	3
IND 100 Applied Design	3
Complete one course from the following:	3
ART 121 Two Dimensional Composition I	
ART 122 Two Dimensional Composition II	
Complete two courses from the following:	6
ART 114 Drawing II	
ART 173 Photography I	
ART 174 Photography II	
ART 233 Painting I	
ART 234 Painting II	
ART 253 Graphic Design I	
ART 254 Graphic Design II	

Students must print and retain the articulation guide for Interior Design. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## International Business

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### General Courses (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

Literature sequence 6

Arts (A) 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

##### Area III: Natural Sciences and Mathematics 11

MTH 112 Precalculus Algebra 3

+Natural Sciences 8

##### Area IV: History, Social, and Behavioral Sciences 12

History 3

ECO 231 Principles of Macroeconomics 3

ECO 232 Principles of Microeconomics 3

Complete one course from the following: 3

ANT 200 Introduction to Anthropology

PSY 200 General Psychology

SOC 200 Introduction Sociology

##### Area V: Pre-Professional, Major and Elective Courses 21-22

CIS 146 Microcomputer Applications 3

BUS 263 Legal and Social Environment of Business 3

BUS 271 Business Statistics I 3

BUS 272 Business Statistics II 3

BUS 241 Introduction to Accounting I 3

BUS 242 Introduction to Accounting II 3

Complete one course from the following: 3-4

MTH 120 Calculus and its Applications

MTH 125S Calculus I

Note: For a transfer to a 120-hour program, students with 60 hours of approved courses without BUS 272 should not take BUS 272. If the program is greater than 120 hours or if BUS 272 is needed to meet the 60-hour minimum, the student should take both BUS 271 and BUS 272.


Students must print and retain the articulation guide for Business. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## Journalism

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Courses (60-64 semester hours)

##### Area I: Written Communication 6

##### Area II: Humanities and Fine Arts 12

\*Literature 3

Arts (A) 3

Additional Humanities and Fine Arts 6

##### Area III: Natural Sciences and Mathematics 11

+Mathematics 3

+Natural Sciences 8

##### Area IV: History, Social, and Behavioral Sciences 12

\*History 3

+Additional History, Social, and Behavioral Sciences 9

(6 hours maximum of history)

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

##### Area V: Pre-Professional, Major and Elective Courses 19-23

MCM 100 Introduction to Mass Communication 3

MCM 102 Writing for Mass Media 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communication

SPH 107 Fundamentals of Public Speaking

\*\*Additional Hours 10-14

**\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Journalism. Students must print and retain the articulation guide for Journalism. Failure to do so may result in the program not being transferable.**

**+Refer to AGSC transfer guide for specific course options.**



## **Liberal Studies**

(Athens State University only)

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19</b>
**Additional Hours	16
Complete one course from the following:	3
CIS 146 Microcomputer Applications	
CIS 130 Introduction to Information Systems	


Complete 16 hours of courses (100 level and above) from the following course prefixes: AFS, ANT, ART, AST, BFN, BIO, BUS, CHM, CIS, CRJ, ECO, ENG, GEO, HED, HIS, HUM, MCM, MKT, MSC, MST, MTH, MUL, MUP, MUS, OAD, ORI, PED, PHL, PHY, POL, PSY, RDG, REL, RER, RTV, SOC, SPA, SPH, THR.

**+Refer to AGSC transfer guide for specific course options.**

## **Math Education: Middle/High School**

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Course (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
MTH 125S Calculus I	4
MTH 126S Calculus II	4
MTH 227 Calculus III	4
**Additional Hours	7-11


*\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Math Education: Middle/High School. Students must print and retain the articulation guide for Math Education. Failure to do so may result in the program not being transferable.*

**+Refer to AGSC transfer guide for specific course options.**

## Mathematics

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

#### Area V: Pre-Professional, Major and Elective

<b>Courses:</b>	<b>19-23</b>
MTH 125S Calculus I	4
MTH 126S Calculus II	4
MTH 227 Calculus III	4
Complete one course from the following:	3-4
**MTH 113 Precalculus Trigonometry	
**MTH 115S Precalculus Algebra and Trigonometry	
***Additional Hours	4-8

\*\*MTH 113 or MTH 115S are prerequisites for calculus. Students should understand that this prerequisite is required, but may not count as hours in the major at some of the receiving institutions. Students are encouraged to take one of these courses in Area III.

\*\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for major in Mathematics. Students must print and retain the articulation guide for Mathematics. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Meteorology

(University of South Alabama only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>12</b>
MTH 125S Calculus I	4
PHY 213S General Physics with Calculus I	4
PHY 214S General Physics with Calculus II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
GEO 100 World Regional Geography	3
+Additional History, Social, and Behavioral Sciences	6
(6 hours maximum of history)	

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.

#### Area V: Pre-Professional, Major and Elective Courses

<b>Courses</b>	<b>19</b>
MTH 126S Calculus II	4
MTH 227 Calculus III	4
MTH 238 Applied Differential Equations I	3
CIS 146 Microcomputer Applications	3
**GEO 101 Principles of Physical Geography	3
PED Activity	2

\*\*Course not taught at JSCC. Course may be completed at the four-year institution (within a one-year period) and transferred back to JSCC to receive a degree.

Please refer to the institutional home page or catalog for major in Meteorology. Students must print and retain the articulation guide for Meteorology. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## **Nuclear Medicine Technology**

(University of Alabama at Birmingham only)

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### General Courses (64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 113 Precalculus Trigonometry	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>22</b>
CIS 146 Microcomputer Applications	3
BIO 103 Principles of Biology I	4
BIO 104S Principles of Biology II	4
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
OAD 211 Medical Terminology	3


Students must print and retain the articulation guide for Nuclear Medicine Technology. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## **Nursing**

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Course (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
CHM 104 Introductory to Inorganic Chemistry	4
+Natural Sciences	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
PSY 200 General Psychology	3
+Additional History, Social, and Behavioral Sciences	6
(6 hours maximum of history)	

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
BIO 220 General Microbiology	4
**Additional Hours	7-11

**\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Nursing. Students must print and retain the articulation guide for Nursing. Failure to do so may result in the program not being transferable.**

**+Refer to AGSC transfer guide for specific course options.**

## Occupational Therapy

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

#### General Courses (62 semester hours)

#### Area I: Written Communication 6

#### Area II: Humanities and Fine Arts 12

Literature sequence	6
Arts (A)	3
SPH 107 Fundamentals of Public Speaking	3

#### Area III: Natural Sciences and Mathematics 11

MTH 112 Precalculus Algebra	3
BIO 103 Principles of Biology I	4
CHM 111 College Chemistry I	4

#### Area IV: History, Social, and Behavioral Sciences 12

History	3
PSY 200 General Psychology	3
SOC 200 Introduction to Sociology	3
PSY 211 Developmental Psychology	3

#### Area V: Pre-Professional, Major and Elective Courses 21

CIS 146 Microcomputer Applications	3
BIO 220 General Microbiology	4
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4

Complete one course from the following: 3

BUS 271 Business Statistics I	
MTH 265 Elementary Statistics	

Complete one course from the following: 3

ART 113 Drawing I	
ART 121 Two-dimensional Composition I	
ART 127 Three-dimensional Composition	
ART 143 Crafts	
ART 233 Painting I	

Students must print and retain the articulation guide for Occupational Therapy. Failure to do so may result in the program not being transferable.

## Pharmacy

(Samford University only)

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (64 semester hours)

#### Area I: Written Communication 6

#### Area II: Humanities and Fine Arts 12

\*Literature - Complete one course from the following: 3

ENG 251 American Literature I	
ENG 252 American Literature II	
ENG 261 British Literature I	
ENG 262 British Literature II	

Arts (A) - Complete one course from the following: 3

ART 100 Art Appreciation	
MUS 101 Music Appreciation	
THR 120 Theatre Appreciation	

Additional Area II Humanities and Fine Arts 3

SPH 107 Fundamentals of Public Speaking	3
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#### Area III: Natural Sciences and Mathematics 11

MTH 112 Precalculus Algebra	3
BIO 103 Principles of Biology I	4
CHM 111 College Chemistry I	4

#### Area IV: History, Social, and Behavioral Sciences 12

\*History - Complete one course from the following: 3

HIS 101 Western Civilization I	
HIS 102 Western Civilization II	

Additional History, Social, and Behavioral Sciences -

Complete three courses from the following: 9  
(PSY, SOC, ECO, GEO, HIS, POL 211)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.


#### Area V: Pre-Professional, Major and Elective Courses 23

BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
CHM 112 College Chemistry II	4
CHM 221 Organic Chemistry I	4
CHM 222 Organic Chemistry II	4
MTH 265 Elementary Statistics	3

## Physical Education

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
Complete 9 hours from the following for 120-hour program (12 hours if 128 required).	
HED 231 First Aid	3
BIO 201 Human Anatomy and Physiology I	4
HED 221 Personal Health	3
PED 200 Foundation of Physical Education	3
**Additional Hours	10-11


\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Physical Education. Students must print and retain the articulation guide for Physical Education. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Political Science

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
**Additional Hours	10-17
For institutions requiring 120 hours to graduate.	
POL 211 American National Government	3
POL 220 State and Local Government	3
For institutions requiring 128 semester hours to graduate.	
POL 211 American National Government	3
Complete two courses from the following:	6
POL 220 State and Local Government	
***POL 230 Comparative Government	
***POL 200 Introduction to Political Science	
****HIS 102 Western Civilization II	
****HIS 202 United States History II	

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Political Science. Students must print and retain the articulation guide for Political Science. Failure to do so may result in the program not being transferable.

\*\*\*Course not taught at JSCC. Course may be completed at the four-year institution (within a one-year period) and transferred back to JSCC to receive a degree.


\*\*\*\*May be only used if institution does not require the equivalent of POL 200, 220, or 230.

+Refer to AGSC transfer guide for specific course options.

## ***Psychology B.A. or B.S.***

### **Associate in Science**

***Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.***

***Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.***

### **General Courses (60-64 semester hours)**

**Area I: Written Communication 6**

**Area II: Humanities and Fine Arts 12**

\*Literature 3

Arts (A) 3

+Additional Humanities and Fine Arts 3

Complete one course from the following: 3

SPH 106 Fundamentals of Oral Communications

SPH 107 Fundamentals of Public Speaking

**Area III: Natural Sciences and Mathematics 11**

+Mathematics 3

+Natural Sciences 8

**Area IV: History, Social, and Behavioral Sciences 12**

\*History 3

+Additional History, Social, and Behavioral Sciences 9

(6 hours maximum of history)

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

**Area V: Pre-Professional, Major and Elective Courses 19-23**

PSY 200 General Psychology 3

Complete 6 hours from Areas II-IV for 120-hour program (9 hours if 128 required). 6-9

\*\*Additional Hours 10-11


\*\*The additional 10-11 hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Psychology. Students must print and retain the articulation guide for Psychology. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Public Relations

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	6
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
ECO 232 Principles of Microeconomics	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	6

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
MCM 100 Introduction to Mass Communication	3
MCM 102 Writing for Mass Media	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communication	
SPH 107 Fundamentals of Public Speaking	
**Additional Hours	10-14

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Public Relations. Students must print and retain the articulation guide for Public Relations. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Radiologic Sciences

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
Note: Two course sequence in biology required at USA to be chosen from: BIO 101, 102 or BIO 103, 104S. UAB requires PHY 201 & 202.	
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
PSY 200 General Psychology	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	6

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
CIS 146 Microcomputer Applications	3
MTH 265 Elementary Statistics	3
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
BIO 103 Principles of Biology I	4
**Additional Hours	1-4

Note: Students must be a registered radiographer to be eligible for entry into upper division of USA program.


\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Radiological Sciences. Students must print and retain the articulation guide for Radiological Sciences. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Social Studies Education: Middle/High School

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

### General Courses (60-64 semester hours)

#### Area I: Written Communication 6

#### Area II: Humanities and Fine Arts 12

Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	

#### Area III: Natural Sciences and Mathematics 11

+Mathematics	3
+Natural Sciences	8

#### Area IV: History, Social, and Behavioral Sciences 12

GEO 100 World Regional Geography	3
HIS 101 Western Civilization I	3
HIS 102 Western Civilization II	3
PSY 200 General Psychology	3

#### Area V: Pre-Professional, Major and Elective Courses 19-23

Complete 9 hours from the following courses for 120-hour program (12 hours if 128 required).

SOC 200 Introduction to Sociology	3
HIS 201 United States History I	3
HIS 202 United States History II	3
POL 211 American National Government	3

\*\*Additional Hours 10-11


\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Social Studies Education: Middle/High School. Students must print and retain the articulation guide for this program. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Social Work

### Associate in Science

Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.

Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.

### General Courses (60-64 semester hours)

#### Area I: Written Communication 6

#### Area II: Humanities and Fine Arts 12

*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	

#### Area III: Natural Sciences and Mathematics 11

+Mathematics	3
Complete one course from the following:	4
BIO 101 Introduction to Biology I	
BIO 103 Principles of Biology I	
+Natural Sciences	4

#### Area IV: History, Social, and Behavioral Sciences 12

*History	3
Complete one course from the following:	3
SOC 200 Introduction to Sociology	
SOC 210 Social Problems	
Complete one course from the following:	3
PSY 200 General Psychology	
PSY 210 Human Growth and Development	
Additional History, Social, and Behavioral Sciences	3

\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.

#### Area V: Pre-Professional, Major and Elective Courses 19-23

ECO 231 Principles of Macroeconomics	3
MTH 265 Elementary Statistics	3

Complete 3 hours from Areas II-IV for 120-hour program (6 hours if 128 hours required).

\*\*Additional Hours 10-11

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Social Work. Students must print and retain the articulation guide for Social Work. Failure to do so may result in the program not being transferable.


+Refer to AGSC transfer guide for specific course options.



## Sociology

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Literature, Humanities and Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
SOC 200 Introduction to Sociology	3
SOC 210 Social Problems	3
+Additional History, Social, and Behavioral Sciences	3
(6 hours maximum of history)	

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
SOC 247 Marriage and the Family	3

Complete 6 hours from Areas II-IV for 120-hour program (9 hours if 128 required).

\*\*Additional Hours 10-11


\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Sociology. Students must print and retain the articulation guide for Sociology. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Special Education

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
MTH 112 Precalculus Algebra	3
+Complete two additional math courses	6
Complete one additional Area 3 science course	4

\*\*Additional Hours 6-10

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Special Education. Students must print and retain the articulation guide for Special Education. Failure to do so may result in the program not being transferable.

+Refer to AGSC transfer guide for specific course options.

## Speech

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
SPH 116 Intro. to Interpersonal Communications	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History sequence	6
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	6

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
**Additional Hours	7-14
Complete 6-9 hours from Areas II - IV.	6-9
Complete an additional speech course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
SPH 116 Intro. to Interpersonal Communications	

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Speech. Students must print and retain the articulation guide for Speech. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## Speech Pathology

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
SPH 107 Fundamentals of Public Speaking	3
+Additional Humanities and Fine Arts	3
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
BIO 103 Principles of Biology I	4
+Natural Sciences	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
PSY 200 General Psychology	3
Complete one course from the following:	3
CIS 130 Introduction to Information Systems	
CIS 146 Microcomputer Applications	
Complete one course from the following:	3
PSY 210 Human and Growth Development	
PSY 211 Child Growth and Development	
**Additional Hours	10-14

\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Speech Pathology. Students must print and retain the articulation guide for Speech Pathology. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## **Surgical Physician Assistant**

(University of Alabama at Birmingham only)

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Courses (61 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communications	
SPH 107 Fundamentals of Public Speaking	
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
MTH 112 Precalculus Algebra	3
CHM 111 College Chemistry I	4
CHM 112 College Chemistry II	4
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence in either literature or history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>20</b>
BIO 103 Principles of Biology I	4
BIO 104S Principles of Biology II	4
BIO 220 General Microbiology	4
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4


Students must print and retain the articulation guide for Surgical Physician Assistant. Failure to do so may result in the program not being transferable.

**+Refer to AGSC transfer guide for specific course options.**

## **Telecommunication and Film or Broadcasting**

### Associate in Science

*Areas I-IV core courses are to be chosen from the Jefferson State Approved AGSC General Course Listing.*

*Note: Students must demonstrate competency in the basic use of the computer as a requirement for graduation. Courses with the computer designation  will satisfy this requirement.*

#### General Courses (60-64 semester hours)

<b>Area I: Written Communication</b>	<b>6</b>
<b>Area II: Humanities and Fine Arts</b>	<b>12</b>
*Literature	3
Arts (A)	3
+Additional Humanities and Fine Arts	6
<b>Area III: Natural Sciences and Mathematics</b>	<b>11</b>
+Mathematics	3
+Natural Sciences	8
<b>Area IV: History, Social, and Behavioral Sciences</b>	<b>12</b>
*History	3
+Additional History, Social, and Behavioral Sciences	9
(6 hours maximum of history)	

*\*As a part of the General Studies Curriculum, students must complete a six semester hour sequence either in literature or in history.*

<b>Area V: Pre-Professional, Major and Elective Courses</b>	<b>19-23</b>
MCM 100 Introduction to Mass Communication	3
MCM 102 Writing for Mass Media	3
Complete one course from the following:	3
SPH 106 Fundamentals of Oral Communication	
SPH 107 Fundamentals of Public Speaking	
**Additional hours	10-14

**\*\*The additional hours in Area V must be fulfilled by the requirements of the institution to which the student plans to transfer. Please refer to the institutional home page or catalog for a major in Telecommunication and Film or Broadcasting. Students must print and retain the articulation guide for Telecommunication and Film or Broadcasting. Failure to do so may result in the program not being transferable.**

**+Refer to AGSC transfer guide for specific course options.**

## Accounting

**Wanda Smith, program coordinator/advisor**  
 Ruby Carson Hall, room 123  
 (205) 856-7806  
 wssmith@jeffstateonline.com

**Jesse Bryson, advisor**  
 Ruby Carson Hall, room 123  
 (205) 856-7845  
 jlbryson@jeffstateonline.com

**Barrett Schober, advisor**  
 Shelby Campus  
 (205) 520-5985  
 bschober@jeffstateonline.com

These programs are for students who wish to seek employment in the accounting field.

### Certificate Requirements

The Accounting Certificate Program serves to introduce the student to the fundamentals of accounting and the basic skills necessary for entry-level employment. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Accounting.

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying those requirements.

To be eligible for a certificate, students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Have a minimum 2.00 grade point average in Jefferson State courses.

#### **Courses required for:**

- **Accounting Certificate (code 0010)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 196E	Commercial Software Applications (Excel)	3
ACT 145	Basic Accounting Procedures	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
ACT 249	Payroll Accounting	3
ACT 246	Microcomputer Accounting	3
BUS 188	Personal Development	2
	Total Credit Hours	26

### Associate in Applied Science Degree Requirements

This program is designed to meet the needs of those students who intend to seek employment in the accounting field or who are presently employed and desire additional courses in accounting. This program amplifies the student's under-

standing of the role of accounting in business operations. Specifically, the program provides specialized knowledge of accounting practice and theory augmented with the micro-computer. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Accounting.

Since many of the major courses are offered only once a year, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

#### **Courses required for:**

- **Accounting Degree (code 2010)**

#### **General Courses (27 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
SPH 106	Fundamentals of Oral Communication	
MTH 100	Intermediate College Algebra	3
CIS 196E	Commercial Software Applications (Excel)	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
Lab Science Elective:		4
	(astronomy, biology, chemistry, physical science, physics)	
Humanities and Fine Arts Elective:		3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
PED/HED		2

#### **Major Courses (41 hours)**

Course	Title	Sem Hrs
ACT 145	Basic Accounting Procedures	3
ACT 246	Microcomputer Accounting	3
ACT 253	Individual Income Tax	3
ACT 247	Advanced Accounting on the Microcomputer	3
ACT 249	Payroll Accounting	3
ACT 251	Intermediate Accounting	3
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 188	Personal Development	2
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	Legal and Social Environment of Business	3
	Total Credit Hours	68

## **Banking and Finance**

Jesse Bryson, program coordinator/advisor  
 Ruby Carson, room 123  
 (205) 856-7845  
 jlbryson@jeffstateonline.com

These programs are offered in conjunction with the Center for Financial Training (CFT) for students who currently work in banking and who wish to further their careers in banking and finance.

### **Certificate Requirements**

The Finance Administration Certificate Program serves to introduce the student to the fundamentals of finance administration, and the basic skills necessary for entry-level employment and advancement. All course work in the certificate program may be applied to an Associate in Applied Science Degree Program in Finance Administration.

Prior to taking courses, the student should meet with the advisor and develop a plan for satisfying program requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Have a minimum 2.00 grade point average in Jefferson State courses.

#### **Courses required for:**

- **Finance Administration Certificate (code 0260)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BFN 100	Principles of Banking	2
BFN 101	Law and Banking: Principles <b>or</b>	2 or 3
BUS 263	Legal and Social Environment of Business	
BFN 102	Law and Banking: Applications	2
BFN 110	Marketing for Financial Services	2
BFN 205	Money and Banking	3
*Electives	(These may be BFN courses.)	8-9
	Total Credit Hours	26

\*To be chosen with the consent of a finance administration advisor.

### **Associate in Applied Science Degree Requirements**

The required major courses (BFN courses) may also be used to obtain diplomas and certificates offered by the Center for Financial Training. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program may be applied to an Associate in Applied Science Degree Program in Finance Administration.

#### **Courses required for:**

- **Finance Administration Degree (code 2260)**

#### **General Courses (45 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
SPH 106	Fundamentals of Oral Communication	
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
CIS 146	Microcomputer Applications	3
CIS	Elective	3
MTH 100	Intermediate College Algebra	3
Lab Science Elective:	(astronomy, biology, chemistry, physical science, physics)	4
Social and Behavioral Science Elective:	(anthropology, geography, history, economics, political science, sociology, psychology)	3
Humanities and Fine Arts Elective:	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
*Electives	(These may be BFN courses.)	6
PED/HED	Electives	2

\*Chosen with the advice and consent of advisor.

#### **Major Courses (16 – 18 hours)**

The student should take BFN 100 and ECO 231 before taking BFN 205.

Course	Title	Sem Hrs
BFN 100	Principles of Banking	2
BFN 101	Law and Banking: Principles <b>or</b>	2 or 3
BUS 263	Legal and Social Environment of Business	
BFN 102	Law and Banking: Applications	2
BFN 110	Marketing Financial Services	2
BFN 166	Supervisory Training <b>or</b>	2 or 3
BFN 167	Supervision <b>or</b>	
MST 111	Elements of Supervision	
BFN 205	Money and Banking	3
**BFN Electives		3
	Total Credit Hours	61-63

#### **\*\*BFN Electives**

BFN 103S	Personnel and the Law	1
BFN 116	Customer Service for Bank Personnel	1
BFN 126	College Accounting	2
BFN 130	Fundamentals of Analyzing Financial Statements	1
BFN 136	Commercial Lending	2

BFN 140	Branch Banking	2
BFN 146	Loan Collector's Training	1
BFN 147	Consumer Lending	2
BFN 148	Consumer Bankruptcy	1
BFN 177	Trust Business	2
BFN 196	Global Banking	2
BFN 207	Essentials of Banking	1
BFN 216	Understanding and Selling Bank Products	2
BFN 217	Verbal Communication	1
BFN 218	Written Communication for Bankers	1
BFN 220	Deposit Operations	2
BFN 226	Securities Processing	2
BFN 228	Corporate Securities Services	2
BFN 229	Trust Operations	2
BFN 232	Loan and Discount	1
BFN 233	Commercial Loan Documentation	1
BFN 236	Analyzing Financial Statements	2
BFN 240	Bank Cards	2
BFN 242	Trust Investments	2
BFN 266	Bank Secrecy Act	1
BFN 280	Real Estate Finance	2
BFN 283	Real Estate Appraisal Certification I	2
BFN 286	Mortgage Loan Documentation	2
BFN 288	Residential Mortgage Lending	2
BFN 295	Directed Topics I	1
BFN 296	Directed Topics II	2
BFN 297	Directed Topics III	3

Specific courses may be required for CFT diplomas or certificates. Please check with the CFT staff (879-4242) for further details.

## **Biomedical Equipment Technology**

**Fred Spencer, program coordinator/advisor**  
**George Layton Building, room 214**  
**(205) 856-8516**  
**fspencer@jeffstateonline.com**

The Biomedical Equipment Technology Program is designed to link the fields of technology and medicine. The program is aimed at meeting existing personnel and occupational needs in the health care system. Students in this field will learn to install, calibrate, service and maintain sophisticated biomedical equipment. Practical applications of theory are provided through extensive course work and a five-week clinical experience. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

### **Certificate Requirements**

The Biomedical Equipment certificate curriculum covers the fundamentals enabling the graduate to apply these skills in jobs related to the biomedical technologies. All course work in this certificate program will apply to the associate in applied science degree program in Biomedical Equipment Technology.

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying those requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Be eligible for ENG 101 and MTH 100.
- Have a minimum 2.00 grade point average in Jefferson State courses.

### ***Courses required for:***

- ***Biomedical Equipment Technology Certificate (code 0045)***

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
BET 216	Basic Electricity DC	3
BET 211	Biomedical Electronic Systems I	3
BET 221	Digital Computer Fundamentals	3
BET 222	Medical Communications Systems	3
BET 227	Basic Electricity AC	3
BET 231	Electronic Devices and Circuits	3
BET 232	Biomedical Electronic Systems II	3
BET 240	Clinical On-Site Study	3
BET 241	The Law and Legal Issues in Biomed	2
	Total Credit Hours	26

## **Associate in Applied Science Degree Requirements**

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the associate in applied science degree program in Biomedical Equipment Technology.

### ***Courses required for:***

- ***Biomedical Equipment Technology Degree  
(code 2045)***

#### **General Courses (26 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 107	Fundamentals of Public Speaking	3
BIO 103	Principles of Biology	4
BIO 201	Human Anatomy and Physiology I	4
PSY 200	General Psychology	3
HED 231	First Aid	3
Humanities and Fine Arts Elective:		3
(art, humanities, religion, theatre, music, philosophy, foreign language, literature)		

#### **Major Courses (35 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
BET 216	Basic Electricity DC	3
BET 211	Biomedical Electronic Systems I	3
BET 221	Digital Computer Fundamentals	3
BET 222	Medical Communications Systems	3
BET 223	Biomedical Hydraulic and Pneumatic Systems	3
BET 227	Basic Electricity AC	3
BET 231	Electronic Devices and Circuits	3
BET 232	Biomedical Electronic Systems II	3
BET 233	Pulse and Computer Circuits	3
BET 234	Biomedical Electronic Systems III	3
BET 240	Clinical On-Site Study	3
BET 241	The Law and Legal Issues in Biomed	2
Total Credit Hours		61

## **Building Science Technology**

**Murray Jones, program coordinator/advisor**  
**Building Science Technology**  
**Harold Martin Building, room 219**  
**(205) 856-7908**  
**mjones@jeffstateonline.com**

Structures are developed in three phases: (1) the conceptual design phase, in which the structure is conceived and formulated by the designer, (2) the working drawing stage, in which drawings and specifications are developed in order to fabricate the structure and, (3) the construction stage, in which the structure is physically erected.

The Department of Building Science Technology offers the following options that cover the continuum from the conceptual design to the constructed edifice: Architectural/Civil Design Technology and Construction Management Technology. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

### **Certificate Requirements**

The Architectural/Civil Design Certificate curriculum covers the fundamentals of manual drafting and computer aided drafting enabling the graduate to apply these skills in jobs related to the engineering technologies. The Construction Management Certificate curriculum covers the fundamentals of construction blueprints, codes, estimating, and management enabling the graduate to apply these skills in jobs related to the construction industry. All course work in the certificate program will apply to the Associate in Applied Science degree program in Building Science.

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying the following requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Be eligible for ENG 101.
- Have a minimum 2.00 grade point average in Jefferson State courses.

### ***Courses required for:***

- ***Building Science Technology Certificate  
Architectural/Civil Design Technology Option  
(code 0173)***
- ***Construction Management Technology  
Option (code 0120)***

#### **Architectural/Civil Design Technology Option**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
CIS 146	Microcomputer Applications	3
AET 101S	Architectural Drawing	4
AET 110	Basic Architectural CAD	3

AET 181A	Special Topics in Architectural Engineering Technology: Architectural Desktop <b>or</b>	3
CDT 281	Special Topics in Civil Design Technology	
AET 200	Advanced Architectural CAD	3
CDT 221	Structural Drafting for Technicians	4
CMT 105	Construction Materials and Methods	3
MTH 100	Intermediate College Algebra	3
	Total Credit Hours	26

**Construction Management Technology Option**

Course	Title	Sem Hrs
AET 101S	Architectural Drawing	4
CMT 102	Construction Blueprint Reading	3
CIS 146	Microcomputer Applications	3
AET 241	Building and Zoning Codes	3
CMT 105	Construction Materials and Methods	3
CMT 181M	Special Topics in Construction Management Technology: Materials and Methods	1
CMT 206S	Construction Estimating	3
MST 111	Elements of Supervision <b>or</b>	3
MST 215	Small Business Management	
MTH 100	Intermediate College Algebra	3
	Total Credit Hours	26

**Associate in Applied Science Degree Requirements**

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the Associate in Applied Science degree program in Building Science.

**Courses required for:**

- **Building Science Technology Degree Architectural/Civil Design Technology Option (code 2226)**
- **Construction Management Technology Option (code 2120)**

**General Courses (19 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
SPH 106	Fundamentals of Oral Communication	
CIS 146	Microcomputer Applications	3
PHY 115	Technical Physics	4
	Humanities and Fine Arts Elective:	3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	

**Major Courses (28 hours)**

Course	Title	Sem Hrs
AET 101S	Architectural Drawing	4
AET 110	Basic Architectural CAD	3
AET 233	Structural Design of Buildings	4

AET 241	Building and Zoning Code	3
CDT 205	Fundamentals of Surveying	3
CDT 225	Mechanics and Strength of Structures	4
CMT 105	Construction Materials and Methods	3
CMT 209	Electrical and Mechanical Equipment in Buildings	4

**Courses specific to each option.****Architectural/Civil Design Technology Option (20 hours)**

Course	Title	Sem Hrs
AET 103	Working Drawings	3
AET 200	Advanced Architectural CAD	3
AET 201	Basic Design <b>or</b>	4
CDT 222	Structural Steel Detailing	
AET 181A	Special Topics in Architectural Engineering Technology: Architectural Desktop <b>or</b>	3
CDT 281	Special Topics in Civil Design Technology	
CDT 221	Structural Drafting for Technicians	4
	Social and Behavioral Science Elective:	3
	(anthropology, geography, history, economics, political science, sociology, psychology)	
	Total Credit Hour	67

**Construction Management Technology Option (23 hours)**

Course	Title	Sem Hrs
CMT 102	Construction Blueprint Reading	3
CMT 181M	Special Topics in Construction Management Technology: Materials and Methods	1
CMT 205S	Construction Management	3
CMT 206S	Construction Estimating	3
CMT 216	Construction Law	3
CMT 217	Software Applications in Construction	3
CMT 281S	Special Topics in Construction Management Technology: Safety	1
ECO 231	Principles of Macroeconomics <b>or</b>	3
ECO 232	Principles of Microeconomics	
MST 111	Elements of Supervision <b>or</b>	3
MST 215	Small Business Management	
	Total Credit Hours	70



## Business Management

Dwight Giles, program coordinator/advisor  
 Ruby Carson Hall, room 123  
 (205) 856-7897  
 dgiles@jeffstateonline.com

Bruce Bursi, program coordinator/advisor  
 Call Center/Customer Service Program  
 George Wallace Hall, room 228  
 (205) 856-7919  
 bbursi@jeffstateonline.com

Carolyn Sockwell, program coordinator/advisor  
 Marketing/Retailing Program  
 Harold Martin Building, room 117  
 (205) 856-7892 – Jefferson Campus  
 (205) 520-5988 – Shelby Campus  
 sockwell@jeffstateonline.com

The Business Management Program offers four options from which the student may choose. They are: Business Management, Real Estate Marketing, Call Center/Customer Service, and Marketing/Retailing. The Business Management curriculum enables an individual to acquire the necessary skills in order to find employment in the business area upon graduation. The Real Estate Option offers students an opportunity to become licensed in the real estate area, and to aid individuals already employed in real estate to further their knowledge. The Call Center/Customer Service Option is a field of study designed to prepare individuals for employment in the Call Center Industry. The curriculum focuses on the skills needed to work as a customer service representative or as a front line supervisor. The Marketing/Retailing option prepares the individual for immediate employment in the retail area. Check with your four-year institution for the transferability of courses in this program. These options are not designed to transfer to a four-year institution.

### **Courses required for:**

- **Business Management Certificate**
  - Business Management Option (code 0420)**
  - Real Estate Marketing Option (code 0460)**
  - Call Center/Customer Service Option (code 0054)**
  - Marketing/Retailing Option (code 0440)**

Since many of the major courses are offered only once a year, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

### Certificate Requirements

The Business Management Certificate Program serves to introduce the student to the fundamental skills necessary for entry-level employment in the business area. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Business Management.

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying the following requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- For Real Estate Marketing, Call Center/Customer Service and Marketing/Retailing Options: Be eligible for ENG 101 and MTH 100 or 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Admission requirements for Call Center/Customer Service Program include:

- Make an appropriate score on WorkKeys Assessment.
- Complete math and English placement test.
- Obtain approval of program coordinator.

### **Courses specific to each option**

#### **Business Management Option**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
CIS 146	Microcomputer Applications	3
MST 111	Elements of Supervision	3
MST 201	Human Resource Management	3
ACT 145	Basic Accounting Procedures <u>or</u>	3
BUS 241	Principles of Accounting I	
BUS 146	Personal Finance	3
MST 215	Small Business Management	3
BUS 188	Personal Development	2
	Total Credit Hours	26

#### **Real Estate Marketing Option**

Course	Title	Sem Hrs
*ENG 101	English Composition I	3
*MTH Elective	MTH 100 or MTH 116 <u>or</u> higher level math course	3
CIS 146	Microcomputer Applications	3
ACT 145	Basic Accounting Procedures <u>or</u>	3
BUS 241	Principles of Accounting I	
RLS 101	Real Estate Principles	4
RLS 110	Real Estate Finance	3
RLS 116	Real Estate Appraisal Certification	4
RLS 125	Real Estate Law	3
	Total Credit Hours	26

#### **Call Center/Customer Service Option\***

Course	Title	Sem Hrs
*ENG 101	English Composition I	3
*MTH Elective	MTH 100 or MTH 116 <u>or</u> higher level math course	3
**BUS 198	Computer Information Systems in a Call Center	3
**BUS 199	Call Center Operations	2
**BUS 200	Customer Service Communications	5

**BUS 201	Sales and Marketing in a Call Center	1
**BUS 202	Professional Development	1
BUS 203	Coaching and Development	2
BUS 215	Business Communication	3
REM 173	Fundamentals of Selling	3
	Total Credit Hours	26

**Marketing/Retailing Option\***

Course	Title	Sem Hrs
*ENG 101	English Composition I	3
*MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
BUS 188	Personal Development	2
REM 111S	Introduction to Retailing	3
REM 121S	Applied Advertising	3
REM 173	Fundamentals of Selling	3
REM 262	Trends in Distribution	3
BUS 285	Principles of Marketing	3
MST 111	Elements of Supervision	3
	Total Credit Hours	26

\*Appropriate score on WorkKeys may satisfy the math and/or English requirement for this certificate program only.

\*\*Upon completion of these courses, students will be awarded a Jefferson State Community College Professional, Career, and Technical Education Certificate of Completion. These courses prepare the student for immediate employment in a Call Center/Customer Service job.

**Associate in Applied Science Degree Requirements**

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Business Management.

**Courses required for:**

- **Business Management Degree**
  - Business Management Option (code 2420)**
  - Real Estate Marketing Option (code 2460)**
  - Call Center/Customer Service Option (code 2054)**
  - Marketing/Retailing Option (code 2440)**

**General Courses (18 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <u>or</u>	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
Lab Science Elective:	(astronomy, biology, chemistry, physical science, physics)	4

Humanities and Fine Arts Elective:	3
(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
PED/HED Elective	2

**Major Courses (24 hours)**

Course	Title	Sem Hrs
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
ACT 145	Basic Accounting Procedures <u>or</u>	3
BUS 241	Principles of Accounting I	
BUS 146	Personal Finance	3
BUS 263	Legal and Social Environment of Business	3
BUS 285	Principles of Marketing	3
MST 111	Elements of Supervision	3
CIS 146	Microcomputer Applications	3

**Courses specific to each option.**

**Business Management Option (23 hours)**

Course	Title	Sem Hrs
BUS 100	Introduction to Business	3
BUS 147	Principles of Finance	3
BUS 188	Personal Development	2
BUS 215	Business Communication	3
BUS 275	Principles of Management	3
MST 201	Human Resource Management	3
MST 215	Small Business Management	3
ACT 249	Payroll Accounting	3
	Total Credit Hours	65

**Real Estate Marketing Track (22 hours)**

Course	Title	Sem Hrs
BUS 188	Personal Development	2
MST 201	Human Resource Management	3
MST 215	Small Business Management	3
RLS 101	Real Estate Principles	4
RLS 110	Real Estate Finance	3
RLS 116	Real Estate Appraisal Certification	4
RLS 125	Real Estate Law	3
	Total Credit Hours	64

**Call Center/Customer Service Option (20 hours)**

Course	Title	Sem Hrs
BUS 198	Computer Information Systems in a Call Center	3
BUS 199	Call Center Operations	2
BUS 200	Customer Service Communications	5
BUS 201	Sales and Marketing in a Call Center	1
BUS 202	Professional Development	1
BUS 203	Coaching and Development	2
BUS 215	Business Communication	3
REM 173	Fundamentals of Selling	3
	Total Credit Hours	62

**Marketing/Retailing Option****(20 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
BUS 188	Personal Development	2
REM 111S	Introduction to Retailing	3
REM 121S	Applied Advertising	3
REM 150	Retailing Internship	3
REM 173	Fundamentals of Selling	3
REM 212S	Retail Buying	3
REM 262	Trends in Distribution	3
	<b>Total Credit Hours</b>	<b>62</b>

**Child Development**

**Kathi Bush, program coordinator/advisor**  
**Harold Martin Building, room 120**  
**(205) 856-6047 – Jefferson Campus**  
**kbush@jeffstateonline.com**

The mission of the Jefferson State Community College Child Development Department is to provide a quality, innovative program of study and to promote Child Development (Early Care and Education) as a professional field of study.

The Child Development Program seeks to provide students with a well-rounded, specialized, quality education to excel professionally with skills and knowledge to work effectively with young children and families. Graduates may be employed as educators (teachers of young children) in private and not-for-profit early care and education programs, as teachers in state pre-kindergarten 4 (currently being piloted), administrators in child care programs, professionals in before and after school programs, or aides in public school systems. Additionally the Child Development program has a short certificate designed to provide incremental professional steps of recognition. All courses in the certificate are a part of the degree.

All Child Development courses more than meet the specific training requirements for the Alabama Department of Human Resources Minimum Standards.

Since many of the major courses are offered only once a year and on a campus site rotation, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

**Certificate Requirements**

The certificate program is designed to be completed before admission to the Associate in Applied Science Program. It is also designed to provide a professional recognition step for students working towards an Associate in Applied Science Degree in Child Development. All course work in the certificate program is a part of the corresponding degree track.

Prior to taking courses, the student should meet with an advisor and develop a comprehensive plan for satisfying program requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Have a minimum 2.00 grade point average in Jefferson State courses.

It is the responsibility of students graduating from the Child Development Program to be better prepared professionally, to follow the professional code of ethical conduct, and to meet the state's minimum professional requirements including health screenings and criminal background checks.

**Courses required for:**

- **Child Development Certificate**  
**Child Development Educarer Track (code 0088)**  
**Child Development Administrator Track**  
**(code 0089)**  
**School-Age Track (code 0087)**

Complete one of the following tracks.

**Child Development Educarer Track**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 211	Child Development Seminar	2
	Total Credit Hours	26

**Child Development Administrator Track**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
CHD 201	Child Growth and Development Principles	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
CHD 208	Administration of Child Development Programs	3
CHD 214	Families and Communities	3
MST 111	Elements of Supervision	3
CHD 211	Child Development Seminar	2
	Total Credit Hours	26

**School-Age Track**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
CHD 230	Introduction to School-Age Principles	3
CHD 201	Child Growth and Development Programs	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
RER 250	Introduction to Recreation	3
CHD 211	Child Development Seminar	2
	Total Credit Hours	26

**Associate in Applied Science Degree Requirements**

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the corresponding degree track.

Note: Students anticipating transfer to a four-year institution will need to check with the four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution. Students transferring into an education baccalaureate program should refer to the "University Parallel Programs" section of the *Catalog and Student Handbook*.

**Courses required for:**

- **Child Development Degree**  
**Educarer Track (code 2088)**  
**Administrator Track (code 2089)**  
**School-Age Track (code 2087)**

**General Courses (28 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
SPH 107	Fundamentals of Public Speaking	3
Lab Science Elective:	(astronomy, biology, chemistry, physical science, physics)	4
Humanities and Fine Arts Elective:	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
PSY 200	General Psychology	3
PED/HED	Elective	3
Computer Elective		3

Complete one of the following tracks.

**Educarer Track (35 hours)**

Course	Title	Sem Hrs
CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Young Children	3
CHD 211	Child Development Seminar	2
CHD 214	Families and Communities	3

CHD 215	Supervised Practical Experience in Child Development	3
	Total Credit Hours	63

**Administrator Track (37 hours)**

Course	Title	Sem Hrs
CHD 201	Child Growth and Development Principles	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 208	Administration of Child Development Programs	3
CHD 210	Educating Exceptional Young Children	3
CHD 211	Child Development Seminar	2
CHD 214	Families and Communities	3
CHD 219	Supervised Practical Experience	2
MST 111	Elements of Supervision	3
MST 215	Small Business Management	3
BUS 215	Business Communications	3
BUS 263	Legal and Social Environment of Business	3
	Total Credit Hours	65

**School-Age Track (38 hours)**

Course	Title	Sem Hrs
CHD 230	Introduction to School-Age Programs	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and Language Development	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
CHD 210	Educating Exceptional Young Children	3
CHD 211	Child Development Seminar	2
CHD 214	Families and Communities	3
CHD 231	School-Age Programming	3
RER 250	Introduction to Recreation	3
RER 257	Recreational Leadership	3
CHD 215	Supervised Practical Experience in Child Development	3
	Total Credit Hours	66

**Courses needed for Child Development CDA Credential\***

Students interested in meeting the educational component of the nationally recognized CDA credential in a formal education setting may take the following three sequential child development courses for college credit.

CHD 100	Introduction to Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 211	Child Development Seminar	2

\*Credential and credential fees are administered by the Council for Early Childhood Professional Recognition.

## Clinical Laboratory Technology

**Jajuana Smith, pre-program advisor**  
Richard Scrushy Hall, room 316A  
(205) 520-5994 Shelby Campus  
(205) 856-8529 Jefferson Campus  
jthrash@jeffstateonline.com

**Candy Hill, program coordinator/advisor**  
George Layton Building, room 223  
(205) 856-6031  
chill@jeffstateonline.com

**Wendy Warren, clinical coordinator/advisor**  
George Layton Building, room 221  
(205) 856-6043  
wendy.warren@jeffstateonline.com

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is designed to prepare students for entry into a career in clinical laboratory technology/medical laboratory technology at the intermediate level of education. Graduates of the program are qualified to perform general laboratory procedures in hospital laboratories and other medical facilities such as physicians' offices, clinics, and research laboratories. Upon completion of the program, graduates are eligible to take the national certification examination of the American Society of Clinical Pathologists and earn the MLT (ASCP) designation. Graduates may elect to take any other national certification examination such as those offered by the National Credentialing Agency for Laboratory Personnel (NCA) or the Medical Laboratory Technologist (AMT) examination. Conferment of the Associate in Applied Science Degree is not contingent upon graduate passing external certification or licensure examinations.

The curriculum consists of a core of general education courses and a sequence of clinical laboratory courses and experiences. Students study basic theory and techniques in the student laboratory located on campus before spending the final semester of the program in a clinical rotation at one or more of the following affiliates:

Baptist Medical Center - Montclair  
UAB Medical West  
Cooper Green Hospital  
LabCorp/Brookwood Medical Center  
Medical Center East  
Shelby Baptist Medical Center

All CLT courses and clinical experiences are taught and supervised by certified medical technologists, medical laboratory technicians, or other qualified specialists.

### **Admission Requirements**

Students are admitted to the clinical sequence of the CLT Program based on the number of places available for clinical experience at affiliated clinical laboratories. To be considered for admission, students must have an overall 2.00 GPA on all

previous college work and a 2.00 GPA on Jefferson State credit. Eligible students may request implementation of the college Academic Bankruptcy policy or the Health-Related Programs Academic Forfeit policy. Students should consult the Division of Health Sciences pre-program advisor for information regarding these policies. Students must complete the required general education courses prior to the program admission date. Grade point averages, course achievement, and/or overall academic record may be used to rank students for available spaces in each class. Students who have failed two or more courses in another CLT program are ineligible for admission.

New CLT classes begin each summer and fall semesters. Students should consult with the pre-program advisor well in advance of the admission date for advisement and complete details of admission requirements. Full-time students may complete the program, including all general education requirements, in six semesters.

Students admitted to the program are expected to have and maintain satisfactory levels of health, including freedom from chemical dependency and communicable diseases. Students must be able to participate fully in the approved program of classroom studies as well as in campus and clinical laboratory learning experiences and assignments. Medical examination forms, documenting satisfactory levels of health, must be submitted as required. Students must test negative for drugs and alcohol during a screening conducted prior to assignment for clinical experience during the last semester of the program. Random drug and alcohol screening may be required during the clinical rotation. In the interest of maintaining safety, applicants possessing certain limitations may be requested to demonstrate abilities to perform laboratory procedures or skills safely, effectively, and without potential endangerment to themselves, faculty, other health care workers, or health care consumers. Students who are unable to demonstrate abilities to perform procedures or skills safely, effectively, and without potential endangerment may be denied admission or progression in the program. The Clinical Laboratory Technology Program coordinator and the Division of Health Sciences chairperson will make final determinations regarding applicants' eligibility for participation in program activities. The technical performance standards for the CLT Program are stated below:

Clinical Laboratory Technology students must be able to:

1. Demonstrate sufficient motor skills to manipulate and operate all equipment and instruments found in the medical laboratory. Such motor skills should include but may not be limited to the following:
  - A. Ability to grasp, turn, and otherwise manipulate equipment with both hands.
  - B. Ability to stand and move among various clinical departments in the laboratory.
  - C. Ability to approach and position patients for laboratory procedures when necessary.
2. Display verbal and written skills necessary to respond and communicate effectively with patients, peers, and other campus and clinical personnel.

3. Demonstrate ability to visually observe and evaluate patient conditions, test reactions and results, and to function efficiently in the laboratory environment.
4. Discern and discriminate color differences and reactions both microscopically and macroscopically.
5. Exhibit adequate hearing ability to respond appropriately to patients, to coworkers, and to audible equipment sounds.
6. Display emotional stability in interactions with patients, peers, other health care personnel, and to function safely and effectively during stress, whether in campus based or clinical assignments.
7. Demonstrate cognitive ability to perceive and deal with potential safety hazards in the laboratory environment and to protect self and others from injury.
8. Display intellectual and emotional skills to exercise discretion.

### **Admission Procedures**

Limited numbers of students are admitted to the program due to a specified number of clinical spaces available. Beginning classes are scheduled for fall and summer semesters. Applications are accepted until the beginning of spring semester for summer admission and until the beginning of summer semester for fall admission. First priority is given to students who have completed ENG 101, BIO 103, math elective, and humanities or behavioral science elective with grades of "C" or higher. GPA will be used to rank student for admission. Students must:

1. Complete college admission application and meet all college requirements for admission.
2. Submit official transcripts to Enrollment Services from high school and all colleges attended and request transcript evaluation before application deadline.
3. Take English and math placement tests unless transfer credit meets college guidelines.
4. Maintain a grade point average of 2.00 or above (4.00 scale) on all previous college work and a 2.00 GPA on Jefferson State credit.
5. Arrange an appointment with the program coordinator to make application to the program and to plan progression schedule.

### **Transfer Credit**

Any student who has previously attended another Clinical Laboratory Technology education program is considered to be a "transfer student." Students who are eligible and are interested in transferring into Jefferson State's Clinical Laboratory Technology Program should call or write the program coordinator for information on admission criteria and required procedures. Transfer of CLT credit is considered on a course by course basis by CLT faculty. Due to the uniqueness of each CLT program's curriculum, competency testing for advanced credit may be required.

### **Progression**

Uninterrupted progression through the program (without repeated withdrawals, audits, or failures) is required.

Students should refer to the information on Division of Health Sciences published in the "Admission to the College" section of the *Catalog and Student Handbook*. Students whose progression is interrupted must reapply to have eligibility for readmission evaluated. Any changes in the curriculum or program policies will be applicable upon readmission. Validation of previously acquired knowledge and/or skills needed to successfully resume progression may be required, either by testing or repeated course work. Readmission is based on available space, academic record, satisfactory level of health, successful completion of required courses, and compliance with College and professional codes of conduct. Readmission cannot be guaranteed. Students who fail a CLT course (make less than a "C") may repeat the course only once. Students who fail a CLT course a second time or who fail two CLT courses will not be eligible for continuation of the program. Students who have been out of progression for a period of one year or longer will not be considered for readmission but may apply as new students.

Before enrolling in CLT 293-297, students must have completed all of the required general education and prerequisite CLT courses with a grade of "C" or higher and have an overall 2.00 GPA.

Jefferson State's Clinical Laboratory Technology/Medical Laboratory Technology faculty and clinical staff reserve the right to drop from the program any student who does not perform satisfactorily in clinical laboratory settings.

## **Associate in Applied Science Degree Requirements**

### **Courses required for:**

- ***Clinical Laboratory Technology Degree  
(code 2510)***

#### **General Courses (23 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3
BIO 103	Principles of Biology I	4
CHM 104	Introduction to Inorganic Chemistry (or higher)	4
PSY 200	General Psychology	3
SPH 107	Fundamentals of Public Speaking <u>or</u>	3
SPH 106	Fundamentals of Oral Communication	
Humanities and Fine Arts Elective:		3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	

#### **Major Courses (51 hours)**

Course	Title	Sem Hrs
*CLT 106	Laboratory Calculations and Statistics	2
CLT 111	Urinalysis and Body Fluids	3
CLT 121	Hematology	5
*CLT 131	Laboratory Techniques	3
CLT 141	Microbiology I	5

CLT 142	Microbiology II	5
CLT 151	Clinical Chemistry	5
CLT 161	Integrated Laboratory Simulation	2
CLT 181	Immunology	2
CLT 191	Immunochemistry	5
CLT 293	Clinical Seminar	2
CLT 294	Clinical Laboratory Practicum I	3
CLT 295	Clinical Laboratory Practicum II	3
CLT 296	Clinical Laboratory Practicum III	3
CLT 297	Clinical Laboratory Practicum IV	3
	Total Credit Hours	74

\*Must be taken during first semester of CLT/MLT course work.

Note 1: Students desiring to carry a full load of classes (minimum of 12 hours) each semester may choose electives from areas of general education or from several CLT offerings. This is NOT a requirement. It is suggested that students apply at least one of these options toward acquiring basic job-market computer skills.

Note 2: Students planning to transfer to a four-year institution should take MTH 112. BIO 201 and 202 are also required for transfer.

## Computer Information Systems Technology

### Jefferson Campus

Donna Cook, advisor  
 Alan Cook, advisor  
 Teresa Hitt, advisor  
 Ruby Carson Hall, room 118  
 (205) 856-7864  
 adarden@jeffstateonline.com

### Shelby Campus

Jannis Farmer, advisor  
 Linda Hanson, advisor  
 Hal Harris, advisor  
 Richard Scrusby Hall, Room 214  
 (205) 520-5980  
 spugh@jeffstateonline.com

These programs are for students who wish to seek employment in the computer field.

### Certificate Requirements

The certificate programs are designed to prepare students for entry-level employment. Upon completion of the prescribed courses, the college awards a certificate. All course work in the certificate programs will apply to the corresponding Associate in Applied Science degree.

Prior to taking courses, the student should meet with an advisor and develop a plan for satisfying program requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Have a minimum 2.00 grade point average in Jefferson State courses.

#### Courses required for:

- **Computer Information Systems Technology Certificate**
  - Microcomputer Applications Option (code 0101)**
  - Computer Programming Option (code 0102)**
  - Networking Option (code 0103)**
  - Web Technologies Option (code 0104)**

#### Microcomputer Applications Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 130	Introduction to Information Systems	3
OAD 110	Navigating Windows <b>or</b>	3
	CIS 156W Microcomputer Operating Systems	
CIS 146	Microcomputer Applications	3
CIS 196A	Commercial Software Applications using Database Management Software	3

CIS 196E	Commercial Software Applications using Spreadsheet Software	3
OAD 125W	Word Processing - Word	3
CIS	CIS Elective*	2
	Total Credit Hours	26

OAD 101 Beginning Keyboarding is required for students without basic keyboarding skills.

\*To be chosen with the consent of a computer science advisor.

#### Computer Programming Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 156W	Microcomputer Operating Systems	3
CIS 251	C Programming (C++)	3
CIS 211	BASIC Programming(Visual Basic .Net)	3
CIS 212	Visual Basic (Adv. Visual Basic .Net)	3
CIS 255	Java Programming	3
CIS 261	COBOL Programming	3
CIS	CIS Elective*	2
	Total Credit Hours	26

OAD 101 Beginning Keyboarding is required for students without basic keyboarding skills.

\*To be chosen with the consent of a computer science advisor.

#### Networking Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 156W	Microcomputer Operating Systems	3
CIS 273	Networking and Data Communications	3
CIS 276	Server Administration	3
CIS 277	Network Support	3
CIS	Two networking electives from: CIS 279, CIS 294D, CIS 294S	6
CIS	CIS Elective*	2
	Total Credit Hours	26

OAD 101 Beginning Keyboarding is required for students without basic keyboarding skills.

\*To be chosen with the consent of a computer science advisor.

#### Web Technologies Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 130	Introduction to Information Systems	3
CIS 156W	Microcomputer Operating Systems	3
CIS 196I	Commercial Software Applications using Internet Application Software	3
CIS 198	Web Page Development	3
CIS 196F	Commercial Software Applications using Web Page Development Software	3
CIS 250	E-Commerce	3
CIS	CIS Elective*	2
	Total Credit Hours	26



OAD 101 Beginning Keyboarding is required for students without basic keyboarding skills.

\*To be chosen with the consent of a computer science advisor.

**Associate in Applied Science  
Degree Requirements**

This curriculum is designed to serve students planning to enter the field of computer information technology and those already employed who need specialized skills required by the computing industry. Options are available for concentrated study in microcomputer applications, computer programming, computer networking, or Web technologies.

Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate programs will apply to the corresponding Associate in Applied Science degree.

Full-time students planning to complete the Associate in Applied Science degree should concurrently work towards completion of requirements from a chosen option and General Courses requirements. For example, each term, a full-time student should take two to three courses that meet requirements from the student's chosen option and two to three courses that meet requirements in the General Courses section.

**Courses required for:**

- **Computer Information Systems Technology Degree**
  - Microcomputer Applications Option (code 2101)**
  - Computer Programming Option (code 2102)**
  - Networking Option (code 2103)**
  - Web Technologies Option (code 2104)**

**General Courses (30 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
SPH 106	Fundamentals of Oral Communication	
MTH 100	Intermediate College Algebra	3
BUS 241	Principles of Accounting I	3
Lab Science Elective:		4
	(astronomy, biology, chemistry, physical science, physics)	
Social and Behavioral Science Elective:		3
	(anthropology, geography, history, economics, political science, sociology, psychology)	
Humanities and Fine Arts Elective:		3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	

Two electives from: ACT 246, ACT 249, ACT 251, ACT 253, ART 220*, ART 221*, BUS 242, BUS 248, BUS 275, OAD 137	6
HED, PED, or RER Elective	2

**Courses specific to each option.**

**Microcomputer Applications Option (36 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
CIS 130	Introduction to Information Systems	3
OAD 110	Navigating Windows <b>or</b>	3
CIS 156W	Microcomputer Operating Systems	
CIS 146	Microcomputer Applications	3
CIS 196A	Commercial Software Applications using Database Management Software	3
CIS 197A	Advanced Commercial Software Applications	3
CIS 196E	Commercial Software Applications using Spreadsheet Software	3
OAD 125W	Word Processing - Word	3
CIS	CIS Elective**	3
CIS 281	System Analysis and Design	3
CIS 291A	Case Study in Computer Science – Applications <b>or</b>	3
CIS 284A	CIS Internship – Applications	
Two electives from:		6
CIS 196F	Commercial Software Applications – Microsoft FrontPage	
CIS 198	Web Page Development	
OAD 230	Electronic Publishing	
OAD 231S	Office Applications	
	<b>Total Credit Hours</b>	<b>66</b>

**Computer Programming Option (36 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
CIS 130	Introduction to Information Systems	3
CIS 156W	Microcomputer Operating Systems	3
CIS 196A	Commercial Software Applications using Database Management Software	3
CIS 251	C Programming (C++)	3
CIS 211	BASIC Programming (Visual Basic .Net)	3
CIS 212	Visual Basic (Adv. Visual Basic .Net)	3
CIS 255	Java Programming	3
CIS 261	COBOL Programming	3
CIS 285	Object-Oriented Programming (Adv. Java)	3
CIS	CIS Elective**	3
CIS 281	System Analysis and Design	3
CIS 291P	Case Study in Computer Science – Programming <b>or</b>	3
CIS 284P	CIS Internship – Programming	
	<b>Total Credit Hours</b>	<b>66</b>

**Networking Option (36 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
CIS 130	Introduction to Information Systems	3
CIS 156W	Microcomputer Operating Systems	3
CIS 289	Computer Problem Determination	3
CIS 273	Networking and Data Communications	3
CIS 276	Server Administration	3
CIS 277	Network Support	3

CIS 279	Enterprise Networks	3
CIS 294D	Special Topics – DirectoryServices Design	3
CIS 294S	Special Topics – Network Security Design	3
CIS 294N	Special Topics – Network Services Design	3
CIS	CIS Elective**	3
CIS 291N	Case Study in Computer Science – Networking <b>or</b>	3
CIS 284N	CIS Internship – Networking	
	Total Credit Hours	66

**Web Technologies Option (36 hours)**

Course	Title	Sem Hrs
CIS 130	Introduction to Information Systems	3
CIS 156W	Microcomputer Operating Systems	3
CIS 196I	Commercial Software Applications using Internet Application Software	3
CIS 198	Web Page Development	3
CIS 196F	Commercial Software Applications using Web Page Development Software	3
CIS 211	BASIC Programming (Visual Basic .Net)	3
CIS 255	Java Programming	3
CIS 282	Web Page Scripting Languages	3
CIS 250	E-Commerce	3
CIS	CIS Elective**	3
CIS 281	System Analysis and Design	3
CIS 291W	Case Study in Computer Science – Web Technologies <b>or</b>	3
CIS 284W	CIS Internship – Web Technologies	
	Total Credit Hours	66

OAD 101 Beginning Keyboarding is required for students without basic keyboarding skills.

\*A student planning to take ART 220 or ART 221 should take ART 121 for the Humanities elective.

\*\*To be chosen with the consent of a computer science advisor.

**Fire Science**

**Paula Ballard, advisor**  
**Ruby Carson Hall, room 237**  
**(205) 856-7790**  
**pdballar@bellsouth.net**

The purpose of the program is to provide firefighters with a program of instruction leading to a degree. The program is designed with the objective of increasing firefighter professionalism through continuing education. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

**Admission Procedures/Requirements**

Prior to seeking admission to this program, the student should meet with an advisor to discuss admission to the program and develop a plan for satisfying the following program requirements.

- Complete ENG 101.
- Complete MTH 100 or MTH 116 or a higher level math course.
- Complete six hours in required FSC courses.
- Complete six hours of general education courses.
- Complete an application for admission to the program.
- Have a 2.00 grade point average on Jefferson State courses.

**Associate in Applied Science Degree Requirements****Courses required for: Fire Science Degree (code 2270)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
CHM 104	Introduction to Inorganic Chemistry	4
CHM 105	Introduction to Organic Chemistry	4
	Complete one course from the following:	3
	MST 111 Elements of Supervision	
	MST 201 Human Resource Management	
	BUS 275 Principles of Management	
	Humanities and Fine Arts Elective:	3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
	Social and Behavioral Science Elective:	3
	(anthropology, geography, history, economics, political science, sociology, psychology)	
CIS Elective		3
General Elective		3
HED or PED Elective		3

<b>Major Courses</b>		<b>(30 hours)</b>
<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
Complete ten courses from the following:		
FSC 101	Introduction to the Fire Service	3
FSC 120	Fire Hazards	3
FSC 200	Fire Combat Tactics and Strategy	3
FSC 210	Building Construct for Fire Service	3
FSC 220	Fire Extinguishment Agents	3
FSC 230	ISO Standards	3
FSC 240	Fire Cause Determination	3
FSC 250	Fire Prevention Inspection	3
FSC 260	Special Service Hazards	3
FSC 270	Fire Protection Systems	3
FSC 280	Fire Apparatus and Equipment	3
FSC 293	Fire Service Administration	3
FSC 297	Select Topics in Fire Service Operations	3
FSC 299	Legal Aspects of Fire Service	3
Total Credit Hours		65

## **Funeral Service Education**

**Venus Smith, advisor**  
**Harold Martin Building, room 011**  
**(205) 856-7841**  
**vriley@jeffstateonline.com**

**William Counce, program coordinator/advisor**  
**Harold Martin Building, room 009**  
**(205) 856-7844**  
**wcounce@jeffstateonline.com**

### **Admission Procedures Funeral Service Education - Contact an advisor**

For admission to the Funeral Service Education Program, a student must complete the following courses or their transfer equivalent. (Students transferring these courses to Jefferson State should obtain a Course Equivalency Form from their Funeral Service advisor.)

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I	3
ENG 102	English Composition II <b>or</b>	3
SPH 106	Fundamentals of Oral Communication <b>or</b>	
SPH 107	Fundamentals of Public Speaking	
MTH 100	Intermediate College Algebra <b>or</b>	3
MTH 110	Finite Mathematics <b>or</b>	
MTH 116	Mathematical Applications	
PSY 200	General Psychology <b>or</b>	3
SOC 200	Introduction to Sociology	
Approved Humanities Elective		3

In addition, a student must have and maintain a current valid apprenticeship with his or her state board of funeral service.

### **Associate in Applied Science Degree Requirements**

The Program is based upon the concept of cooperative education. It is designed for those who have a state board sanctioned apprenticeship and who are actively seeking to satisfy their particular state licensing requirements. Students must complete an apprenticeship specified by the state in which they expect to practice before they will be eligible for licensure. The Funeral Service Education Program is accredited by the American Board of Funeral Service Education, 38 Florida Avenue, Portland, Maine 04103, (207) 878-6530.

The student is given a broad understanding of funeral home operation, funeral directing, public health and embalming along with a foundation in communication skills, social science and applied science. The accreditation of the Funeral Service Education Program by the American Board of Funeral Service Education, Inc. qualifies graduates to take the National Conference Examination as well as any of the state board examinations.

Funeral Service Education students must complete all requirements for the Associate in Applied Science Degree

within four semesters of initial enrollment in the FSE Program. The director of the program may grant an extension of three semesters. Students requesting an extension must have a cumulative 2.0 GPA. Students who do not complete the Distance Learning Option within four semesters may not enroll in distance learning courses. Students who do not complete requirements in the specified time must repeat all FSE and BIO requirements. Persons convicted of a felony offense should contact their state board of funeral service regarding eligibility for licensure.

Students have three options for completion of the Program:

1. Three semesters, three days per week.
2. Four semesters, two days per week.
3. Four semesters, computer based instruction (Distance Learning).

Students must sign a contract for the option they choose. Students must take the National Board Exam (NBE) to meet graduation requirements.

#### Technical Performance Standards and Criteria for Funeral Service Education:

1. Cognitive and critical thinking abilities are sufficient to make clinical judgments and meet laboratory objectives and requirements.
  - A. Can comprehend new knowledge and apply it in any funeral service practice.
  - B. Can analyze situations and identify cause-effect relationships.
  - C. Can organize, problem solve and make decisions.
2. Interpersonal abilities are sufficient to interact purposefully and effectively with others.
  - A. Can establish rapport with individuals.
  - B. Can interchange ideas in a group.
  - C. Can convey sensitivity, respect, tact, and a mentally healthy attitude in inter-personal relationships.
3. Communication abilities are sufficient to convey thoughts in verbal and written form so that they are understood by others.
  - A. Has sufficient English language abilities to understand printed and verbal instructions.
  - B. Has sufficient English language abilities to be understood in verbal and written communication.
4. Physical mobility is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities do not pose a threat to the safety of the student, faculty, or other students.
  - A. Can maintain balance in any position and can stand on both legs, move from room to room, and maneuver in small spaces.
  - B. Can flex and/or abduct and adduct all joints freely.
5. Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.
  - A. Can stand and walk for six or more hours in a laboratory or funeral home.
  - B. Can position, lift and transfer dead human remains without injury to self or others.
    - C. Can push, pull or lift with assistance from one other person heavy objects such as caskets containing dead human remains.
6. Fine motor skills and hand/eye coordination are sufficient to safely fulfill laboratory objectives and requirements.
  - A. Can manipulate small instruments and sharps used in the embalming process.
  - B. Can manipulate objects without extraneous motions, tremors or jerking.
  - C. Can write the English language legibly using correct grammar and syntax.
7. Auditory ability is sufficient to fulfill laboratory objectives and requirements.
  - A. Can hear and quickly respond to verbal instructions.
  - B. Can hear and write down verbal instructions.
8. Visual ability is sufficient to fulfill laboratory objectives and requirements.
  - A. Can discern the full spectrum of colors and distinguish color changes.
  - B. Can accurately read numbers and letters in fine print.
  - C. Can read for long periods of time.
  - D. Can read cursive writing.
  - E. Can detect changes in the environment.
9. Tactile ability and sense of smell are sufficient to assess the status of the embalming situation.
  - A. Can discern physical characteristics such as texture, temperature, shape, size location and others by touch.
  - B. Can smell environmental odors.

#### Courses required for:

##### • Funeral Service Education Degree (code 2320)

#### General Courses (15 hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
PSY 200	General Psychology <b>or</b>	3
SOC 200	Introductory Sociology	
Humanities and Fine Arts Elective:	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3

#### Major Courses (52 hours)

Course	Title	Sem Hrs
FSE 101	Funeral Directing	3
FSE 108	Funeral Service Law and Ethics	3
FSE 109	Business Law and Ethics for Funeral Service	3
FSE 201	Embalming I	3
FSE 202	Embalming II	3
FSE 203	Embalming Laboratory*	3
FSE 206	Principles of Mortuary Sciences	3
FSE 207	Thantochemistry	3
FSE 213	Restorative Art	3

FSE 214	Advanced Restorative Art	3
FSE 223	Funeral Service Social Science	3
FSE 225	Funeral Management I	3
FSE 226	Funeral Service Management II	3
FSE 227	Computer Principles and Funeral Service Application	3
FSE 228	Internship	3
FSE 230	Funeral Service Comprehensive Review**	3
BIO 111	Human Biology	4
	Total Credit Hours	67

\*Permission of instructor required. Out-of-state students must register as apprentice embalmers with the Alabama Board of Funeral Service. Permission of instructor requires proof of valid embalmer's apprenticeship.

\*\*Must be taken the last semester a student is enrolled prior to taking a licensing examination. It may not be taken with a course that is not offered by Jefferson State. If any FSE or BIO is taken at Jefferson State during the same semester that FSE 230 is taken, the student must make at least a grade of "C" in the FSE or BIO course in order for FSE 230 to be counted toward graduation.

Note: To be counted toward graduation, a grade of "C" or better is required in all science courses and all courses with FSE prefix. Courses considered for transfer or substitution for FSE or BIO courses must be no more than four years old. Specific information concerning dress codes, laboratory clothing, insurance requirements and codes of conduct will be provided to students at the beginning of each course. Failure to comply will result in dismissal from the FSE Program. The student must provide transportation for off-campus laboratory experience.

The aims and purposes of the Funeral Service Program focus on funeral service as a profession. They are as follows:

1. To provide a knowledge base upon which the student can build a successful funeral service practice.
2. To provide accessible, economical education to all apprentices who seek it.
3. To instill a keen sense of ethics that will remain with the student in all endeavors.
4. To aid in the process of providing all funeral service practitioners with continuing education.
5. To provide an awareness of the student's responsibility to their profession and to their clients.
6. To improve the public image of the funeral service profession.
7. To assist practicing funeral directors in the operations of their firms.
8. To provide a location for forums and research on topics of interest to funeral service professionals.
9. To insure that the quality of instruction in funeral service courses equals or surpasses that of more traditional areas of study.

### Certificate Requirements

The Funeral Service Certificate is designed for those interested only in funeral directing. The curriculum is based upon the curriculum used for funeral directing licensing exams in several states. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

### **Admission Procedures**

Prior to seeking admission to these programs, the student should meet with the advisor and develop a plan for satisfying program requirements.

For admission to the Funeral Service Education Certificate Program, a student must complete the following courses or their transfer equivalent. (Students transferring these courses to Jefferson State should obtain a Transient Advising Form from their Funeral Service advisor.)

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I	3
MTH Elective	MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3

All course work in the certificate program may be applied to an Associate in Applied Science degree program in Funeral Service Education.

All certificate program coursework must be completed within three semesters of initial enrollment. Additional course work for the Associate in Applied Science degree must be completed within three semesters beginning immediately after completing the certificate program.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- A grade of "C" or better is required in all courses with FSE prefix.
- Have a minimum 2.00 grade point average in Jefferson State courses.

### **Courses required for: Funeral Service Certificate (code 0321)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition	3
MTH 100	Intermediate College Algebra <u>or</u>	3
MTH 116	Mathematical Applications <u>or</u> approved MTH elective	
FSE 101	Funeral Directing	3
FSE 108	Funeral Service Law and Ethics	3
FSE 109	Business Law and Ethics for Funeral Service	3
FSE 223	Funeral Service Social Science	3

FSE 225	Funeral Service Management I	3
FSE 226	Funeral Service Management II	3
	Total Credit Hours	24

\*BIO or FSE courses considered for transfer or substitution should be no more than four years old.

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## ***Hospitality Management***

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**Joseph Mitchell, program coordinator/advisor**  
**Fitzgerald Student Center, room 100-C**  
**(205) 856-7898**  
**[jmitchel@jeffstateonline.com](mailto:jmitchel@jeffstateonline.com)**

The Hospitality Management Department prepares students for a variety of positions in health care institutions, schools, restaurants, commercial types of food services, hotel and other lodging operations. The department offers a degree with three options: Culinary Apprentice, Foodservice/Culinary Management, and Hotel-Motel Management. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

### ***American Culinary Federation Accredited Institutions or Schools***

Students who have previously completed appropriate course work from the American Culinary Federation and/or ACF accredited culinary institutions or schools may be awarded credit. Official certification indicating completion of courses must be received by Enrollment Services from the ACF accredited institution or school. Upon completion of twelve hours of approved CUA courses at Jefferson State, students may be awarded credit for the following completed courses:

CUA 110	Basic Food Preparation	3
CUA 111	Nutrition	3
CUA 112S	Sanitation	2
MST 111	Elements of Supervision	3

Since many of the major courses are offered only once a year, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

### **Certificate Requirements**

The Foodservice/Culinary Management Certificate Program is designed to enable the foodservice worker to obtain the basic skills necessary to pursue a career in the foodservice industry. This certificate also contains the required courses for those who are seeking certification through the American Culinary Federation at various levels. All course work in the certificate program may be applied to an Associate of Applied Science in Foodservice/Culinary Management.

### ***Admission Requirements***

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying the following requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Be eligible for ENG 101 and MTH 116.

- Have a minimum 2.00 grade point average in Jefferson State courses.

**Courses required for:**

- **Hospitality Management Certificate**  
**Foodservice/Culinary Management Option**  
**(code 0290)**  
**Hotel/Motel Management Option (code 0450)**

**Foodservice/Culinary Management Option**

Course	Title	Sem Hrs
CUA 101	Orientation to the Food Service Industry	1
MST 111	Elements of Supervision	3
CUA 111	Foundations in Nutrition	3
CUA 112S	Sanitation, Safety and Food Service	2
CUA 213	Purchasing and Food Cost Control	3
CUA 110	Basic Food Preparation	3
CUA 114	Meal Management	3
CUA 115	Advanced Food Preparation	3
CUA 204	Foundations of Baking	3
CUA 210	Beverage Management	2
Total Credit Hours		26

**Hotel/Motel Management Option**

Course	Title	Sem Hrs
CUA 101	Orientation to the Food Service Industry	1
MST 111	Elements of Supervision	3
HSM 240	Housekeeping Administration	3
HMM 106S	Beverage Selection and Appreciation	3
HMM 240	Hospitality Managerial Accounting	3
HMM 251	Front Office Management	3
BUS 263	Legal and Social Environment of Business	3
HSM 122	Hospitality Technology and Computer Application	3
HMM 190	Hotel/Motel Internship	4
Total Credit Hours		26

**Associate in Applied Science Degree Requirements**

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying the following requirements.

All course work in the certificate program may be applied to an Associate of Applied Science in Foodservice/Culinary Management. A student gains admission to the Culinary Apprentice and the Hotel-Motel Management Options by completing the following requirements.

- Complete ENG 101.
- Complete MTH 100 or MTH 116 or a higher level math.
- Complete CUA 101 and CUA 110 for Culinary Apprentice and Foodservice Management or any 100 level HMM course for Hotel-Motel Management.
- Complete six hours of general education courses.
- Complete an application for admission to the program.
- Have a 2.00 grade point average in Jefferson State courses.

**Courses required for:**

- **Hospitality Management Degree**  
**Culinary Apprentice Option (code 2291)**  
**Hotel-Motel Management Option (code 2450)**  
**Foodservice/Culinary Management Option**  
**(code 2290)**

**General Courses (25 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking	3
HED 222	Community Health <b>or</b>	3
HED 231	First Aid and CPR	
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
CIS 130	Introduction to Information Systems	3
Lab Science Elective:	(astronomy, biology, chemistry, physical science, physics)	4
Social and Behavioral Science Elective:	(anthropology, geography, history, economics, political science, sociology, psychology)	3
Humanities and Fine Arts Elective:	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3

**Major Courses (12 hours)**

Course	Title	Sem Hrs
CUA 101	Orientation to the Food Service Industry	1
MST 111	Elements of Supervision	3
CUA 111	Foundations in Nutrition	3
CUA 112S	Sanitation, Safety and Food Service	2
CUA 213	Food Purchasing and Cost Control	3

**Courses specific to each option.**

**Culinary Apprentice Option (26 hours)**

The Apprentice program is a joint venture of the Birmingham Chapter of the American Culinary Federation (ACF) and the Hospitality Management Program of Jefferson State. Students must complete course requirements and a total of 4,000 on-the-job hours (internship). An apprentice may be allowed credit by the American Culinary Federation for previous work experience which is equivalent to any that would be received under the Standards of Apprenticeship. This would then reduce the required number of hours required for graduation.

Upon completion, the apprentice will be awarded the Associate in Applied Science Degree from Jefferson State and a certificate of completion from the American Culinary Federation. The graduate will have the required number of certification points to apply to ACF as a Certified Cook. A Certified Cook is the first level of certification.

Grade of "C" required in each course.

Course	Title	Sem Hrs
CUA 110	Basic Food Preparation	3
CUA 114	Meal Management	3
CUA 115	Advanced Food Preparation	3
CUA 204	Foundations of Baking	3
CUA 205	Introduction to Garde Manger	3
CUA 208	Advanced Baking	3
CUA 210	Beverage Management	2
CUA 260	Internship for Culinary Arts Apprentice*	6
Total Credit Hours		63

### Hotel-Motel Management Option (24 hours)

Grade of "C" required in each course.

Course	Title	Sem Hrs
HSM 240	Housekeeping Administration	3
HMM 106S	Beverage Selection and Appreciation	3
HMM 240	Hospitality Managerial Accounting	3
HMM 251	Front Office Management	3
BUS 263	Legal and Social Environment of Business	3
HSM 122	Hospitality Technology and Computer Applications	3
HMM 190	Hotel/Motel Internship**	6
Total Credit Hours		61

### Foodservice/Culinary Management Option (23 hours)

This program is for the student who desires a supervisory position in restaurant, health care, school, industrial or commercial food.

Grade of "C" required in each course.

Course	Title	Sem Hrs
CUA 110	Basic Food Preparation	3
CUA 114	Meal Management	3
CUA 115	Advanced Food Preparation	3
CUA 204	Foundations of Baking	3
CUA 210	Beverage Management	2
CUA 205	Introduction to Garde Manger	3
FSM 250	Field Experience**	6
Total Credit Hours		60

\*Students must register with the American Culinary Federation first, then CUA 260 must be taken every semester the student is enrolled.

\*\*Students must take the appropriate internship for two semesters during the time they are enrolled.

## Interior Design

**Carolyn Sockwell, program coordinator/advisor**

**Harold Martin Building, room 117**

**(205) 856-7892 Jefferson Campus**

**(205) 520-5988 Shelby Campus**

**sockwell@jeffstateonline.com**

The professional interior designer is defined as one who is qualified by education and experience to identify research and creatively solve problems relative to the function and quality of human environment. This two-year program provides students with the technical and practical skills needed to work as interior design assistants as they pursue a career in residential or commercial design. If you are seeking a bachelor's degree, check with your four-year institution for the transferability of courses in this program. Please see the front of the catalog for University Parallel Transfer program in Interior Design. The following career program is not designed to transfer to a four-year institution. The curriculum meets the requirements for the NCIDQ exam, a prerequisite to a certificate of registration in the State of Alabama or professional membership in ASID and IIDA.

### Admission Procedures/Requirements

The student should meet with the advisor to discuss admission to the program and develop a plan for satisfying the following program requirements.

- Complete ENG 101.
- Complete MTH 100 or MTH 116 or a higher level math course.
- Complete six hours in required IND courses.
- Complete a lab science elective.
- Complete a humanities and fine arts elective.
- Complete an application for admission to the program.
- Have an overall 2.00 grade point average.

Since many of the major courses are offered only once a year, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

Students must graduate with 60 semester hours in Interior Design or related course work to be eligible for the NCIDQ examination.

Please note: Beginning in January 2009, students must have 60 semester hours of interior design coursework to sit for the NCIDQ examination, as well as have a total of six (6) years of education and experience.



**Associate In Applied Science  
Degree Requirements**

**Courses required for:**

- **Interior Design Degree (code 2395)**

**General Courses (19 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
Lab Science Elective:	(astronomy, biology, chemistry, physical science, physics)	4
Social and Behavioral Science Elective:	(anthropology, geography, history, economics, political science, sociology, psychology) (PSY 200 recommended)	3
Humanities and Fine Arts Elective:	Complete one course from: ART 100, ART 113, ART 203, or ART 204	3

**Major Courses (57 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
IND 100	Applied Design	3
IND 114	Textiles	3
IND 181A	Special Topics: Aging in Place	1
IND 181F	Special Topics: Freehand Sketching	1
IND 181K	Special Topics: Kitchens & Baths	1
IND 181R	Special Topics: Research in Interior Design	3
IND 181U	Special Topics: Universal Design	2
IND 181V	Special Topics: Visual Presentation	1
IND 239	Space Planning	3
IND 240	Introduction to Interior Design	3
IND 242	Advanced Interior Design	3
IND 243	Period Furnishings	3
IND 244	Materials, Treatments, and Finishes	3
IND 245	Introduction to Commercial Design	3
IND 270	Business for Interior Designers	3
IND 290	Internship <b>or</b>	3
IND 292	Interior Design Seminar	
AET 101S	Architectural Drawing	4
AET 110	Basic Architectural CAD	3
AET 200	Advanced Architectural CAD	3
CMT 105	Construction Materials and Methods	3
IND 181C	Special Topics in Interior Design: Interior Building Codes	1
IND 181L	Special Topics in Interior Design: Interior Lighting	1
IND 181P	Special Topics in Interior Design: Perspective and Rendering	3
	Total Credit Hours	76

**Landscape Technology**

Lawrence Quick, program coordinator/advisor  
Harold Martin Building, room 114  
(205) 856-7848  
lquick@jeffstateonline.com

Landscape Technology is a field of study designed to give students an understanding of the principles, techniques, and skills that are necessary for employment in the horticulture field. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

**Certificate Requirements**

These programs are designed to provide the landscape industry with properly trained individuals who are certified by the State of Alabama. These programs will provide students with classes for improving English and math skills, if needed. Alabama State Certifications must be gained for completion. All course work in the certificate programs will apply to the Associate Degree in Landscape Technology.

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying those requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Be eligible for ENG 101 and MTH 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

**Courses required for:**

- **Landscape Technology Certificate**  
**Landscape Design Track (code 0074)**  
**Landscape Technician Track (code 0075)**  
**Sports Turf Technician Track (code 0078)**

Complete one of the following tracks.

**Landscape Design Track (26 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
AGR 120	Ornamental Plant ID I	3
AGR 121	Ornamental Plant ID II	3
AGR 136	Residential Landscape Design	3
AGR 137	Advanced Landscape Design	3
AGR 150	Annuals and Perennials	3
AGR 152	Landscape Construction	3
AGR 153	Landscape Equipment	2
AGR 161	Landscape Maintenance	3
AGR 286S	Seminar (State Certification)	3

**Landscape Technician Track (26 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
AGR 120	Ornamental Plant ID I	3
AGR 125	Turf Management	3

AGR 152	Landscape Construction	3
AGR 153	Landscape Equipment	2
AGR 160	Landscape Installations	3
AGR 161	Landscape Maintenance	3
AGR 212	Soil Science	3
AGR 240	Pest Management	3
AGR 286S	Seminar (State Certification)	3

**Sports Turf Technician Track (26 hours)**

Course	Title	Sem Hrs
AGR 120	Ornamental Plant ID I	3
AGR 125	Turf Management	3
AGR 126	Sports Field Management	3
AGR 128	Irrigation Systems	3
AGR 152	Landscape Construction	3
AGR 153	Landscape Equipment	2
AGR 212	Soil Science	3
AGR 240	Pest Management	3
AGR 286S	Seminar (State Certification)	3

**Associate in Applied Science Degree Requirements**

All course work in the certificate program will apply to the Associate in Applied Science Degree Program in the Landscape Horticulture Track. A student gains admission to the Associate in Applied Science program (Landscape Horticulture Track and Turfgrass Management Track) by completing the certificate program. A student gains admission to the Plant Production Track by completing the following requirements.

Since many of the major courses are offered only once a year, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

- Complete ENG 101.
- Complete MTH 100 or MTH 116 or a higher level math course.
- Complete an approved lab science course.
- Complete an approved humanities and fine arts elective.
- Complete AGR 101, AGR 120, AGR 152, and AGR 240.
- Complete an application for admission to the program.
- Have a 2.00 grade point average on Jefferson State courses.

**Courses required for:**

- **Landscape Technology Degree**  
**Landscape Horticulture Track (code 2073)**  
**Plant Production Track (code 2022)**  
**Turfgrass Management Track (code 2077)**

**General Courses (22 hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3

Lab Science Elective:	4
(astronomy, biology, chemistry, physical science, physics)	
Humanities and Fine Arts Elective:	3
(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
Social and Behavioral Science Elective:	3
(anthropology, geography, history, economics, political science, sociology, psychology)	
Computer Elective	3

**Landscape Core (25 hours)**

Course	Title	Sem Hrs
AGR 101	Introduction to Horticulture	3
AGR 120	Ornamental Plant ID I	3
AGR 121	Ornamental Plant ID II	3
AGR 152	Landscape Construction	3
AGR 212	Soil Science	3
AGR 215	Agribusiness Management	3
AGR 240	Pest Management	3
AGR 286S	Seminar (State Certification)	2
AGR 191	Landscape Practicum	2

**Landscape Horticulture Track (20 hours)**

Course	Title	Sem Hrs
AGR 125	Turf Management	3
AGR 136	Residential Landscape Design	3
AGR 137	Advanced Landscape Design	3
AGR 153	Landscape Equipment	2
AGR 160	Landscape Installations	3
AGR 161	Landscape Maintenance	3
Choose one course from the following:		3
AGR 122	Ornamental Plant ID III	
AGR 150	Annuals and Perennials	
Total Credit Hours		67

**Turfgrass Management Track (20 hours)**

Course	Title	Sem Hrs
AGR 125	Turf Management	3
AGR 126	Sports Field Management	3
AGR 127	Special Topics in Turf Management	3
AGR 128	Irrigation Systems	3
AGR 153	Landscape Equipment	2
AGR 160	Landscape Installations	3
AGR Elective		3
Total Credit Hours		67

**Plant Production Track (20 hours)**

Course	Title	Sem Hrs
AGR 150	Annuals and Perennials	3
AGR 151	Interiorscapes	3
AGR 153	Landscape Equipment	2
AGR 175	Greenhouse Management	3
AGR 220S	Plant Propagation	3
AGR 272	Greenhouse Crop Production	3
AGR 274	Nursery Crop Production	3
Total Credit Hours		67

## Law Enforcement

Cecilia Tubbs, program coordinator/advisor  
 George Layton Hall, room 253  
 (205) 856-6051  
 ctubbs@jeffstateonline.com

### Certificate Requirements

The Law Enforcement Certificate program is designed as an intermediate recognition step. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Law Enforcement.

Prior to seeking admission to this program, the student should meet with and develop a plan for satisfying the following requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Be eligible for ENG 101 and MTH 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

#### **Courses required for:**

##### • **Law Enforcement Certificate (code 0145)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
CRJ 100	Introduction to Criminal Justice	3
Complete one course from the following:		3
CRJ 130	Introduction to Law and Judicial Process	
CRJ 140	Criminal Law and Procedure	
CRJ 147	Constitutional Law	
CRJ 208	Introduction to Criminology	3
Criminal Justice Electives		11
Total Credit Hours		26

### Associate in Applied Science Degree Requirements

The Associate in Applied Science program is designed for Criminal Justice practitioners and students interested in such careers. This degree requires less general course hours and more CRJ hours than the Criminal Justice Associate in Science degree program. Students transferring into a criminal justice baccalaureate program should refer to the "University Parallel Programs" section of the *Catalog and Student Handbook*. Also, see our web site at [www.jeffstateonline.com](http://www.jeffstateonline.com) and contact Cecilia Tubbs at 856-6051.

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Law Enforcement.

#### **Courses required for:**

##### • **Law Enforcement Degree (code 2145)**

<b>General Courses</b>		<b>(25 hours)</b>
Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	3
	SPH 106 Fundamentals of Oral Communication	
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
CIS Elective		3
Lab Science Elective:	(astronomy, biology, chemistry, physical science, physics)	4
Humanities and Fine Arts Elective:	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
Social and Behavioral Sciences Elective:	(anthropology, geography, history, economics, political science, sociology, psychology)	3
HED/PED Elective	(PED 153 recommended, may be waived if currently CPR certified; 60 hours of course work must be completed in this program if requirement is waived)	3

#### **General Education Electives (15 hours)**

#### **Major Courses (12 hours)**

Course	Title	Sem Hrs
CRJ 100	Introduction to Criminal Justice	3
CRJ 208	Introduction to Criminology	3
Complete one course from the following:		3
CRJ 110	Introduction to Law Enforcement	
CRJ 150	Introduction to Corrections	
CRJ 160	Introduction to Security	
Complete one course from the following:		3
CRJ 130	Introduction to Law and Judicial Process	
CRJ 140	Criminal Law and Procedure	
CRJ 147	Constitutional Law	

#### **CRJ Electives: (12 hours)**

Complete four courses from the following:		
CRJ 110	Introduction to Law Enforcement	3
CRJ 116	Police Patrol	3
CRJ 130	Introduction to Law and Judicial Process	3
CRJ 140	Criminal Law and Procedure	3
CRJ 146	Criminal Evidence	3
CRJ 147	Constitutional Law	3
CRJ 150	Introduction to Corrections	3
CRJ 160	Introduction to Security	3
CRJ 178	Narcotics/Dangerous Drugs	3
CRJ 209	Juvenile Delinquency	3
CRJ 216	Police Organization and Administration	3
*CRJ 220	Criminal Investigation	3
*CRJ 227	Homicide Investigation	3
*CRJ 230	Criminalistics	3
*CRJ 236	Advanced Criminalistics	3

**CRJ 280	Internship in Criminal Justice	3
**CRJ 290	Seminar in Criminal Justice	3
	Total Credit Hours	64

\*CRJ 220, 227, 230, and 236 are also offered to law enforcement officers under the Evidence Technician Course through the Center for ISO 9000 and Workforce Development (205) 856-7982.

\*\*Must have sophomore status, minimum of 2.00 GPA and permission of program coordinator.

For information regarding Police Academy Credit, refer to the "Admission to the College Section", Credit for Non-Traditional Academic Work section of the *Catalog and Student Handbook*.

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## **Manufacturing and Technology**

**Andy Hatley, program coordinator/advisor**  
**Jefferson State Manufacturing Center, room 102**  
**(205) 856-8517**  
**ahatley@jeffstateonline.com**

Manufacturing and Technology is a field of study designed to prepare technically oriented individuals for employment in industries such as manufacturing, industrial and equipment maintenance, industrial and commercial electronics, and computer aided drafting/design (CADD). Manufacturing and Technology offers five options that cover these areas: (1) Industrial Maintenance, (2) Automated Manufacturing, (3) Electronics, (4) Computer Aided Drafting/Design (CADD), and (5) Telecommunications (Outside Plant Design.) Electives allow those students to pursue tool and die or advanced machining skills.

Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

### **Certificate Requirements**

The program is designed to be an intermediate recognition step for individuals working towards their Manufacturing and Technology associate degree. All course work in the certificate will apply to the corresponding Associate in Applied Science degree. Upon completion of the prescribed courses, the college awards a certificate.

Prior to taking courses, the student is to meet with the advisor and develop a plan for satisfying program requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Be eligible for ENG 101 and make an appropriate score on the Reading WorkKeys test.
- Be eligible for MTH 100 and make an appropriate score on the Math WorkKeys test
- Have a minimum 2.00 grade point average in Jefferson State courses.

### **Courses required for:**

- ***Manufacturing and Technology Certificate Industrial Maintenance Option (code 0491) Automated Manufacturing Option (code 0492) Electronics Option (code 0493) Computer Aided Drafting/Design Option (code 0494) Telecommunications (Outside Plant Design) Option (code 0228)***

**Industrial Maintenance Option**

Course	Title	Sem Hrs
ATM 220	Advanced Motor Drives	3
ELM 200	Electric Circuits I	3
ELM 210	Fluid Power I	3
ELM 214	Pumps and Piping Systems	3
ELM 215	Industrial Controls I	4
MET 190	Mechanical Tools I	4
MET 220	Mechanical Systems I	3
DDT 114	Industrial Blueprint Reading	3
	Total Credit Hours	26

**Automated Manufacturing Option**

Course	Title	Sem Hrs
ATM 220	Advanced Motor Drives	3
ELM 200	Electric Circuits I	3
ELM 215	Industrial Controls I	4
ATM 211	Programmable Logic Controllers I	3
ATM 212	Programmable Logic Controllers II	3
DDT 114	Industrial Blueprint Reading	3
MET 193	Introduction to Robotics	4
ATM 231	Robotics Project	3
	Total Credit Hours	26

**Electronics Option**

Course	Title	Sem Hrs
ATM 211	Programmable Logic Controllers I	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
ELM 215	Industrial Controls	4
MET 193	Introduction to Robotics	4
ATM 231	Robotics Project	3
ATM 220	Advanced Motor Drives	3
DDT 114	Industrial Blueprint Reading	3
	Total Credit Hours	26

**Computer Aided Drafting/Design Option**

Course	Title	Sem Hrs
ATM 211	Programmable Logic Controllers	3
MET 220	Mechanical Systems I	3
DDT 114	Industrial Blueprint Reading	3
MET 201	Basic CAD	3
MET 202	Advanced CAD	3
MET 204	Basic Computer Aided Modeling	3
MET 211	Advanced Computer Aided Modeling	3
MET 239	Geometric Dimensioning and Tolerances	2
	Elective in Manufacturing Technology	3
	Total Credit Hours	26

**Telecommunications (Outside Plant Design) Option**

Course	Title	Sem Hrs
MTH 100	Intermediate College Algebra	3
ELM 190	Emerging Technologies, History, and Basics of Telecommunications	4
ELM 200	Electric Circuits I	3
ELM 202	Digital Circuits	4
DDT 114	Industrial Blueprint Reading	3
ELM 222	Telecommunications Design	3
ELM 223	Engineering Aerial, Buried and Underground Plant	3
ELM 225	Digital Carrier Systems	3
	Total Credit Hours	26

**Associate in Applied Science Degree Requirements**

A student gains admission to the Associate in Applied Science program by completing the certificate program. All course work in the certificate will apply to the corresponding Associate in Applied Science degree.

**Courses required for:**

- **Manufacturing and Technology Degree**
  - Industrial Maintenance Track (code 2491)**
  - Automated Manufacturing Track (code 2492)**
  - Electronics Track (code 2493)**
  - Computer Aided Drafting/Design Option (code 2494)**
  - Telecommunications (Outside Plant Design) Option (code 2228)**

**General Courses (22hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 107	Fundamentals of Public Speaking <u>or</u>	3
SPH 106	Fundamentals of Oral Communication	3
CIS 146	Microcomputer Applications	3
PHY 115	Technical Physics	4
	Social and Behavioral Science Elective:	3
	(anthropology, geography, history, economics, political science, sociology, psychology)	
	Humanities and Fine Arts Elective:	3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	

**Major Courses (21 hours)**

Course	Title	Sem Hrs
DDT 114	Industrial Blueprint Reading	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
ELM 202	Digital Circuits I	4
ELM 215	Industrial Controls I	4
MET 190	Mechanical Tools I	4

**Courses specific to each option.****Industrial Maintenance Option (25 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ELM 210	Fluid Power I	3
ELM 214	Pumps and Piping Systems	3
MET 220	Mechanical Systems I	3
MET 193	Introduction to Robotics	4
ATM 211	Programmable Logic Controllers I	3
ATM 220	Advanced Motor Drives	3
Electives in Manufacturing Technology		6
Total Credit Hours		68

**Automated Manufacturing Option (25 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ATM 211	Programmable Logic Controllers I	3
ATM 212	Programmable Logic Controllers II	3
ATM 220	Advanced Motor Drives	3
ELM 210	Fluid Power I	3
Electives in Manufacturing Technology		6
MET 193	Introduction to Robotics	4
ATM 231	Robotics Project	3
Total Credit Hours		68

**Electronics Option (28 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ATM 211	Programmable Logic Controllers I	3
ATM 220	Advanced Motor Drives	3
ELM 203	Digital Circuits II	4
ELM 205	Electronics I	4
ELM 206S	Electronics II	4
MET 193	Introduction to Robotics	4
ATM 231	Robotics Project	3
Electives in Manufacturing Technology		3
Total Credit hours		71

**Computer Aided Drafting/Design Option (23 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
MET 201	Basic CAD	3
MET 202	Advanced CAD	3
MET 204	Basic Computer Aided Modeling	3
MET 211	Advanced Computer Aided Modeling	3
MET 220	Mechanical Systems I	3
MET 239	Geometric Dimensioning and Tolerances	2
ATM 211	Programmable Logic Controllers I	3
Elective in Manufacturing Technology		3
Total Credit Hours		66

**Telecommunications (Outside Plant Design) Option (23 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ELM 190	Emerging Technologies, History, and Basics of Telecommunications	4
ELM 222	Telecommunications Design	3
ELM 223	Engineering Aerial, Buried and Underground Plant	3
ELM 225	Digital Carrier Systems	3
ELM 226	Designing Digital Systems	3
CMT 105	Construction Materials and Methods	3
ELM 205	Electronics I	4
Total Credit Hours		66

**Electives**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
MET 236	Mechanical Project	1-3
MET 235	Quality Auditing	1-3
MET 213	Manufacturing Methods	3
MET 233	Materials	3
MET 192	Machinery's Handbook Functions	3
DDT 115	Basic Blueprint for Machinists	3
MET 239	Geometric Dimensioning and Tolerances	2
MET 237	Inspection Principles	3
ATM 181/281	Special Topics	1-4
ELM 181/281	Special Topics in Electromechanical Technology	1-3
MET 191	Mechanical Tools II	4
MTH 112	Precalculus Algebra	3

## ***Registered Nursing***

**Jajuana Smith, pre-program advisor**  
**Richard Scrushy Hall, room 316A**  
**(205) 520-5994**  
**George Layton Building, room 160**  
**(205) 856-8529**  
**jthrash@jeffstatelonline.com**

The Nursing Education Program supports the Philosophy and Purpose of the College and serves its community by preparing associate degree nurses for a beginning level of practice in varied health care settings. The chair of the nursing department, the Nursing Education Program curriculum coordinator, and nurse faculty members have the responsibility for administering and evaluating the Nursing Education Program according to policies and guidelines established by the college and the Alabama Board of Nursing. Copies of the program philosophy and organizing framework are available upon request.

Upon completion of the Nursing Program, the beginning associate degree graduate will:

1. Assume accountability for own professional, legal, and ethical nursing practice, and promote standards of professional, legal, and ethical accountability of other members of the health care system.
2. Refine the nursing process as the decision-making model when caring for culturally diverse patients of all ages.
3. Synthesize nursing knowledge and scientific principles to maximize biopsychosocial development and functioning when caring for patients of all ages who are experiencing health alterations.
4. Demonstrate proficiency when performing nursing skills required to care for patients of all ages in varied health care settings.
5. Communicate therapeutically with patients of all ages, families, and significant others, as well as communicate effectively with members of the health care system.
6. Analyze individualized teaching plans to assist patients of any age to achieve and maintain their optimum level of health.
7. Organize and manage nursing care for one or more patients of any age in collaboration with other members of the health care system.
8. Assume responsibility for professional and personal growth through participation in formal and informal educational activities and professional organizations.

### ***Approvals and Accreditation***

The Nursing Education Program is state approved by the Alabama Board of Nursing and nationally accredited by the National League for Nursing Accrediting Commission. All agencies used for clinical experiences for students are approved by their appropriate accrediting or certifying agency or organization.

### ***Degree and Licensure***

Completion of the Nursing Education Program leads to the awarding of the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to submit an application to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-RN) and is eligible to apply for a state registered nursing license. Graduates take the licensure examination after graduation using computerized adaptive testing on a date scheduled with the authorized testing service after receipt of approval from the Alabama Board of Nursing. The testing and licensing authorities set fees for the examination and the license.

According to the Administrative Code of the Alabama Board of Nursing, grounds for denial of a license to practice as a registered nurse include, but are not limited to, conviction of a felony or certain other criminal offenses, chemical dependency, mental incompetence, and other reasons authorized by law or regulations. Upon graduation, the following questions must be answered on the application for a state registered nurse license:

1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
2. Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/ alcohol?
4. Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
5. Have you ever had disciplinary action or is action pending against you by any state board of nursing?
6. Have you ever been placed on a state and/or federal abuse registry?
7. Have you ever been court-martialed/disciplined or administratively discharged by the military?

Applicants who must respond "yes" to these questions are advised to contact the chair of the nursing department prior to submitting an application for admission to confidentially discuss any special requirements.

### ***Clinical Facilities***

In addition to campus laboratory facilities, nursing students are required to participate in clinical experiences in several of the following affiliated health care agencies: Brookwood Medical Center, Carraway Methodist Medical Center, Hillcrest Hospital, Medical Center East, Montclair Baptist Medical Center, Princeton Baptist Medical Center, Shelby Baptist Medical Center, The Children's Hospital of Alabama, University of Alabama Hospitals, Shelby Baptist Medical Center and other possible clinical facilities. The college does not provide transportation to off-campus facilities.

### ***Admission Procedures/Requirements***

Students are admitted to the Nursing Education Program each term. Students admitted fall and summer terms com-

plete all course requirements on the Jefferson Campus. Students admitted spring term will complete all course requirements on the Shelby Campus. Please contact the Department of Nursing (856-7940) for information regarding application deadlines. Students should consult an advisor well ahead of the date they plan to apply for admission to the Nursing Program to allow time to meet admission requirements.

Students who wish to major in nursing should first complete the application and admission procedures required by the college, take math and English placement tests, and then contact the Health Sciences pre-program advisor to develop a plan to meet admission requirements.

Students are admitted based on their overall academic record, which should indicate continuous progress; grade point averages on Jefferson State credit and on all college credit attempted; and scores achieved on the National League for Nursing's Pre-Admission Examination (PAX) or the ACT Test. Students are ranked for admission based on a formula using composite scores received on the PAX or ACT test after minimum grade point averages in required areas have been achieved. However, the overall academic record and other qualifications for admission are reviewed and satisfactory grade point averages and/or PAX/ACT scores do not guarantee admission.

Requirements for admission to the first nursing course are:

1. Submit the "Application to Division Programs", which is available from the Nursing Department on the Jefferson campus and at the information desk at the Shelby Campus, by the deadline.
2. Grade point average of 2.00 or above (4.00 scale) on all college credit attempted and on Jefferson State credit within the last 10 years. Applicants are required to have all previously attended colleges submit official transcripts to Enrollment Services by the application deadline. Eligible students may request implementation of the college Academic Bankruptcy policy or the Health Related Programs Academic Forfeit policy. Students should consult the pre-program advisor for more information regarding these policies.
3. Grade point average of 2.50 or above (4.00 scale) on courses completed from the Nursing Education Program requirements.
4. Obtain required scores on one of the following admission examinations:
  - A. Composite and individual subscores of 50 or above on the Pre-Admission Examination (PAX);
  - B. Composite and individual subscores of 20 or above on the ACT test.

All scores must come from a single test. A combination of scores from different test dates is not allowed.

**Admission tests scores may be no older than five (5) years for consideration for admission. If exam scores are older than 5 years, an admission test (PAX or ACT) must be retaken.**

A student may also repeat admission tests to achieve acceptable scores. Prior to repeating tests, students are advised to enroll in general education courses that will increase knowledge in the subject area of the test with subscores which are below requirements or use a review book.

5. Credit for the following courses with a grade of "C" or above:

MTH 100	3 hours
*BIO 201	4 hours
PSY 200	3 hours

\*BIO 103 or an acceptable score on the BIO placement test is the prerequisite to BIO 201, BIO 202 and BIO 220.

Note: Credit for BIO 201 must be less than 5 years old. Please see the end of this section of the *Catalog and Student Handbook* for further information.

6. Students may be enrolled in one or more of the three prerequisite courses and be considered for "conditional admission", providing the courses are completed with grades of "C" or above prior to enrollment in nursing courses. Students may also, as advised and approved, take other general education courses in the nursing curriculum while awaiting admission. However, the Nursing Program is planned as a combined sequence of nursing and general education courses and students may take all other required general education courses once admitted to nursing. Prior credit for general education courses does not shorten the length of the curriculum due to the required sequence of nursing courses.
7. Eligible for ENG 101. ENG 093 must be completed prior to admission if indicated by placement scores.
8. Current certification in cardiopulmonary resuscitation at the health care provider or professional rescuer level. Certification must include: One-rescuer CPR-adult, one-rescuer CPR-infant/child, airway obstruction, and two-rescuer CPR. Lower levels of certification are not accepted.
9. Students are expected to have and maintain a satisfactory level of health, including freedom from chemical dependency and communicable diseases. Students must be able to fully participate in the approved program of classroom studies and campus and clinical laboratory experiences and responsibilities. Medical examination forms indicating a satisfactory level of health must be submitted after admission. Students must test negative for drugs and alcohol during a screening conducted prior to assignment for clinical experiences. Random drug and alcohol screening may be required during the clinical experiences.

In the interest of student and patient safety, applicants possessing certain limitations may be requested to demonstrate abilities to perform laboratory procedures or skills prior to or after admission to nursing. Students should be able to demonstrate abilities to perform procedures or skills safely, effectively, and without potential endangerment to the student, faculty, patients or other health care workers. Students should be able to fully participate in the approved program of classroom studies



and campus and clinical laboratory learning experience and responsibilities. Medical examination records and/or statements from physicians or other appropriate professional therapists may be required to assist in evaluating a student's ability to fully participate in the learning activities and responsibilities of the Nursing Program. If a student is unable to demonstrate abilities to perform procedures or skills safely, effectively and without potential endangerment, the student may be denied admission or progression in the Nursing Program. The Nursing Program will make final determinations regarding an applicant's eligibility for participation in program activities. Technical performance standards and criteria for the Nursing Program are stated below. Applicants to nursing must declare if they are able to fully meet the standards and criteria or if they are unable to fully meet them. Applicants who are unable to fully meet the technical standards and criteria must make an appointment with the chair of the nursing department to discuss accommodation/non-accommodation possibilities.

#### Technical Performance Standards and Criteria for Nursing:

- A. Cognitive and critical thinking abilities are sufficient to make clinical judgements and meet laboratory objectives and requirements.
  1. Can comprehend new knowledge and apply it in nursing practice.
  2. Can analyze situations and identify cause-effect relationships.
  3. Can organize, problem-solve and make decisions.
  4. Can meet mental competency requirements of the Alabama Board of Nursing.
  5. Can operate a computer after orientation.
- B. Interpersonal abilities are sufficient to interact purposefully and effectively with others.
  1. Can establish rapport with individuals.
  2. Can interchange ideas in a group.
  3. Can convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.
- C. Communication abilities are sufficient to convey thoughts in verbal and written form so that they are understood by others.
  1. Has sufficient English language abilities to understand printed materials; classroom lectures; instructional, medical or other directives; and patient questions and /or responses.
  2. Has sufficient English language abilities to be understood in verbal and written communication.
  3. Can appropriately use the language of nursing and health care in verbal and written communication.
  4. Can teach a concept and test for understanding.
- D. Physical mobility is sufficient to fulfill classroom, clinical, and program objectives safely and effectively. Physical disabilities do not pose a threat to the safety of the student, faculty, patients, or other health care workers.
  1. Can maintain balance and can stand on both legs, move from room to room, and maneuver in small places.
  2. Can flex and/or abduct and adduct all joints freely.
  3. Can achieve certification in cardiopulmonary resuscitation at the professional rescuer level.
- E. Strength (gross motor skills) and endurance are sufficient to safely fulfill clinical laboratory objectives and requirements.
  1. Can stand and walk for 6 hours or more in a clinical laboratory.
  2. Can position, lift and transfer patients without injury to patient, self, or others.
  3. Can push or pull heavy objects, such as an occupied hospital bed, without injury to patient, self, or others.
- F. Fine motor skills and hand/eye coordination are sufficient to safely fulfill laboratory objectives and requirements.
  1. Can manipulate small objects to insert one into another without contamination, such as inserting a sterile needle into a needle cap.
  2. Can manipulate objects without extraneous motions, tremors or jerking.
  3. Can write the English language legibly, using correct grammar and syntax.
- G. Auditory ability is sufficient to communicate effectively with others, to monitor and assess patient status, and to fulfill laboratory objectives and requirements.
  1. Can hear and accurately count, describe and discriminate between auscultatory sounds such as those heard when listening to the heart, vessels, lungs, and abdomen.
  2. Can hear high and low frequency sounds, such as telephones, monitor alarms, emergency signals, weak cries of infants, and weak calls for help.
- H. Visual ability is sufficient to monitor and assess patient status and to fulfill laboratory objectives and requirements. Instruments to enhance or correct vision are in varying levels of light, are portable, usable in small spaces and do not disrupt care or cause discomfort to patients.
  1. Can discern the full spectrum of colors and can distinguish color changes.
  2. Can accurately read numbers and letters in fine print, such as would appear on medication vials, ampules, syringes, and monitoring equipment in varying levels of light (daylight to very dim light).
  3. Can read for long periods of time.
  4. Can read cursive writing, such as would be found in patients' charts.
  5. Can detect changes in the environment.
- I. Tactile ability and sense of smell are sufficient to assess patients and the environment.
  1. Can discern tremors or vibrations in various body areas.
  2. Can palpate and count pulses.
  3. Can discern physical characteristics through touch, such as texture, temperature, shape, size, location, and others.
  4. Can smell body and environmental odors, such as infected wounds or burning electrical equipment.

The above statement of criteria is not intended as a complete listing of nursing practice behaviors, but is a sampling of the types of abilities needed by the nursing student to meet program objectives and requirements. The Nursing Program, affiliated agencies, or the Alabama Board of Nursing may identify additional critical behaviors/abilities for nurses. The Nursing Program reserves the right to amend this listing of technical performance standards based on the identification of additional standards or criteria for nursing students or nurses.

10. Applicants who have been treated for chemical dependency or mental disorders or who have been convicted of a criminal offense, including driving under the influence of drugs or alcohol, should contact the chair of the nursing department to confidentially discuss additional information available in the Administrative Code of the Alabama Board of Nursing. The Board of Nursing requires complete disclosure of prior arrest and/or treatment records.
11. A background screen is required prior to assignment for clinical experiences in some agencies. The cost of this screen must be paid by the student
12. Upon admission and by the dates specified by the Nursing Program, students must:
  - A. Purchase regulation Jefferson State nursing student uniforms and specified accessories;
  - B. Pay required annual premiums for nursing student liability insurance by the specified due date;
  - C. Submit annual medical examination forms by a specified due date evidencing a satisfactory level of health, which includes being free of and immune to certain communicable diseases (measles, mumps, rubella, chickenpox, Hepatitis-B, TB) and freedom from chemical dependency. Contracts with affiliated clinical agencies require that students be physically fit to undertake patient care assignments.
  - D. Submit evidence and signed verification of current, in force hospital/health insurance. Certain affiliated clinical agencies require that students have hospital/health insurance before participating in lab assignments at the agency. Neither the college nor affiliated clinical agencies provide health care for students. Information about student health insurance is available through the College's Office of Recruiting/Student Activities. Payment of insurance premiums or health care costs is the responsibility of the student.

### **Transfer Credit or Previous Credit – General Education Courses**

Students who have transfer credit should request the evaluation of transcripts from other colleges attended by Enrollment Services. Students with transfer or previous Jefferson State credit should know that, for the nursing degree, previously earned credit in BIO 201-202, and BIO 220 may be no older than 5 years.

### **Transfer Credit or Previous Credit - Nursing Courses**

Any student who has previously attended another nursing education program is considered to be a "transfer student".

Students who are eligible and are interested in transferring into Jefferson State's Nursing Program should call or write the director of nursing for information on admission criteria and procedures required. Transfer of nursing credit is considered on a course by course basis by the nurse faculty. Due to the uniqueness of each nursing program's curriculum, advanced credit and standing cannot be assured. No new class or clinical sections will ordinarily be opened for transfer students. First priority for available spaces in nursing courses goes to students in regular progression in the Nursing Education Program.

In order to be considered for advanced standing based on transfer of nursing course credit, the student should have been enrolled in a collegiate school of nursing (ADN, BSN) within the last 12 months, have a 2.00 or above grade-point average (4.00 scale) on all college credit attempted in last ten years; have a 2.50 or above grade point average (4.00 scale) on courses completed from the Nursing Education Program requirements; have a minimum grade of "C" in all required courses, and meet the same admission and progression requirements as regularly admitted students. Students whose records indicate less than 7 semester hours of nursing course failures at another school (RN or LPN) may be considered for admission/transfer provided they are eligible for continuation or readmission to the previous nursing program. For transfer, no more than two terms should have elapsed since successful completion of the last clinical nursing courses. Students who fail 7 or more semester hours of nursing courses in another nursing education program may apply as a new student after a lapse of 5 years from the last nursing course failure.

### **Progression Requirements**

Students are referred to the "Nursing Education Program's Progression Guidelines" as published in the *Nursing Student Handbook* and additional information on the Center for Health and Biological Sciences published in the "Admission to the College" section of the *Catalog and Student Handbook*. All students admitted to nursing are responsible for information contained in the *Handbook*.

Letter grades for all NUR courses are assigned according to the following system:

A	Excellent (93-100)
B	Good (84-92)
C	Average (75-83)
D	Poor (60-74)
F	Failure (below 60)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
I	Incomplete
AU	Audit
RW	Required Withdrawal

In order to complete the Nursing Program successfully, the student must fulfill all of the following requirements:

1. Progress through all required general education courses in the curriculum in a sequence approved by the Nursing Program.
2. Progress through all required nursing courses in the curriculum in the sequence specified by the Nursing Program.
3. Attain grades of "C" or above in each of the required nursing and general education courses in the curriculum without repeated withdrawals, audits, or failures.
4. Maintain a grade point average of 2.00 or above (4.00 point scale) on all college credit and on Jefferson State credit within the last 10 years.
5. Maintain current nursing student liability insurance and health/hospitalization insurance.
6. Submit completed medical forms annually by the required date.
7. Maintain a satisfactory level of health, including freedom from chemical dependency.
8. Maintain current certification in cardiopulmonary resuscitation at the health care provider level.
9. Refrain from conduct that violates the College's Academic Honesty Code, the code of Student Conduct, and the Drug and Alcohol Free Campus Policy.
10. Refrain from conduct that violates the Administrative Code of the Alabama Board of Nursing and that which leads to a major breach in safety, confidentiality, legality, or accountability.
11. Comply with all progression requirements in order to graduate.
12. Comply with background check as required by clinical agency.

**Evaluation/Out of Progression Status**

Students' progress through the nursing curriculum is evaluated by written tests, clinical performance evaluations, required comprehensive licensure readiness test, and other tests or methods of evaluation. Students whose progress through the Nursing Program is temporarily interrupted for any reason or who withdraw are "out of progression." In order to be readmitted, out of progression students must have their eligibility for readmission evaluated by the Nursing Education Program's Admission and Progression committee. Readmission is based on space available, academic record, health state, successful completion of required courses, and compliance with college and professional codes of conduct. Any changes in the curriculum or program policies and procedures are applicable to any readmitted student.

Students who fail a required general education course while enrolled in the Nursing Education Program must repeat the course successfully and during the term advised by the Nursing Program. Students who fail a nursing course (make a grade of "D", "F", "WF", or uncleared "I") may repeat the course once only in an effort to attain a grade of "C". Students who withdraw after failing the clinical component of a nursing course will have the withdrawal count as an unsuccessful attempt in the course. Students who fail a nursing course the second time or who fail 7 or more semester hours of nursing courses are no longer eligible to continue in the Nursing Program and are ineligible to apply for admission as a new

student until 5 years have lapsed since the last nursing course failure.

**Associate in Applied Science Degree Requirements**

**Courses Required for:**

- **Nursing Degree (code 2580)**

**General Courses (29 hours)**

Prerequisites for admission to nursing:  
MTH 100, BIO 201, PSY 200

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
PSY 200	General Psychology	3
*BIO 201	Human Anatomy and Physiology I	4
*BIO 202	Human Anatomy and Physiology II	4
MTH 100	Intermediate College Algebra	3
*BIO 220	General Microbiology	4
ENG 101	English Composition I	3
	Speech Elective	3
	Humanities and Fine Arts Elective: (art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
**General Education Elective		2

Note: BIO 103 or an acceptable score on the Biology Placement Test is the prerequisite to BIO 201/202/220.

\*Credit may be no older than 5 years. If BIO 201/202 are over 5 years, students may repeat the courses or take BIO 230 (Pathophysiology) prior to admission. BIO 220 must be repeated if older than 5 years.

\*\*General Education Electives may include any non-nursing courses. Note that these hours are in addition to the required 3 hours of Speech and 3 hours of Humanities and Fine Arts.

Note: Students planning to transfer to a four-year institution should take MTH 112.

**Major Courses (43 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
NUR 110	Fundamentals of Nursing	6
NUR 131	Health Assessment	1
NUR 241	Basic Pharmacology	1
NUR 242	Advanced Pharmacology	2
NUR 251	Adult Nursing I	5
NUR 280	Psychosocial Nursing	4
NUR 252	Adult Nursing II	5
NUR 253	Adult Nursing III	5
NUR 272	Pediatric Nursing	4
NUR 291	Transition into Nursing Practice	3
NUR 271	Maternal-Newborn Nursing	4
*NUR	Electives	3
	Total Credit Hours	72

\*Nursing Electives may include:

Course	Title	Sem Hrs
NUR 101	Basic Life Support	1
NUR 201	Specialized Areas of Study	1
NUR 204	Computer Applications in Nursing	1
NUR 233	Cultural Diversity in Nursing	2
NUR 281	Stress Management	2
NUR 292	NCLEX Review	2

## Office Administration Technology

**Jeanette Rogers, associate dean**  
**Richard Scrusby Hall, Room 214H**  
**(205) 520-5952**  
**jrogers@jeffstateonline.com**

**Becky Holland, advisor**  
**Sandi Logan, advisor**  
**Ruby Carson Hall, room 116**  
**(205) 856-7864**  
**adarden@jeffstateonline.com**

**or**  
**Richard Scrusby Hall, room 214R**  
**(205) 520-5980**  
**spugh@jeffstateonline.com**

These programs are for students who wish to seek employment in office careers.

### Certificate Requirements

The Office Technology Certificate Program tracks are designed to prepare students for entry-level employment.

All course work in the certificate program will apply to the appropriate Associate in Applied Science Degree Program in Office Administration.

Prior to taking courses, the student should meet with the advisor and develop a plan for satisfying program requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Have a minimum 2.00 grade point average in Jefferson State courses.

#### **Courses required for:**

- **Office Technology Certificate**
  - Medical Office Assistant Track (code 1601)**
  - Legal Office Assistant Track (code 1602)**
  - Accounting Assistant Track (code 1603)**
  - Office Applications Assistant Track (code 1605)**

General Courses:			(27 hours)
Course	Title	Sem	Hrs
ENG 101	English Composition I		3
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course		3
Humanities and Fine Arts Elective:	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3
CIS 146	Microcomputer Applications		3
OAD 103*	Intermediate Keyboarding		3
OAD 110	Navigating Windows		3
OAD 125	Word Processing		3

ACT 145	Basic Accounting Procedures <b>or</b>	3
BUS 241	Principles of Accounting I	
OAD 138	Records and Information Management	3

Complete one of the following tracks.

**Medical Office Assistant Track (6 hours)**

Course	Title	Sem Hrs
OAD 211	Medical Terminology	3
OAD 212	Medical Transcription	3
	Total Credit Hours	33

**Legal Office Assistant Track (6 hours)**

Course	Title	Sem Hrs
OAD 201	Legal Terminology	3
OAD 202	Legal Machine Transcription	3
	Total Credit Hours	33

**Accounting Assistant Track (6 hours)**

Course	Title	Sem Hrs
CIS 196E	Commercial Software Applications (Excel)	3
OAD 137	Electronic Financial Recordkeeping (Quickbooks)	3
	Total Credit Hours	33

**Office Applications Assistant Track (6 hours)**

Course	Title	Sem Hrs
OAD 230	Electronic Publishing	3
OAD 137	Electronic Financial Recordkeeping (Quickbooks) <b>or</b> CIS Elective**	3
	Total Credit Hours	33

\*Students who are not proficient in keyboarding must take OAD 101, Beginning Keyboarding.

\*\*To be chosen from CIS 196A, CIS 196E or CIS 196I.

**Associate in Applied Science Degree Requirements**

This program prepares students for a variety of office careers involving the use of technology in the preparation, reproduction, distribution, storage, and communication of information. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the appropriate Associate in Applied Science Degree Program in Office Administration.

**Courses required for:**

- **Office Administration Technology Degree**
- **Medical Support Specialist Track (code 2611)**
- **Legal Support Specialist Track (code 2612)**
- **Accounting Support Specialist Track (code 2614)**
- **Administrative Office Applications Specialist Track (code 2615)**

**General Courses: (24 Hours)**

Course	Title	Sem Hrs
ENG 101	English Composition I	3
ENG 102	English Composition II <b>or</b>	3
SPH 107	Fundamentals of Public Speaking <b>or</b>	
SPH 106	Fundamentals of Oral Communication	
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
CIS 146	Microcomputer Applications	3
	Social and Behavioral Science Elective: (anthropology, geography, history, economics, political science, sociology, psychology)	3
	Lab Science Elective: (astronomy, biology, chemistry, physical science, physics)	4
	Humanities and Fine Arts Elective: (art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
	HED, PED, or RER Elective	2

**Major Courses (27 hours)**

Course	Title	Sem Hrs
OAD 103*	Intermediate Keyboarding	3
OAD 110	Navigating Windows	3
OAD 138	Records and Information Management	3
ACT 145	Basic Accounting Procedures <b>or</b>	3
BUS 241	Principles of Accounting I	
OAD 125	Word Processing	3
OAD 217	Office Management	3
OAD 231S	Office Applications (Powerpoint)	3
OAD 232	The Electronic Office (Excel/Access)	3
OAD 242***	Office Internship	3

Complete one of the following tracks.

**Medical Support Specialist Track (12 hours)**

Course	Title	Sem Hrs
OAD 211	Medical Terminology	3
OAD 212	Medical Transcription	3
OAD 215	Health Information Management (ICD-9, CPT-4 Coding)	3
OAD 216	Advanced Health Information Management (ICD-9, CPT-4 Coding)	3
	Total Credit Hours	63

**Legal Support Specialist Track (9 hours)**

Course	Title	Sem Hrs
OAD 201	Legal Terminology	3
OAD 202	Legal Transcription	3
OAD 127	Business Law (Introduction to Law)	3
Total Credit Hours		60

**Accounting Support Specialist Track (9 hours)**

Course	Title	Sem Hrs
CIS 196E	Commercial Software Applications (Excel)	3
ACT 246	Microcomputer Accounting	3
OAD 137	Electronic Financial Recordkeeping (Quickbooks)	3
Total Credit Hours		60

**Administrative Office Applications Specialist Track (9 hours)**

Course	Title	Sem Hrs
OAD 230	Electronic Publishing	3
OAD 137	Electronic Financial Recordkeeping (Quickbooks)	3
CIS Elective**	Commercial Software Applications	3
Total Credit Hours		60

\*Students who are not proficient in keyboarding must take OAD 101, Beginning Keyboarding.

\*\*To be chosen from CIS 196A, CIS 196E or CIS 196I.

\*\*\*Internship assignment must be related to the specific major track.

**Physical Therapist Assistant**

**Glenn Ross, PT, program coordinator/advisor**  
**Richard Scrushy Hall, room 316**  
**(205) 520-5991**  
**gross@jeffstateonline.com**

The Physical Therapist Assistant (PTA) is a technically educated health care provider who works under the supervision of a physical therapist. The PTA performs duties and carries out treatment plans as directed by the physical therapist. Duties of the PTA are varied and include but are not limited to the application of physical modalities, exercise programs, gait training, functional activities, and patient education. Work in physical therapy includes physical activity such as bending, lifting patients, and prolonged standing and walking. Clients include adult and pediatric patients with orthopedic and neurologic injuries and various medical conditions. Employment settings include acute care and rehabilitation hospitals, outpatient clinics, schools, nursing homes, home health and sports medicine clinics. The Physical Therapist Assistant interacts as a team member with other health care providers including occupational therapists and assistants, nurses, speech pathologists, and physicians.

The Physical Therapist Assistant Program is a two-year course of study leading to an Associate in Applied Science degree. The Program includes one year of prerequisite general education courses and one year of PTA courses. The prerequisite courses may be taken over a longer period of time, but six of the nine general education requirements must be completed prior to admission to the PTA Program (second year). With permission of the program coordinator, the remaining three general education requirements must be completed before Fall Semester PTA courses for the Traditional Track students and before Fall Semester II PTA courses for the Online Track students. The PTA Program (second year) offers two educational tracks in Birmingham, Alabama: a Traditional Track and an Online Track. Program classes are offered via the Internet (on-line/web-enhanced) or on campus. The time commitment required for completion of these classes is generally 20-30 hours per week. Full-time clinical practicums (40 hours per week) are integrated throughout the program.

The PTA Program prepares graduates for work as physical therapist assistants (PTAs) and is not designed to lead toward a physical therapist degree. General education classes may transfer to a four-year institution, but PTA courses generally will not transfer.

The PTA Program is accredited by the Commission on Accreditation in Physical Therapy Education/APTA, 1111 North Fairfax Street, Alexandria, VA, 22314-1488, (703) 684-2782. Graduation from an accredited program is a requirement for eligibility for licensure in most states. Students should contact a PTA advisor regarding particular state licensure requirements. Applicants for licensure as a licensed PTA in Alabama who have been convicted of a felony, a crime of moral turpitude, or violating any state or federal narcotic law

should contact the State of Alabama Board of Physical Therapy at (334) 242-4064 before seeking admission to the PTA Program.

### **Admission Procedures/Requirements**

Students admitted to the PTA Program Traditional Track begin in the spring semester while Distance Track students begin in the fall term. Class size for both program tracks is limited and qualified students are ranked for admission based on GPA in prerequisite courses.

Students who apply for the PTA Program must meet the following requirements:

1. Complete the application for admission to the College (available in Enrollment Services, Allen Library 101 on the Jefferson Campus, at the Shelby Campus or online at [www.jeffstateonline.com](http://www.jeffstateonline.com)).
2. Submit official transcripts from all colleges attended to Enrollment Services by the application deadline.
3. Request a transcription evaluation prior to submitting a program application.
4. Submit a completed "Application for PTA Program Admission" (available at RSH 316 or online at [www.jeffstateonline.com](http://www.jeffstateonline.com)). Applications for the Traditional Track are due by September 30th. Applications for the Distance Track are due by May 31st. The application packet must include:
  - A. Evidence of current in force hospital/ health insurance. Neither the college nor affiliated clinical agencies provide health care for students. Information about student health insurance is available through the college's Office of Recruiting/Student Activities. Payment of insurance premiums and health care costs is the responsibility of the student.
  - B. Signed documentation by a Physical Therapist or Physical Therapist Assistant of 40 hours or more experience in a physical therapy setting. We suggest that this experience include exposure in at least two different settings.
5. Maintain a grade point average (GPA) of 2.00 or above on all college credit. Eligible students may request implementation of the college Academic Bankruptcy policy or the Division of Health-Related Programs Academic Forfeit policy. Consult the appropriate pages of the Catalog and Student Handbook for information on these policies.
6. Complete all prerequisite general education courses with a GPA of 2.5 or above. Priority for admission is given to students who complete all of the prerequisite courses prior to the application deadlines.
7. Obtain required scores on the ACT: composite score of 20 and no subscore (English, reading, science, mathematics) less than 18.

The ACT is not required for students with a bachelor's degree or higher, or for those students having at least a 3.5 GPA in 20 hours of PTA prerequisite courses. Lower ACT scores may be accepted if a student has a 3.0 or higher GPA in 20 hours of prerequisite courses.

A student may repeat the ACT to achieve acceptable scores. Prior to repeating tests, students are advised to enroll in general education courses that will increase knowledge in the subject area of the test with subscores which are below that required.

8. Students are expected to maintain a satisfactory level of health, including freedom from chemical dependency and communicable diseases. Students must be fully participate in the approved program of classroom studies and campus and clinical laboratory learning experiences and responsibilities. Medical examination forms indicating a satisfactory level of health must be submitted as required. Students must test negative for drugs and alcohol during a screening conducted prior to assignment for clinical experiences. Random drug and alcohol screening may be conducted during clinical experiences.
9. Technical standards checklist: The physical therapy profession is considered to be moderately physically demanding. In the interest of student and patient safety, applicants possessing certain limitations may be requested to demonstrate abilities to perform clinical procedures and skills prior to or after admission to the PTA program. Students should be able to demonstrate abilities to perform procedures and skills safely, effectively, and without potential endangerment to self, other students, faculty, patients or other health care workers. Medical examination records and/or statements from physicians or other appropriate professional therapists may be required to assist in evaluating a student's ability to fully participate in the learning activities and responsibilities of the PTA program. If a student is unable to demonstrate abilities to perform procedures or skills safely, effectively, and without potential endangerment, the student may be denied admission or progression in the program. Program faculty will make the final determination regarding an applicant's eligibility for participation in program activities.

Technical performance standards and criteria for the Physical Therapist Assistant program are stated below. Applicants must call or schedule an appointment with the program coordinator to discuss accommodation possibilities.

Technical performance standards and criteria for the Physical Therapist Assistant include, but are not limited to:

- A. Cognitive and critical thinking abilities sufficient to:
  1. Make clinical judgments.
  2. Comprehend new knowledge and apply it in PTA practice.
  3. Analyze situations and identify cause-effect relationships.
  4. Organize, problem-solve and make appropriate decisions.
  5. Meet competency requirements of the state regulation/licensure agency for physical therapy.
  6. Compute mathematical problems.
  7. Operate a computer.
- B. Interpersonal abilities to:

1. Interact purposefully and effectively with others
  2. Establish rapport with patients, caregivers, and others.
  3. Interchange ideas in a group.
  4. Perceive emotions displayed by others.
  5. Convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.
- C. Communication abilities to:
1. Convey thoughts in verbal and written form in the English language so that others understand them.
  2. Understand printed materials, classroom lectures, instructional, medical or other directives and patient questions/responses presented in the English language.
  3. Appropriately use the language of medicine and health care in verbal and written communications.
  4. Teach a concept, test for understanding, and interpret feedback.
  5. Discriminate between appropriate and inappropriate non-verbal communication in patients and others.
- D. Physical mobility to:
1. Maintain balance in any position.
  2. Move from room to room and/or maneuver in small places.
  3. Extend hands and arms in any direction.
  4. Move hands/arms and feet/legs coordinately with each other.
  5. Achieve certification in cardiopulmonary resuscitation at the professional rescuer level.
- E. Strength (gross motor skills) and endurance to:
1. Stand and walk for 6 hours or more in a clinical setting.
  2. Position, lift and transfer patients without injury to patient, self or others.
  3. Push or pull heavy objects, such as an occupied hospital bed, without injury to patient, self, or others.
- F. Fine motor skills and eye/hand coordination to:
1. Manipulate objects without extraneous motions, tremors or jerking.
  2. Write the English language legibly, using correct grammar and syntax.
- G. Auditory acuity to:
1. Communicate effectively with others.
  2. Monitor and assess patient status (hear weak cries of infants and weak calls for help)
  3. Hear high and low frequency sounds, such as telephones, monitor alarms, emergency signals.
- H. Visual acuity to:
1. Monitor and assess patient status.
  2. Discern the full spectrum of colors and distinguish color changes.
  3. Accurately read numbers and letters in fine print, such as would appear on therapy or monitoring equipment in varying levels of light (daylight to very dim light).
  4. Read for long periods of time.
  5. Read cursive writing, such as would be found in patients' charts.
  6. Detect changes in the environment.
- I. Tactile acuity and sense of smell to:
1. Discern tremors or vibrations in various body areas.
  2. Palpate and count pulses.
  3. Discern physical characteristics (skeletal landmarks and/or changes in body tissues) through touch.
  4. Smell body and environmental odors, such as infected wounds or burning electrical equipment.
10. Applicants for licensure as a Licensed PTA who may have been convicted of a felony or a crime of moral turpitude should contact the State of Alabama Board of Physical Therapy.
11. Upon admission and by the dates specified by the PTA program, students must:
- A. Purchase student uniforms as specified in the PTA Student Handbook;
  - B. Pay required annual premiums for student liability insurance;
  - C. Submit annual medical examination forms demonstrating a satisfactory level of health, which includes freedom from and immunity to certain communicable diseases and freedom from chemical dependency.
  - D. Provide proof of current CPR certification at the Health Care Provider level, which includes one-rescuer, two-rescuer, infant, child, and airway obstruction.

### **Progression**

Students are referred to the "Program's Progression Guidelines" as published in the *PTA Student Handbook* and additional information on the Allied Health Programs published in the "Admission to the College" section of the *College Catalog and Student Handbook*. All students admitted to the PTA Program are responsible for information contained in the *Handbook*.

In order to complete the PTA program successfully, the student must fulfill all of the following:

1. Progress through all general education courses in the PTA curriculum in a sequence approved by the PTA faculty.
2. Progress through all required PTA courses in the curriculum, including prerequisites and corequisites, in the sequence specified by the PTA faculty.
3. Attain grades of "C" or above in each of the required PTA and general education courses in the curriculum without repeated withdrawals, audits, or failures.
4. Maintain a grade point average of 2.00 or above (4.00 scale) on all college credit and on Jefferson State credit.
5. Maintain current health and student liability insurance.
6. Submit completed medical forms by the required date.
7. Maintain a satisfactory level of health, including freedom from chemical dependency.
8. Maintain current certification in cardiopulmonary resuscitation at the health care provider level.
9. Refrain from conduct that violates the College's Academic Honesty Code, the Code of Student Conduct, and the Drug and Alcohol Free Campus Policy.



10. Refrain from conduct that violates the APTA Standards of Ethical Conduct for the PTA, or which leads to a major breach in safety, confidentiality, legality, or accountability.
11. Comply with all progression requirements in order to graduate.

Students whose progress through the technical phase of the PTA Program is temporarily interrupted for any reason or who withdraw from a PTA course are "out of progression." In order to be readmitted, out of progression students must have their eligibility for readmission evaluated by Program faculty. Readmission is based upon space available, academic record, health status, successful completion of required courses, and compliance with college and professional codes of conduct. Any changes in the curriculum or program policies and procedures are applicable to any student who is readmitted. Validation of skills and/or previously acquired knowledge necessary to successfully complete clinical practicums may be required by testing or repeated course work. Students who remain out of progression longer than twelve months are not eligible for readmission, but in certain instances may apply as a new student.

Students who fail a PTA course (make a grade of "D", "F", "WF", or uncleared "I") may repeat the course once only in an effort to attain a grade of "C". Students who fail a PTA course the second time or who fail two separate PTA courses are permanently dismissed from the Physical Therapist Assistant Program.

**Off Campus Clinical/Lab Experiences**

In addition to academic courses and lab experiences on campus, PTA students are required to participate in clinical practicums and lab experiences off campus at health care facilities. The practicums are full-time and include approximately 18 weeks of clinical experience under the supervision of clinical instructors in a variety of physical therapy settings. Students are responsible for their own transportation and lodging for clinical education and off-campus experiences.

**Associate in Applied Science  
Degree Requirements**

**Courses required for:**

- **Physical Therapist Assistant Degree (code 2627)**

**General Courses (29-30 hours)**

Prerequisites for admission to the Physical Therapist Assistant Program.

Course	Title	Sem Hrs
ENG 101	English Composition I	3
*BIO 201	Human Anatomy and Physiology I	4
*BIO 202	Human Anatomy and Physiology II	4
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
**Science or Computer Elective		3-4

Other General Education Requirements that can be completed in the summer term following Spring Semester I of the PTA curriculum with permission of the program coordinator prior to starting PTA courses.

Humanities and Fine Arts Elective:	3
(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
SPH 107 Fundamentals of Public Speaking <u>or</u> SPH elective	3
***MTH Elective MTH 100 <u>or</u> MTH 116 <u>or</u> higher level math course	3

Note: BIO 103 or an acceptable score on the Biology Placement Test is the prerequisite to BIO 201/202.

\*In general, credit for BIO 201 & BIO 202 may be no older than 5 years. Exceptions may be made for those who have taken Human Pathophysiology/BIO 230 within the last 5 years or worked for 2 years in a health care setting in a professional position.

\*\*Acceptable courses include selections from BIO (BIO 104S or higher than BIO 202), CHM, PHY, PHS 112 (Physical Science II), or CIS.

\*\*\*Students who plan to transfer to four-year institutions should take MTH 112.

**Major Courses (40 hours)**

**PTA Traditional Track**

**Spring Semester I**

Course	Title	Sem Hrs
PTA 200S	PTA Issues and Trends	2
PTA 202	PTA Communication Skills	2
PTA 220	Functional Anatomy and Kinesiology	3
PTA 222	Functional Anatomy and Kinesiology Lab	2
PTA 250	Therapeutic Procedures I	4
PTA 252S	Physical Agents and Therapeutic Modalities 2	

**Fall Semester**

PTA 240	Physical Disabilities I	2
PTA 251S	Therapeutic Procedures II	4
PTA 260	Clinical Education I	1
PTA 230	Neuroscience	2
PTA 231	Rehabilitation Techniques	2
PTA 232	Orthopedics for the PTA	2

**Spring Semester II**

PTA 201	PTA Seminar	2
PTA 241	Physical Disabilities II	2
PTA 263S	Clinical Affiliation I	3
PTA 268	Clinical Practicum	5
	Total Credit Hours	69-70

**PTA Online Track****Fall Semester I**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
PTA 202	PTA Communication Skills	2
PTA 220	Functional Anatomy and Kinesiology	3
PTA 222	Functional Anatomy and Kinesiology Lab	2
PTA 250	Therapeutic Procedures I	4
PTA 252S	Physical Agents and Therapeutic Modalities	2

**Spring Semester I**

PTA 200S	PTA Issues and Trends	2
PTA 240	Physical Disabilities I	2
PTA 251S	Therapeutic Procedures II	4
PTA 260	Clinical Education I	1

**Fall Semester II**

PTA 230	Neuroscience	2
PTA 231	Rehabilitation Techniques	2
PTA 232	Orthopedics for the PTA	2

**Spring Semester II**

PTA 201	PTA Seminar	2
PTA 241	Physical Disabilities II	2
PTA 263S	Clinical Affiliation I	3
PTA 268	Clinical Practicum	5
	Total Credit Hours	69-70

## ***Radio and Television Production and Broadcasting***

**Ray Edwards, program coordinator/advisor**  
**Bethune Deramus Hall, room 110**  
**(205) 856-6095**  
**redwards@jeffstateonline.com**

This is a two-year program covering the basic fundamentals involved in the daily operations of the major electronic media with a specialization in either radio or television. The curriculum is essentially non-technical in nature, covering such specialized areas as programming, production, announcing, news, copywriting, and management. Check with your four-year institution for the transferability of courses in this program. This program is not designed to transfer to a four-year institution.

### **Certificate Requirements**

Prior to taking courses, the student should meet with the advisor and develop a plan for satisfying program requirements. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Mass Communications.

To be eligible for a certificate students must:

- Complete the following courses.
- Make an appropriate score on WorkKeys.
- Be eligible for ENG 101 and MTH 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

### ***Courses required for:***

- ***Radio and Television Production and Broadcasting Certificate (code 0485)***

**Complete one of the following tracks.**

#### **Radio Track**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
MCM 102	Writing for the Media	3
RTV 106	Broadcast Announcing	3
RTV 116	Radio Production and Programming	3
RTV 143R	Practicum in Radio Broadcasting	2
RTV 144R	Practicum in Radio Broadcasting	3
RTV 145R	Practicum in Radio Broadcasting	3
RTV 216	Advanced Radio Production and Programming	3
RTV 241	Internship in Radio Broadcasting	3
RTV 243R	Practicum in Radio Broadcasting	3
	Total Credit Hours	26

#### **Television Track**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
MCM 102	Writing for the Media	3
RTV 106	Broadcast Announcing	3
RTV 117	Television Production	3

RTV 143T	Practicum in Television	2
RTV 144T	Practicum in Television	3
RTV 145T	Practicum in Television	3
RTV 217	Advanced Television Production	3
RTV 241	Internship in Television Broadcasting	3
RTV 243T	Practicum in Television Broadcasting	3
	Total Credit Hours	26

### **Associate in Applied Science Degree Requirements**

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Mass Communications.

#### **Courses required for:**

- **Radio and Television Production and Broadcasting Degree (code 2485)**  
**Radio Track**  
**Television Track**

#### **General Courses (30 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking	3
MTH Elective	MTH 100 <b>or</b> MTH 116 <b>or</b> higher level math course	3
CIS 130	Introduction to Information Systems	3
CIS 146	Microcomputer Applications	3
BUS 100	Introduction to Business	3
Lab Science Elective:	(astronomy, biology, chemistry, physical science, physics)	4
Social and Behavioral Science Elective:	(anthropology, geography, history, economics, political science, sociology, psychology)	3
Humanities and Fine Arts Elective:	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
PED/HED		2

#### **General Education Elective (3 hours)**

(Must be chosen with consent of advisor)

#### **Major Courses (9 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
MCM 100	Introduction to Mass Communication	3
MCM 102	Writing for the Media	3
RTV 106	Broadcast Announcing	3

**Complete one of the following tracks.**

#### **Radio Track (20 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
RTV 116	Radio Production and Programming	3
RTV 143R 144R, 145R	Practicum in Radio Broadcasting	8
RTV 216	Advanced Radio Production and Programming	3
RTV 241	Internship in Radio Broadcasting	3
RTV 243R	Practicum in Radio Broadcasting	3
	Total Credit Hours	62

#### **Television Track (20 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
RTV 117	Television Production and Direction	3
RTV 143T 144T, 145T	Practicum in Television Broadcasting	8
RTV 217	Advanced Television Production	3
RTV 241	Internship in Television Broadcasting	3
RTV 243T	Practicum in Television Broadcasting	3
	Total Credit Hours	62

## ***Radiologic Technology***

**Jajuana Smith, pre-program advisor**  
**Richard Scrushy Hall, room 316A**  
**(205) 520-5994**  
**(205) 856-8529**  
**jthrash@jeffstateonline.com**

**Christie Bolton, program coordinator/advisor**  
**George Layton Building, room 251**  
**(205) 856-6017**  
**cbolton@jeffstateonline.com**

**Annette Williamson, clinical coordinator/advisor**  
**George Layton Building, room 245**  
**(205) 856-6041**  
**awilliam@jeffstateonline.com**

The program develops the student's knowledge of the fundamental principles and skills underlying radiologic technology. The two-year program consists of general education and clinical experiences. Current clinical affiliations are: The Children's Hospital of Alabama, UAB Medical West, Cooper Green Hospital, Medical Center East, Baptist Medical Center Princeton, Baptist Medical Center Montclair, Baptist Medical Center Shelby, and St. Vincent's Hospital. All radiologic courses and clinical experiences are taught by registered radiologic technologists, R.T. (ARRT). The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to request to write the National Registry Exam given by the American Registry of Radiologic Technologists. Graduates must take this exam to become registered Radiologic Technologists.

### ***Program Mission Statement:***

The mission of the Radiologic Technology Program at Jefferson State Community College is to prepare graduates for entry-level employment as a radiologic technologist in the health care community. This program's mission is consistent with the college's "Statement of Philosophy and Purpose."

### ***Program Goals***

The program mission can be met by the achievement of the following goals:

1. Provide an appropriate educational environment in which students can be successful by:
  - A. Establishing admission policies that are fair and accessible.
  - B. Providing student support services.
  - C. Providing assistance in job placement.
- 2.. Provide the healthcare community with graduates that have the knowledge and skills to:
  - A. Produce radiographs of optimal quality for diagnostic purposes.
  - B. Provide patient care appropriate for the individual patient.
  - C. Maintain a safe environment.

- D. Use written and oral medical communication effectively.
- D. Maintain professional conduct as determined by the "ASRT Code of Ethics."

### ***Admission Procedures/Requirements***

A limited number of students are admitted to the program because of a specified number of clinical spaces available. Students should contact the Center of Health and Biological Sciences pre-program advisor well ahead of the date they plan to apply for admission to allow time to meet admission requirements. Beginning classes are scheduled for the general education courses in the summer and the radiology courses in the fall semester. Applications for the program are available from the Division of Health Sciences office.

Students are admitted based on the following criteria:

1. Students must achieve admission to the college and then submit a completed "Application to Programs" by the published deadline.
2. Applicants are required to submit official transcripts from all colleges attended to Enrollment Services by the application deadline. Applicants must also request a transcript evaluation by the deadline.
3. Students are expected to have and maintain a satisfactory level of health, including freedom from chemical dependency and communicable diseases. Students must be able to fully participate in the approved program of classroom studies and campus and clinical laboratory learning experiences and responsibilities. Medical examination form indicating a satisfactory level of health must be submitted as required. Students must test negative for drugs and alcohol during a screening conducted prior to assignment for clinical experiences. Random drug and alcohol screening may be conducted during clinical experiences. In the interest of student and patient safety, applicants possessing certain limitations may be requested to demonstrate abilities to perform laboratory procedures or skills prior to or after admission to the program. Students should be able to demonstrate abilities to perform procedures or skills safely, effectively and without potential endangerment to the student, faculty, other health care workers, or health care consumers. If a student is unable to demonstrate abilities to perform procedures or skills safely, effectively, and without potential endangerment, the student may be denied admission or progression in the program. The Radiologic Technology Program and the Center for Health and Biological Sciences will make the final determination regarding an applicant's eligibility for participation in program activities. The technical performance standards for the Radiologic Technology Program are stated below.

Radiologic Technology is considered to be a strenuous profession. A student must be able to stand and walk for 80% of the clinical time. A student must be able to assist, lift, and position patients for at least 20% of the clinical time. In order to perform as a radiologic technologist the student:

- A. Has verbal and written skills sufficient to respond promptly in communications with patients, co-workers, and physicians.
  - B. Has sufficient sight to observe the condition of the patient while behind the control panel and to evaluate the films.
  - C. Has verbal skills to instruct the patient while performing the duties of a radiologic technologist.
  - D. Has sufficient hearing to respond to patient needs and to interact with the patient, as well as respond to the audible sounds of the equipment.
  - E. Has sufficient motor skills to be able to respond to medical emergencies and to manipulate the equipment. These motor skills may include, but are not limited to the following:
    1. Extend hands and arms in any direction.
    2. Seize, hold, grasp, turn and otherwise work with both hands.
    3. Pick, pinch or otherwise work with the fingers.
    4. Move the hand and foot coordinately with each other in accordance with visual stimuli.
    5. Must perform frequent lifting, carrying, pulling or pushing of objects weighing 25 lbs. or more.
    6. Lift and transfer patients to and from the radiographic table safely, without injury to patient, self or other health care workers.
  - F. Has intellectual and emotional skills to exercise discretion.
  - G. Has the cognitive ability to perceive environmental threats and stresses and deals with them appropriately.
    1. Continues to function safely and effectively during high stress periods.
    2. Protects self and others from potential hazards in the health care environment, such hazards as infectious disease, contaminated equipment, sharps (particularly needles), chemical fumes and radiation.
4. Applicants must have a grade point average of 2.00 or above (4.00 scale) on all college credit attempted and on Jefferson State credit. Eligible students may request implementation of the college Academic Bankruptcy policy or the Health-Related Programs Academic Forfeit policy. Students should consult the pre-program advisor for information regarding these policies.
  5. Grade point average in the general education courses for the curriculum will be used to rank the students for admission to the program. Priority is given to students who have completed BIO 201, ENG 101, MTH 100, and PSY 200.
  6. Before beginning a clinical course in the program the student must document current certification in cardiopulmonary resuscitation at the health care provider or professional rescuer level. Certification must include: One rescuer CPR adult, one rescuer CPR infant/child, airway obstruction, and two rescuer CPR. The student must maintain current (annual) certification while in the program.
  7. The student must demonstrate competency in venipuncture, vital signs, and oxygen administration.

**Progression**

Uninterrupted progression through the program is required. Students should refer to the information published in the *Radiologic Technology Program Student Handbook* which is found on the RAD website. Any student whose progression is interrupted must reapply to have his eligibility for readmission evaluated. Any changes in the curriculum or procedures will be applicable upon the student's readmission.

Students who fail a RAD course (make less than a grade of "C") may repeat the course once only. Students who fail a RAD course the second time or who fail two RAD courses will no longer be eligible to continue in the program.

Jefferson State's Radiologic Technology Program faculty and clinical staff reserve the right to drop from the program any student who does not perform satisfactorily in clinical education settings.

**Associate in Applied Science Degree Requirements**

**Courses required for:**

- **Radiologic Technology Degree (code 2660)**

<b>General Courses</b>		<b>(23 hours)</b>
<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I	3
	Humanities and Fine Arts Elective: (art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
SPH 107	Fundamentals of Public Speaking <u>or</u>	3
SPH 106	Fundamentals of Oral Communication	3
MTH 100	Intermediate College Algebra	3
PSY 200	General Psychology	3
*BIO 201	Anatomy and Physiology I	4
*BIO 202	Anatomy and Physiology II	4

Note: BIO 103 or an acceptable score on the Biology Placement Test is the prerequisite to BIO 201/202.

\*Credit must be less than 5 years old.

<b>Major Courses</b>		<b>(53 hours)</b>
<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
RAD 121	Introduction to Radiography	2
RAD 124	Methods of Patient Care	2
RAD 127	Anatomy and Positioning of Head, Trunk, and Extremities	4
RAD 128	Anatomy, Physiology and Positioning of Body Systems	4
RAD 129	Radiographic Quality Assurance	1
RAD 130S	Principles of Radiographic Exposure	2
RAD 131	Physics and Imaging Equipment	3
RAD 140	Clinical Orientation	1
RAD 142	Clinical Education II	3
RAD 143	Clinical Education III	3
RAD 210	Radiation Protection and Radiation Biology	1
RAD 211	Image Evaluation	2

RAD 212	Special Procedures	1
RAD 213	Radiographic Pathology	2
RAD 215	Review Seminar	2
RAD 221S	Clinical Practicum I	5
RAD 222S	Clinical Practicum II	5
RAD 223S	Clinical Practicum III	5
RAD 224S	Clinical Practicum IV	5
	Total Credit Hours	76

### **Advanced Medical Imaging**

Advanced medical imaging offers courses designed to assist radiographers in exploring advancement opportunities in medical imaging areas such as Computed Tomography Magnetic Resonance Imaging, and Cardiovascular Interventional Technology. Students receive Continuing Education Units which are Category "A" acceptable by the ARRT. Each credit hour of class work is equivalent to 16 CEUs. The classes also provide vital information for preparation for the American Registry of Radiologic Technologist certification examination in the selected modality.

Enrollment for each class is limited. Classes are offered in the evening and include:

RAD 243	Magnetic Resonance Imaging Procedures
RAD 244	Physical Principles of Image Formation
RAD 245	Magnetic Resonance Clinical Education
RAD 250	Advanced Patient Care
RAD 251	Advanced Cross Sectional Anatomy

## Course Abbreviations

The following are the official catalog course abbreviations used by Jefferson State.


ACT	Accounting
AFS	Aerospace Studies
ANT	Anthropology
AET	Architectural Technology
ART	Art
AST	Astronomy
ATM	Automated Manufacturing Technology
BFN	Banking and Finance
BIO	Biology
BET	Biomedical Equipment Technology
BUS	Business
CHM	Chemistry
CHD	Child Development
CDT	Civil Design Technology
CLT	Clinical Laboratory Technology
CIS	Computer Information Systems
CMT	Construction Management Technology
CRJ	Criminal Justice
CUA	Culinary Arts
DDT	Drafting Design and Technology
ECO	Economics
ELM	Electromechanical Technology
ENG	English
FSC	Fire Science
FSM	Food Service Management
FSE	Funeral Service Education
GEO	Geography
HED	Health Education
HIS	History
HSM	Hospitality Services Management
HMM	Hotel-Motel Management
HUM	Humanities
IDS	Interdisciplinary Studies
IDH	Interdisciplinary Honors
IND	Interior Design
AGR	Landscape Technology
MST	Management and Supervision Technology
MCM	Mass Communication
MTH	Mathematics
MET	Mechanical Engineering Technology
MSC	Military Science
MUL	Music Ensemble
MUS	Music
NUR	Nursing
OAD	Office Administration
ORI	Orientation
RER	Parks, Recreation and Leisure
PHL	Philosophy
PED	Physical Education
PHS	Physical Science
PHY	Physics
PTA	Physical Therapist Assistant
POL	Political Science
PSY	Psychology
RAD	Radiologic Technology
RTV	Radio and Television Broadcasting

RDG	Reading
RLS	Real Estate Sales and Management
REL	Religion
REM	Retail/Marketing
SOC	Sociology
SPA	Spanish
SPH	Speech
THR	Theater Arts

## Course Descriptions

Catalog numbers ending with the number one (as ENG 101) indicate that the course is ordinarily to be considered as the first part of a continuation course consisting of two semester's work; the catalog number of the second part of the course ends with the number two (as ENG 102). Granting credit in these courses is not necessarily dependent upon completing the sequence. However, to satisfy requirements in such subjects, it is generally necessary to take the continuation course.

Courses numbered 001-099 are institutional credit courses. These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

Competency in the basic use of the computer is a requirement of the Southern Association of Colleges and Schools. Courses with the computer designation  substantially integrate use of the computer as a course requirement and satisfy this competency.

The Alabama College System Course Directory lists common course names, numbers and descriptions used by all of Alabama's two-year colleges. Courses which satisfy Areas I-IV of the General Studies curriculum at all public Alabama colleges and universities are indicated with the appropriate Area notation. Other courses that may transfer and may meet requirements for articulated programs have the following codes.

Code A - AGSC approved transfer courses in Areas I-IV that are common to all institutions.

Code B - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

Code C - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

An "S" at the end of a course number indicates that the course number has previously been used.

The term that a course is typically offered is identified at the end of each course description with the following notation: F for fall semester, W for winter term (CFT only), Sp for spring semester, and Su for summer term, as needed, once yearly, on demand. The college reserves the right to withdraw any course for which the demand is insufficient. The term "credit"

indicates the number of "semester hours' credit" granted upon the successful completion of a course. A credit hour is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used. The categories of instruction and the corresponding contact/credit hour ratios are as follows:

**Theory:** One hour of instruction per week for each credit hour (1:1)

**Experimental Laboratory:** Two hours of instruction per week for each credit hour (2:1)

**Manipulative/Skills Laboratory or Clinical Practice:**  
Three hours of instruction per week for each credit hour (3:1)

**Preceptorship:** Five hours of internship per week for each credit hour (5:1)

**Internship:** Five hours of internship per week for each credit hour (5:1)

Prerequisite or corequisite requirements of courses are listed with the course description in this section of the *Catalog and Student Handbook*. It is the responsibility of the student to know these requirements and follow them when registering. The instructor of the course and the appropriate division chair must approve any waiver of these requirements.

A complete list of the courses being offered is published each term in the class schedule. Course offerings are subject to change.

## Accounting (ACT)

### **ACT 145 Basic Accounting Procedures**

3 semester hours

Prerequisite: None

This course focuses on basic bookkeeping procedures and elementary accounting principles. Emphasis is on analyzing and recording financial transactions, classifying and summarizing data, and preparing financial statements. Upon completion of this course, the student will be able to apply basic bookkeeping procedures and elementary accounting principles. (F, Sp, Su)

### **ACT 246 Microcomputer Accounting**

3 semester hours

Prerequisite: BUS 241 or ACT 145

This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. (F, Sp, Su)

### **ACT 247 Advanced Accounting Applications on the Microcomputer**

3 semester hours

Prerequisite: ACT 246

In the course, students use the microcomputer in managerial accounting. Emphasis is on a variety of software programs for managerial accounting applications. Upon completion of this course, the student will be able to use various managerial accounting software programs. (F, Sp)

### **ACT 249 Payroll Accounting**

3 semester hours

Prerequisite: BUS 241 or ACT 145

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls. (Sp, Su)

### **ACT 251 Intermediate Accounting I**

3 semester hours

Prerequisite: BUS 242

This course provides an overview of accounting and its theoretical foundation, with a review and in-depth study of the accounting process and the conceptual framework of accounting financial statements. Emphasis is placed on principles underlying the accounting and reporting process, preparation of financial statements, theory and measurement of current tangible and intangible assets. Upon completion of this course, the student will be able to apply accounting principles and practices. (Sp)

### **ACT 253 Individual Income Tax**

3 semester hours

Prerequisite: BUS 241 or ACT 145

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. (F)

### **ACT 262 Directed Studies**

3 semester hours

Prerequisite: None

This course is an independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. (as needed)

## Aerospace Studies (AFS)

### **AFS 101 Air Force Today I**

1 semester hour

Prerequisite: None

Code C

A survey course of topics relating to the Air Force and national defense. Discussion of purpose, structure, and career opportunities in the United States Air Force. Introduction to effective written communications. The AFS 101 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands. (F)



**AFS 102 Air Force Today II**

1 semester hour  
Prerequisite: None  
Code C

Introduction to interpersonal communications. Seminar focusing on effective listening techniques, verbal and non-verbal communications. Practical exercises and group projects designed to demonstrate barriers to effective communications and techniques to overcome barriers. The AFS 102 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands. (Sp)

**AFS 201 The Air Force Way I**

1 semester hour  
Prerequisite: None  
Code C

Historical survey of technological innovation in warfare. Focus on the emergence of air power and its significance of war and national security policy implementation. The AFS 201 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies and military commands. (F)

**AFS 202 The Air Force Way II**

1 semester hour  
Prerequisite: None  
Code C

Analysis of leadership and followership traits in the context of a modern military force. Discussion of ethical standards of military officers and Air Force core values. Introduction to total quality management. Group leadership problems designed to enhance interpersonal communications. The AFS 202 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill, and ceremonies, and military commands. (Sp)

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***Anthropology (ANT)***

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**ANT 200 Introduction to Anthropology**

3 semester hours  
Prerequisite: None  
Core Area IV, Code A

This course is a survey of physical, social, and cultural development and behavior of human beings. (F, Sp, Su)

**ANT 220 Cultural Anthropology**

3 semester hours  
Prerequisite: None  
Core Area IV, Code A

This course is the application of the concept of culture to study both primitive and modern society. (Sp)

**ANT 226 Culture and Personality**

3 semester hours  
Prerequisite: None  
Core Area IV, Code A

This course explores the relationship between personality development and culture from a cross-cultural perspective. (Sp)

**ANT 230 Introduction to Archaeology**

3 semester hours  
Prerequisite: None  
Core Area IV, Code A

This course is an introduction to archaeological excavation techniques and post-excavation laboratory procedures. (F, Sp)

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***Architectural Technology (AET)***

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**AET 101S Architectural Drawing**

4 semester hours  
Prerequisite: None  
(Lec 2 hrs, Lab 4 hrs)

The purpose of this course is to introduce students to the tools and techniques used to produce architectural drawings. This will include proper lettering and line value techniques in creating the components of architectural working drawings. Upon completion of this course, the student will know how to draw plans, elevations, schedules and details. (F, Sp, Su)

**AET 103 Working Drawings**

3 semester hours  
Prerequisite: AET 101S and AET 110  
(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to teach the student to create and draw a set of architectural working drawings and formalize specifications. Upon completion of this course, the student will be able to create a set of working drawings and specifications for a building that will include a plot plan, foundation plan, floor plans, elevations, details, and a set of written specifications. (Sp)

**AET 110 Basic Architectural CAD **

3 semester hours  
Prerequisite: CIS 130 or equivalent

The purpose of this course is to introduce students to architectural computer-aided drafting (CAD). This will include zooming, snapping, coordinate schemes, copying, moving, plotting, layers, trimming, offsetting, filleting, breaking, blocking, inserting, and dimensioning. Upon completion of this course, a student will be able to draw and dimension basic floor plans and other components of architectural working drawings. (F, Sp, Su)

**AET 181/281 Special Topics in Architectural Engineering Technology**

1-3 semester hours  
Prerequisite: None

These courses provide specialized instruction in various areas related to architectural engineering. Emphasis is placed on meeting students' need. Currently courses are available in 181A Architectural Desktop. (Sp)

**AET 200 Advanced Architectural CAD** 

3 semester hours

Prerequisite: AET 101S and AET 110

(Lec 1 hr, Lab 4 hrs)

This course provides instruction on the techniques and commands used in computer-aided drafting (CAD) that are necessary to create architectural working drawings. This will include library files of architectural symbols and shapes and primitives. Upon completion of this course, the student will demonstrate block manipulation and insertion techniques, create custom tablets and screen and pop-down menus, and create extract attributes. (F, Sp, Su)

**AET 201 Basic Design**

4 semester hours

Prerequisite: AET 101S or IND 239

(Lec 2 hrs, Lab 4 hrs)

In this course students learn the elements of form and space and those principles that control their organization in our built environment. Emphasis is on presenting the results in two or three-dimensional media (e.g. one, two, and three point renderings and architectural models). Upon completion of this course, the student will be able to select, test, and manipulate those elements into a coherent, meaningful, and useful organization of space, structure, and enclosure. (F)

**AET 202S Intermediate Design**

4 semester hours

Prerequisite: AET 201

(Lec 2 hrs, Lab 4 hrs)

This is the second in a series of design courses in which students build upon AET 201 to learn the essential elements of form and space. This will include presenting the results in two or three-dimensional media. Upon completion, students will be able to select, test and manipulate those elements into a coherent, meaningful, and useful organization of space, structure, and enclosure. (as needed)

**AET 203 Advanced Design**

4 semester hours

Prerequisite: AET 202S

(Lec 2 hrs, Lab 4 hrs)

This is the third in a series of design courses in which students further refine the essential elements of form and space. Upon completion of this course, the student will be able to select, test, and manipulate those elements into a coherent, meaningful and useful organization of space, structure, and enclosure. (as needed)

**AET 211 Architectural Model Building**

4 semester hours

Prerequisite: AET 101S

(Lec 2 hrs, Lab 4 hrs)

The purpose of this course is to acquaint the student with architectural model building. It will include materials and techniques for design and construction of three-dimensional scale models. Upon completion, the student will demonstrate the ability to construct a contoured model, a study model and a display model. (as needed)

**AET 231 Wood Design**

3 semester hours

Prerequisite: CDT 225 or CDT 226

The purpose of this course is to introduce the student to wood design. The course includes the design of wood structures in buildings, formwork, and temporary structures. Upon completion, the student will be able to design floor joists, rafters, decking, beams, columns, and bolted and nailed joints. (as needed)

**AET 232 Steel/Concrete Design**

3 semester hours

Prerequisite: CDT 225 or CDT 226

The purpose of this course is to introduce the student to steel and reinforced concrete design. Topics include the design of steel and reinforced concrete structures. Upon completion of this course, the student will be able to design steel beams, girders, columns, and connections as well as reinforced concrete, reinforced concrete, beams, girders, columns, and footings. (as needed)

**AET 233 Structural Design of Buildings**

4 semester hours

Prerequisite: CDT 225 or CDT 226

This course introduces the student to the structural components of building design and the materials used in these components. This will include the materials of wood, steel, and concrete with the emphasis on wood and concrete. Upon the completion of this course, the student will be able to design decking, joists, beams, girders, and columns. (Sp)

**AET 241 Building and Zoning Code**

3 semester hours

Prerequisite: CMT 105 and either AET 101S or CMT 102

Students learn from the basic principles of building and zoning codes. The course includes the study of fire and life safety design and construction requirements and zoning regulations. Upon completion of this course, the student will be able to apply building code and requirements in planning and designing buildings. (Sp)

**Art (ART)**

Studio courses must be taken in sequence except with the permission of the department head.

**ART 100 Art Appreciation**

3 semester hours

Prerequisite: None

Core Area II, Code A (Fine Arts)

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original works of art. Upon completion, students should be understand the fundamentals of art, the materials used, and have a basic overview of the history of art. (F, Sp, Su)

**ART 109 Art Museum Survey**

3 semester hours  
Prerequisite: None  
Code C

This course covers the art experience through supervised visits to museums and art galleries. Emphasis is placed on learning through critical study. Upon completion, students should be able to write a critical analysis of the art work experienced that demonstrates an understanding of aesthetics. (F, Sp, Su)

**ART 113 Drawing I**

3 semester hours  
Prerequisite: None  
Code B (Lab 6 hrs)

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects. (F, Su)

**ART 114 Drawing II**

3 semester hours  
Prerequisite: ART 113  
Code B (Lab 6 hrs)

This course advances the student's drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. (F, Su)

**ART 121 Two Dimensional Composition**

3 semester hours  
Prerequisite: None  
Code B (Lab 6 hrs)

This course introduced the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. (F or Sp)

**ART 127 Three Dimensional Composition**

3 semester hours  
Prerequisite: ART 113 or ART 121  
Code B (Lab 6 hrs)

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms. (F or Sp)

**ART 143 Crafts**

3 semester hours  
Prerequisite: None  
Code B (Lab 6 hrs)

This course is an introduction to various creative crafts, which may include fibers, metal, glass or other media. Emphasis is placed on processes, techniques, materials and creative expression. Upon completion, students should be able to demonstrate creative uses of materials, a knowledge of the fundamentals of art, and an understanding of craftsmanship, and aesthetic quality. (Sp)

**ART 173 Photography I**

3 semester hours  
Prerequisite: None  
Code C (Lab 6 hrs)

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemical and papers, and have a knowledge of composition and history. (F, Sp)

**ART 174 Photography II**

3 semester hours  
Prerequisite: ART 173  
Code C (Lab 6 hrs)

This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process his/her creative and communication skills. (F, Sp)

**ART 203 Art History I**

3 semester hours  
Prerequisite: None  
Core Area II, Code A (Fine Arts)

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. (F)

**ART 204 Art History II**

3 semester hours  
Prerequisite: None  
Core Area II, Code A (Fine Arts)

This course covers a study of the chronological development of different forms of art such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts. (Sp)

**ART 220 Introduction to Computer Graphics** 

3 semester hours

Prerequisite: None

Code C (Lab 6 hrs)

This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce art works with computers. Emphasis is placed on the fundamental of art, creativity, and the understanding of various graphic software. Upon completion, students should demonstrate knowledge of a computer graphics through production on a graphic program in computer environment. (F, Sp)

**ART 221 Computer Graphics I** 

3 semester hours

Prerequisite: ART 220 or equivalent

Code C (Lab 6 hrs)

This course is designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion students should have an understanding of professional computer graphics. (Sp, Su)

**ART 233 Painting I**

3 semester hours

Prerequisite: ART 113, 121 or equivalent

Code B (Lab 6 hrs)

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. (F)

**ART 234 Painting II**

3 semester hours

Prerequisite: ART 233

Code C (Lab 6 hrs)

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. (Sp)

**ART 253 Graphic Design I**

3 semester hours

Prerequisite: Permission of department head

Code C (Lab 6 hrs)

This course is designed to introduce the study of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and understanding of the relationship between materials, tools and visual communication. (F)

**ART 254 Graphic Design II**

3 semester hours

Prerequisite: ART 253

Code C (Lab 6 hrs)

This course further explores the art of visual communication through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography and production technology. Upon completion, students should be able to apply the knowledge to the fundamentals of art, materials, and tools and visual communication of ideal. (F)

**ART 283 Graphic Animation**

3 semester hours

Prerequisite: ART 253, 254 or equivalent

Code C (Lab 6 hrs)

This course is designed to teach the art or animation as a continuation of the study of visual communication. Topics include story development, drawing layout, story boarding, directing, motion control, sound synchronization, lighting and camera operation. Upon completion, students should understand the creative process as it relates to animation and demonstrates this knowledge through various projects.

**ART 284 Graphic Animation II**

3 semester hours

Prerequisite: ART 253, 254, 283 or equivalent

Code C (Lab 6 hrs)

This course advances the students' technical and aesthetic knowledge of animation beyond the introductory level. Topics include story development, drawing, layout, story boarding, direction, motion control, sound synchronizing, lighting and camera operation. Upon completion, students should advance his or her understanding of the creative process as it relates to animation and demonstrate this knowledge through various projects. (Sp)

***Astronomy (AST)*****AST 220 Introduction to Astronomy**

4 semester hours

Prerequisite: None

Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. (F, Sp, Su)

## ***Automated Manufacturing Technology (ATM)***

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### **ATM 181/2818 Special Topics**

1-4 semester hours

Prerequisite: Approval of program coordinator

These courses provide specialized instruction in various areas related to automated manufacturing technology. Emphasis is placed on meeting students' needs. Currently courses are available in D. Die Construction. (on demand)

### **ATM 211 Programmable Logic Controllers I**

3 semester hours

Prerequisite: None

(Lec 1 hrs, Lab 4 hrs)

This course provides an introduction to programmable logic controllers. Topics include PLC configuration and operation, input/output devices, and basic PLC programming commands. Upon completion of this course, the student will have demonstrated the ability to identify PLC components and modules, configure a PLC, enter and edit simple ladder logic programs, manipulate PLC files, and understand how PLC logic executes. (F, Su, on demand)

### **ATM 212 Programmable Logic Controllers II**

3 semester hours

Prerequisite: None

(Lec 1 hr, Lab 4 hr)

The course is a continuation of Programmable Logic Controllers I. Topics include PLC configuration and operation, input/output devices, advanced PLC programming, data highway, remote I/O and networks, and fault troubleshooting. Upon completion of this course, the student will have demonstrated the ability to interface a PLC to remote I/O devices, interface PLC to various load devices, program PLC to perform complicated control functions, and troubleshoot system faults. (Sp, on demand)

### **ATM 220 Advanced Motor Drives**

3 semester hours

Prerequisite: None

(Lec 1 hr, Lab 4 hrs)

This course covers advanced AC and DC motor drive topics. Topics include various AC and DC drive systems and troubleshooting, and DC motion control. Upon completion of this course, the student will have demonstrated the ability to connect and operate various AC and DC drives, measure and calculate drive parameters, trace process parameters using an oscilloscope, adjust and tune drive control systems, and troubleshoot AC and DC systems. (F, on demand)

### **ATM 231 Robotics Project**

1-3 semester hours

Prerequisite: Permission of program coordinator

(Lab 6)

In this course, students apply skills learned to design, fabricate, analyze, program, and operate a robotics system under faculty supervision. (on demand)

## ***Banking and Finance (BFN)***

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### **BFN 100 Principles of Banking**

2 semester hours

Prerequisite: None

Code C

This course is an introduction to the broad area of banking. Topics include the evolution of banking, Federal Reserve System, documents and forms used, rudimentary laws and regulations, as well as a study of the specialized services offered. Upon completion of this course, the student will be able to perform basic banking functions. (F, W, Sp, Su)

### **BFN 101 Law and Banking: Principles**

2 semester hours

Prerequisite: None

Code C

This course is an introduction to banking law and legal issues, with special emphasis on the Uniform Commercial Code. Topics include the role of regulators, torts, contracts, real estate, bankruptcy, and the legal implications of consumer lending. Upon completion of the course, the student will be able to work with basic banking documents. (W, Su)

### **BFN 102 Law and Banking: Applications**

2 semester hours

Prerequisite: None

Code C

This course is an introduction to laws pertaining to secured transactions, letters of credit, the bank collection process, check losses and the legal issues related to processing checks. Topics include negotiable instruments, authorized signatures, collection routes, forgery and fraud, letters of credit and secured transactions. Upon completion of this course, the student will be able to work with more complex banking documents. (F, S)

### **BFN 103S Personnel and the Law**

1 semester hour

Prerequisite: None

Code C

This course is an introduction to some basic laws essential to the management of bank personnel. Topics include the Civil Rights Act, EEOC, ERISA, COBRA, and OSHA. Upon completion of this course, the student will be able to understand what rights he or she has in the workplace. (as needed)

### **BFN 110 Marketing Financial Services**

2 semester hours

Prerequisite: None

Code C

This course is an introduction to basic marketing principles and how a bank develops a successful marketing plan. Topics include consumer behavior, market research, the planning process, public relations, advertising, and sales promotion. Upon completion of this course, the student will have the skills to bring in new business. (W, Su)

**BFN 116 Customer Service for Bank Personnel**

1 semester hour  
Prerequisite: None  
Code C

This course is an introduction to the communication skills needed to benefit both the customer and the bank. Topics include effectively presenting oneself, listening, communicating, and customer psychology. Upon completion of this course, the student will have the necessary skills needed to obtain and retain customers. (as needed)

**BFN 126 College Accounting**

2 semester hours  
Prerequisite: None  
Code C

This course is an introduction to general accounting. Topics include T-accounts, general journal, worksheet, financial statements, adjusting and closing entries, payroll, merchandise accounting, and accounts receivable. Upon completion of this course, the student will have the skills needed to perform basic accounting techniques. (as needed)

**BFN 130 Fundamentals of Analyzing Financial Statements**

1 semester hour  
Prerequisite: None  
Code C

This course is an introduction to basic financial statement analysis techniques. Topics include income statement, balance sheet, funds flow, ratios, working capital, projections, seasonalization, and monitoring problem loans. Upon completion of this course, the student will have the rudimentary skills to work with financial statements as they relate to the job description. (W, Su)

**BFN 136 Commercial Lending**

2 semester hours  
Prerequisite: None  
Code C

This course is an introduction to the commercial lending process and how it contributes to bank profitability. Topics include a history of commercial lending, skills needed to become a successful loan officer, steps in the commercial loan process, and trends impacting the commercial lending process. Upon completion of this course, the student will have the skills to perform the commercial lending function. (once yearly)

**BFN 140 Branch Banking**

2 semester hours  
Prerequisite: None  
Code C

This course is an introduction to the areas of branch banking. Topics include the credit function of the branch, personnel, market research, product development, training, and telemarketing. Upon completion of this course, the student will have the necessary skills to be a branch manager. (as needed)

**BFN 146 Loan Collector's Training**

1 semester hour  
Prerequisite: None  
Code C

This course is an introduction to the banks' collection program. Topics include the nature of the collection process, telephone collection, collection letters, and how to handle delinquencies. Upon completion of this course, the student will be able to handle loan collections. (as needed)

**BFN 147 Consumer Lending**

2 semester hours  
Prerequisite: None  
Code C

This course provides an introduction to the consumer credit function. Topics include a history of the consumer credit function, products and services, the consumer lending process, and credit administration. Upon completion of this course, the student will be able to work in the area of consumer lending. (once yearly)

**BFN 148 Consumer Bankruptcy**

1 semester hour  
Prerequisite: None  
Code C

This course is an introduction to the area of consumer bankruptcy from a non-technical perspective. Topics include consumer counseling, bankruptcy code, proceedings, and minimizing bankruptcy risks. Upon completion of this course, the student will have the skills needed to work in the bankruptcy area. (as needed)

**BFN 166 Supervisory Training**

2 semester hours  
Prerequisite: None  
Code C

This course provides information needed to ease the transition from employee to supervisor. Topics include self-assessment, motivation, communication, problem solving, and stress. Upon completion of this course, the student will have the skills necessary to function as a supervisor. (as needed)

**BFN 167 Supervision**

2 semester hours  
Prerequisite: None  
Code C

This course is designed to help new or potential supervisors become better managers. Topics include leadership, delegation, motivation, communication, the planning function, staffing, directing, and controlling. Upon completion of this course, the student will have the required skills to be a better manager. (F, Sp)

**BFN 177 Trust Business**

2 semester hours  
Prerequisite: None  
Code C

This course provides an introduction of the trust department in a commercial bank. Topics include a history of this services provided, and trends impacting the area. Upon completion of this course, the student will be able to work in the trust area. (as needed)

**BFN 196 Global Banking**

3 semester hours  
Prerequisite: None  
Code C

This course provides an introduction to international banking. Topics include balance of payments, risk assessment, functions of an international banking department, foreign exchange trading, and the dollar-foreign exchange rate. Upon completion of this course, the student will be qualified to work in the international banking department. (as needed)

**BFN 205 Money and Banking**

3 semester hours  
Prerequisite: None  
Code C

This course provides an introduction to the money supply and the role banks play in relation to money creation. Topics include financial intermediaries, the Federal Reserve, monetary policy, fiscal policy, and international banking. Upon completion of this course, the student will have the necessary skills to work in a variety of different departments within the bank. (F, Sp)

**BFN 207 Essentials of Banking**

1 semester hour  
Prerequisite: None  
Code C

This course provides an orientation to the essential principles, concepts, and operations of banking. Topics include sweep accounts, branches, Federal Reserve System, importance of banks in the economy, laws and regulations, and financial statements. Upon completion of this course, the student will have the rudimentary skills to perform basic banking functions. (as needed)

**BFN 216 Understanding and Selling Bank Products**

2 semester hours  
Prerequisite: None  
Code C

This course is an introduction to selling the various products offered by a bank. Topics include needs and wants, the six basic human relations skills, attitude, listening, hearing, family life cycle, answering questions, how to close a sale, consumer credit reviews, and international banking. Upon completion of this course, the student will possess the necessary skills to effectively sell bank products. (as needed)

**BFN 217 Verbal Communication**

1 semester hour  
Prerequisite: None  
Code C

This course is an introduction to good verbal communication. Topics include the communication process, enunciation, effective listening, meetings, and being able to present oneself with impact. Upon completion of this course, the student will have the necessary skills to be an excellent verbal communicator. (as needed)

**BFN 218 Written Communication for Bankers**

1 semester hour  
Prerequisite: None  
Code C

This course is an introduction to the written communication principles necessary for success in a competitive market. Topics include objective(s), personality, grammar, writing, for the reader, persuasion and form. Upon completion of this course, the student will possess the necessary skills to be an excellent writer. (as needed)

**BFN 220 Deposit Operations**

2 semester hours  
Prerequisite: None  
Code C

This course is an introduction to the U.S. payments system, banking law and regulation, and current industry practices. Topics include the payment mechanism, regulations affecting deposits, the paper payments system, the electronic system, deposit creation, and the bank services with interface with deposit operations. Upon completion of this course, the student will have the necessary knowledge to work in this area. (as needed)

**BFN 226 Securities Processing**

2 semester hours  
Prerequisite: None  
Code C

This course is an introduction to the securities business. Topics include types of securities offered and traded, where they are traded, and the impact of automation, laws, and regulations, clearing and settlement mechanisms, trust accounts, and the impact of computer technology. Upon completion of this course, the student will be qualified to work with securities in a bank setting. (as needed)

**BFN 228 Corporate Securities Services**

2 semester hours  
Prerequisite: None  
Code C

This course is an introduction to corporate securities processing and administration. Topics include types of securities handled, marketplace, participants, agency, judiciary responsibilities, and automation. Upon completion of this course, the student will have the skills to work in this area. (as needed)

**BFN 229 Trust Operations**

1 semester hour  
Prerequisite: None

This course is an introduction to the trust function. Topics include securities, the trust function importance, agency, laws, and how the trust function is vital to a bank. Upon completion of this course, the student will have the necessary background to work in the trust department. (as needed)

**BFN 232 Loan and Discount**

1 semester hour  
Prerequisite: None

This course is an introduction to promissory notes and secured transactions. Topics include promissory notes, function of guaranty and general collateral agreement, and secured notes. Upon completion of this course, the student will possess the skills necessary to work with these products. (as needed)

**BFN 233 Commercial Loan Documentation**

1 semester hour  
Prerequisite: None

Code C  
This course provides the tools necessary to put together a loan documentation manual. Topics include establishing proof of identity and authority, contrasting loan versus credit agreements, security, and closing. Upon completion of this course, the student will have the ability to develop a loan documentation manual. (as needed)

**BFN 236 Analyzing Financial Statements**

2 semester hours  
Prerequisite: None

Code C  
This course is an elaboration of BFN 130. It provides an introduction of how financial data are generated and their limitations. Topics include techniques for analyzing the flow of business's funds, methods for selecting and interpreting financial ratios, and analytical tools for predicting and testing assumptions about a firm's future performance. Upon completion of this course, the student will have the necessary skills to work with financial statements. (as needed)

**BFN 240 Bank Cards**

2 semester hours  
Prerequisite: None

Code C  
This course provides an introduction and history of bankcards. Topics include history, marketing, credit, customer service, production functions, collections, fraud, and regulatory issues. Upon completion of this course, the student will be able to effectively work with this product. (as needed)

**BFN 242 Trust Investments**

2 semester hours  
Prerequisite: None

Code C  
This course provides an introduction to the theory and practice of trust department investment services. Topics include

legal and regulatory issues, assessing securities markets, economic forecasting, bonds, stocks, and portfolio management. Upon completion of this course, the student will have the skills to work in this area. (as needed)

**BFN 266 Bank Secrecy Act**

1 semester hour  
Prerequisite: None

Code C  
This course is an introduction to the Bank Secrecy Act. Topics include the \$3,000 rule, customer policy, exemptions from large currency reporting, record keeping, and BSA compliance. Upon completion of this course, the student will have valuable skills needed by the bank. (as needed)

**BFN 280 Real Estate Finance**

2 semester hours  
Prerequisite: None

Code C  
This course provides an introductory background to the varied real estate mortgage credits operations of commercial banks. Topics include legal, the residential lending process, mortgage market, fund flows, the role of the government in mortgage financing, and important aspects of income-producing real estate. Upon completion of this course, the student will have the necessary skills to work in this area. (as needed)

**BFN 283 Real Estate Appraisal Certification I**

2 semester hours  
Prerequisite: None

Code C  
This is an introductory course concerned with estimating the value of real property (land and/or building). Topics include the role of the site and physical factors in valuation, methods, used to value real property, presenting and evaluating the appraisal report, and the mathematics used in appraising real property. Upon successful completion of this course, the student will have the skills necessary to work in this function. (as needed)

**BFN 286 Mortgage Loan Documentation**

2 semester hours  
Prerequisite: None

Code C  
This is an introduction to the basics of loan processing and underwriting tasks. Topics include types of loan programs, the interview, taking and processing the application, underwriting and closing and servicing the mortgage. Upon completion of this course, the student will possess the necessary skills to work in this area. (as needed)

**BFN 288 Residential Mortgage Lending**

2 semester hours  
Prerequisite: None

Code C  
This course covers construction and permanent financing for residential property, real estate law, documentation, mortgage loan servicing, the secondary mortgage market, the



role of government in mortgage lending, and residential real estate as an investment. In addition, the discussion of underwriting, processing, and servicing will give participants a framework for learning the mortgage lending business and refining their existing knowledge. (once yearly)

**BFN 295 Directed Topics I**

1 semester hour  
Prerequisite: None  
Code C  
This provides for a specialized course. (as needed)

**BFN 296 Directed Topics II**

2 semester hours  
Prerequisite: None  
Code C  
This provides for a specialized course. (as needed)

**BFN 297 Directed Topics III**

3 semester hours  
Prerequisite: None  
Code C  
This provides for a specialized course. (as needed)

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***Biology (BIO)***

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**BIO 101 Introduction to Biology I**

4 semester hours  
Prerequisite: Regular admissions status  
Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)  
Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. (F, Sp, Su)

**BIO 102 Introduction to Biology II**

4 semester hours  
Prerequisite: BIO 101  
Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)  
Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. (F, Sp, Su)

**BIO 103 Principles of Biology I**

4 semester hours  
Prerequisite: Regular admission status  
Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)  
This is an introductory course for science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. (F, Sp, Su)

**BIO 104S Principles of Biology II**

4 semester hours  
Prerequisite: BIO 103  
Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)  
Principles of Biology II is the second of a two-course sequence for science majors. It covers the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. (Sp, Su)

**BIO 111 Human Biology**

4 semester hours  
Prerequisite: As required by program  
Code C (Lec 3 hrs, Lab 2 hrs)  
This course for the non-science major covers the basic structure and function of the human body. (F)

**BIO 201 Human Anatomy and Physiology I**

4 semester hours  
Prerequisite: BIO 103 or appropriate score on the Biology Placement Test  
Code B (Lec 3 hrs, Lab 2 hrs)  
Human Anatomy and Physiology is the first of a two-semester sequence that covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, nervous system, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. (F, Sp, Su)

**BIO 202 Human Anatomy and Physiology II**

4 semester hours  
Prerequisite: BIO 103 and BIO 201  
Code B (Lec 3 hrs, Lab 2 hrs)  
Human Anatomy and Physiology II is the second of a two-semester sequence that covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. (F, Sp, Su)

**BIO 220 General Microbiology**

4 semester hours  
Prerequisite: BIO 103 or appropriate score on the Biology Placement Test  
Recommended: 4 semester hours of chemistry  
Code B (Lec 2 hrs, Lab 4 hrs)  
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. (F, Sp, Su)

**BIO 230 Human Pathophysiology**

4 semester hours

Prerequisite: BIO 201, BIO 202, and BIO 220

Code C (Lec 3 hrs, Lab 2 hrs)

Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. (F)

**BIO 250S Directed Studies in Biology I**

1-3 semester hours

Prerequisite: Permission of department head

Code C (on demand)

**BIO 251 Directed Studies in Biology II**

1-3 semester hours

Prerequisite: BIO 250

Code C (on demand)

**Biomedical Equipment Technology (BET)****BET 211 Biomedical Electronic Systems I**

3 semester hours

Prerequisite: Admission to program

(Lec 3 hrs)

This course is an introduction into theory and patient safety. Included in the course are rules and regulations associated with mechanical and electrical equipment. Upon completion of the course, the student will be able to test and measure for unsafe potentials and currents in medical devices. (F)

**BET 216 Basic Electricity DC**

3 semester hours

Prerequisite: Admission to program

(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to introduce the student to basic principles of D.C. circuits as found in the biomedical circuits. Included in this course is the theory associated with Ohms Law, series parallel circuits and more complex analysis. Upon completion of this course, the student will be able to identify, calculate and safely handle electronic components found in medical instrumentation. (F)

**BET 221 Digital Computer Fundamentals**

3 semester hours

Prerequisite: Admission to program

(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to acquaint the student with logic and digital gates that are found in most medical applications. Students will construct and build various digital logic devices. The student will be able to troubleshoot and repair digital logic circuits found in the medical equipment. (F)

**BET 222 Medical Communications Systems**

3 semester hours

Prerequisite: Admission to program

Included in this study are many of the medical devices that are used in the medical profession. Upon completion of this course, the student will be able to troubleshoot basic communications systems currently used in hospitals. (Sp)

**BET 223 Biomedical Hydraulic and Pneumatic Systems**

3 semester hours

Prerequisite: Admission to program

The purpose of this course is to introduce the student to the theory of fluid flow and pneumatic principles associated with medical devices. Equipment associated with the course are ventilators, infusion pumps and medical laboratory equipment. Upon completion of this course, the student will be able to troubleshoot devices of this type found in a medical setting. (Su)

**BET 227 Basic Electricity AC**

3 semester hours

Prerequisite: Admission to program

(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to introduce the student to the principles of alternating current (AC) theory. This course includes measuring techniques, AC circuits and components associated with most medical devices, transformers, capacitors, resonance frequencies and filter networks. The student will learn to test and troubleshoot devices found in AC circuits. (Sp)

**BET 231 Electronic Devices and Circuits**

3 semester hours

Prerequisite: Admission to program

(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to provide each student with the necessary skills to analyze complex electronic transistor circuits. Included in this course is building and construction of amplifiers found in medical equipment. Upon completion of this course, the student will be able to troubleshoot and repair transistor circuits found in medical instruments. (Sp)

**BET 232 Biomedical Electronics Systems II**

3 semester hours

Prerequisite: Admission to program

(Lec 2 hrs, Lab 2 hrs)

This course is a continuation of the study of medical devices. Included in this course is the theory and technical operations of cardiac monitors, defibrillators and pumps. The student will be able to troubleshoot and analyze problems found in various medical devices. (Sp)

**BET 233 Pulse and Computer Circuits**

3 semester hours

Prerequisite: Admission to program

The purpose of this course is to acquaint the student with the concepts necessary to troubleshoot microprocessor-based circuits found in medical devices. Students will construct and use basic database programs for medical equipment management. Upon completion of this course, the student will be able to repair and troubleshoot computer circuits found in medical devices. (Sp)

**BET 234 Biomedical Electronic Systems III**

3 semester hours

Prerequisite: Admission to program  
(Lec 2 hrs, Lab 2 hrs)

This course is a continuation of BET 232. Included in this course is the technical information needed to safely operate an assortment of medical monitoring equipment. The student upon completion of this course will be able to repair and troubleshoot problems associated with various medical devices. (Su)

**BET 240 Clinical On-Site Study**

3 semester hours

Prerequisite: Admission to program

The purpose of this course is to assign each student to a local hospital facility working as a trainee. Students will work with qualified individuals in the field. The student upon completion of this course will be qualified as an entry-level employee for a hospital or vendor. (Su)

**BET 241 The Law and legal Issues in Biomed**

2-3 semester hours

Prerequisite: Admission to program

The purpose of this course is to acquaint the student with current law and news as it relates to Biomed. The student will research current and past legal decisions related to Biomed. Upon completion of this course, each student will be able to research and know how to find any and all legal and safety procedures that are related to the handling of medical devices and search periodicals for current legal issues. (Su)

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***Business (BUS)***

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**BUS 100 Introduction to Business**

3 semester hours

Prerequisite: None

Code C

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. (F, Sp, Su)

**BUS 146 Personal Finance**

3 semester hours

Prerequisite: None

Code C

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases. (Sp)

**BUS 147 Introduction to Finance**

3 semester hours

Prerequisite: None

Code C

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System,

sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy. (F)

**BUS 188 Personal Development**

1-3 semester hours

Prerequisite: None

Code C

This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success. (F, Sp)

**BUS 198 Computer Information Systems in a Call Center**

3 semester hours

Prerequisite: Admission to the program and minimum WorkKeys levels

Code C

This course is a "hands-on" introduction to the computer systems used in a typical call center. Topics include computer fundamentals which includes e-mail and Internet, basic hardware, and specific software applications common to the call center industry, working within a customer information database, and basic keyboarding. Upon completion, students will be able to type alpha/numeric information at 25 words per minute (wpm), identify and describe the main components and functions of a computer, multi-task (talk, type and search) within a customer database and use selected features of typical software applications. (F, Sp, Su)

**BUS 199 Call Center Operations**

2 semester hours

Prerequisite: Admission to the program and minimum WorkKeys levels

Code C

This course is an introduction to the call center environment. The course acquaints the student with Call Center organizational structures, terminology, how calls are screened and routed to customer service representatives, basic telephone functions, and the call flow process. An overview of customer service and its competitive advantage in the marketplace is also addressed. Upon completion, students will understand performance measures and how they are used in typical call centers and basic business requirements of call center employees. Students will participate in a site visit to a local call center. (F, Sp, Su)

**BUS 200 Customer Service Communications**

5 semester hours

Prerequisite: Admission to the program and minimum WorkKeys levels

Code C

This course provides a basic study of the principles of communicating with customers. Topics include communication barriers, building rapport, creating positive impressions, communication with varying customer types, listening skills, telephone etiquette, making and meeting commitments, handling difficult customers and problem solving. Also included is conversational Spanish in a call center, specifically addressing how to handle Spanish-speaking customers. The course contains extensive "hands-on" practice using customer situations designed to build communication skills for the workplace. (F, Sp, Su)

**BUS 201 Sales and Marketing in a Call Center**

1 semester hour

Prerequisite: Admission to the program and minimum WorkKeys levels

Code C

This course is designed to teach the fundamentals of needs-based selling. Topics include asking open questions to uncover customer needs, presenting product/service solutions, asking for and closing the sale, and overcoming objections. Students will have extensive practice in each step of the sales model as well as extensive opportunity to practice multi-tasking (talk, type, search) skills using a database typical of one found in a call center. Upon completion, students will be able to use a simple sales model to successfully sell products and services based on uncovered customer needs. (F, Sp, Su)

**BUS 202 Professional Development**

1 semester hour

Prerequisite: Admission to the program and minimum WorkKeys levels

Code C

This course equips the student with the skills to effectively present themselves for call center job interviews. Topics include resume writing, presentation skills and interviewing techniques. Upon completion, students will be able to prepare an effective resume, write a cover letter and appropriate thank you letters to prospective employers, answer commonly used interview questions, and successfully complete a job interviewing simulation. (F, Sp, Su)

**BUS 203 Coaching and Development**

2 semester hours

Prerequisite: Admission to the program and minimum WorkKeys levels

Code C

This course is an introduction to the fundamentals of coaching and development in a call center environment. Topics include developing performance standards, establishing coaching partnerships, giving and receiving feedback, identifying performance problems, and creating customized employee development plans for performance improvement.

Extensive "hands-on" practice using case studies specific to the call center industry will give the student the opportunity to apply the knowledge gained throughout this course. (Su)

**BUS 215 Business Communication**

3 semester hours

Prerequisite: None

Code C

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. (F, Sp)

**BUS 241 Principles of Accounting I**

3 semester hours

Prerequisite: None

Code B

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation and analysis. (F, Sp, Su)

**BUS 242 Principles of Accounting II**

3 semester hours

Prerequisite: BUS 241

Code B

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of accounting information for planning, control, and decision making. (F, Sp, Su)

**BUS 248 Managerial Accounting**

3 semester hours

Prerequisite: BUS 242

Code B

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems. (F)

**BUS 263 The Legal and Social Environment of Business**

3 semester hours

Prerequisite: None

Code B

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property. (F, Sp, Su)

**BUS 271 Business Statistics I**

3 semester hours

Prerequisite: MTH 112

Code B

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing. (F, Sp)

**BUS 272 Business Statistics II**

3 semester hours

Prerequisite: BUS 271

Code B

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. (F, Sp)

**BUS 275 Principles of Management**

3 semester hours

Prerequisite: None

Code B

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. (F)

**BUS 285 Principles of Marketing**

3 semester hours

Prerequisite: None

Code B

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. (Sp)

**Chemistry (CHM)**

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**CHM 104 Introduction to Inorganic Chemistry**

4 semester hours

Prerequisite: MTH 092, 116, or equivalent math placement score

Core Area III, Code A (Lec 3 hrs, Lab 3 hrs)

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. (F, Sp, Su)

**CHM 105 Introduction to Organic Chemistry**

4 semester hours

Prerequisite: CHM 104 or CHM 111

Core Area III, Code A (Lec 3 hrs, Lab 3 hrs)

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or

engineering. Topics will include basic nomenclature, classification of organic compound, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. (Sp, Su)

**CHM 111 College Chemistry I**

4 semester hours

Prerequisite: MTH 112 or equivalent math

Core Area III, Code A (Lec 3 hrs, Lab 3 hrs)

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, colligative properties, acids and bases and some descriptive chemistry topics. (F, Sp, Su)

**CHM 112 College Chemistry II**

4 semester hours

Prerequisite: CHM 111

Core Area III, Code A (Lec 3 hrs, Lab 3 hrs)

This is the second courses in a two-semester sequence designed primarily for the sciences and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, and introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. (Sp, Su)

**CHM 220 Quantitative Analysis**

4 semester hours

Prerequisite: CHM 112

Code B (Lec 3 hrs, Lab 3 hrs)

This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electro-metric analysis with special emphasis on equilibrium in acid-base and oxidation-reduction reactions and stoichiometry of chemical equations. Laboratory is required and will include classical techniques in chemical analysis, modern methods of chemical separation, and basic instrumental techniques. (on demand)

**CHM 221 Organic Chemistry I**

4 semester hours

Prerequisite: CHM 112

Code B (Lec 3 hrs, Lab 3 hrs)

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stere-

ochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. (F)

### **CHM 222 Organic Chemistry II**

4 semester hours

Prerequisite: CHM 221

Code B (Lec 3 hrs, Lab 3 hrs)

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. (Sp)

### **CHM 250 Directed Studies in Chemistry**

1 semester hour

Prerequisite: Permission of department head

Code C

This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three times for credit. (on demand)

## **Child Development (CHD)**

### **CHD 100 Introduction to Early Care and Education of Children**

3 semester hours

Prerequisite: None

This course introduces the childcare profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion, students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control and self-motivation. (F)

### **CHD 201 Child Growth and Development Principles**

3 semester hours

Prerequisite: None

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children. (F)

### **CHD 202 Children's Creative Experiences**

3 semester hours

Prerequisite: None

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children. (Sp)

### **CHD 203 Children's Literature and Language Development**

3 semester hours

Prerequisite: None

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities that support a language-rich environment for young children. (F)

### **CHD 204 Methods and Materials for Teaching Children**

3 semester hours

Prerequisite: None

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion, students should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations. (Sp)

### **CHD 205 Program Planning for Educating Young Children**

3 semester hours

Prerequisite: None

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion, students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content. (F)

### **CHD 206 Children's Health and Safety**

3 semester hours

Prerequisite: None

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment,

plan nutritious meals and snacks, and recommend referrals if necessary. (Sp)

### **CHD 208 Administration of Child Development Programs**

3 semester hours

Prerequisite: None

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations, budget planning, record keeping, personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program. (F)

### **CHD 209 Infant and Toddler Education Programs**

3 semester hours

Prerequisite: None

This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment, which is appropriate and supportive of the families and the children. (Sp)

### **CHD 210 Educating Exceptional Young Children**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological disabilities. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children. (as needed)

### **CHD 211 Child Development Seminar**

2 semester hours

Prerequisite: None

A selection of topics relating to young children are addressed in this course. Subject matter will vary according to industry and student needs. Upon completion, students should demonstrate competencies designed to assess course objectives. (Su)

### **CHD 214 Families and Communities**

3 semester hours

Prerequisite: CHD 201

This course will provide students information about how to work with diverse families and communities. Students will be introduced to family and community settings, their important relationship to children, and the pressing needs of today's society. Students will study techniques for developing these important relationships and effective communication skills. (Sp)

### **CHD 215 Supervised Practical Experience in Child Development**

3 semester hours

Prerequisite: None

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties, which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a childcare setting. (F, Sp)

### **CHD 219 Supervised Practical Experience**

2 semester hours

Prerequisite: Permission of instructor

This course provides a minimum of 150 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child care setting. (F, Sp)

### **CHD 230 Introduction to School-Age Programs**

3 semester hours

Prerequisite: None

This course will introduce and discuss the unique aspects of quality school-age programs and the roles of the adult staff. Topics will include a brief view of child development, positive guidance techniques, administrative consideration, beginning program planning and adaptations for a variety of program settings. Upon completion, students should be able to understand the staff's role, create and modify unique program settings, use positive guidance, and implement a quality program. (Sp)

### **CHD 231 School-Age Programming**

3 semester hours

Prerequisite: None

This course focuses on the specialized variety of needs for a quality school-age program. Topics will include program planning and material considerations for a variety of quiet/active, indoor/outdoor activities, health/safety/nutrition needs, parent and community information and involvement. Upon completion, students should be able to select a variety of age-appropriate activities, implement a safe, healthy, quality program, and effectively communicate with parents and the community. (F)

## **Civil Design Technology (CDT)**

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### **CDT 205 Fundamentals of Surveying**

3 semester hours

Prerequisite: MTH 100

(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to introduce the student to the basic principles of surveying. This will include the use of the tape, the transit, and the level. Upon completion of this course, the student will know how to measure distances, angles, and elevations; analyze errors in measurements; compute positions, areas, and volumes, and develop a site plan. (Su)

**CDT 221 Structural Drafting for Technicians**

4 semester hours

Prerequisite: AET 101S

(Lec 2 hrs, Lab 4 hrs)

The purpose of this course is to introduce the student to structural detailing. This will include wood, steel, and concrete detailing. Upon completion of this course, the student will be able to detail in wood, steel, and reinforced concrete. (Sp)

**CDT 222 Structural Steel Detailing**

4 semester hours

Prerequisite: CDT 221 or permission of department head

(Lec 2 hrs, Lab 4 hrs)

This course teaches the student to produce shop drawings for steel fabrication. Upon completion of this course, the student will become familiar with the methods and materials used in steel fabrication, the creation of shop and field drawings necessary to fabricate and erect a simple steel structure, and the selection of connections that will be safe and economical to fabricate and erect. (F)

**CDT 223 Civil Engineering Drafting**

4 semester hours

Prerequisite: AET 101S

(Lec 2 hrs, Lab 4 hrs)

The purpose of this course is to introduce the student to Civil Engineering Drafting. This will include topographic drawings, land development drawings, roadway plans and profiles, and drainage plans and profiles. Upon completion of this course, the student will be able to construct topographic maps, land development maps, and drainage structure drawings. (as needed)

**CDT 224 Statics**

3 semester hours

Prerequisite: MTH 100 and PHY 115.

This course focuses on topics related to statics. This will include the use of algebra and trigonometry without the use of calculus. Upon completion of this course, the student will know how trigonometry is used in statics, and apply the concepts of resultant and equilibrium of concurrent and non-concurrent forces. (as needed)

**CDT 225 Mechanics and Strength of Structures**

4 semester hours

Prerequisite: MTH 100 and PHY 115

The purpose of this course is to introduce the student to the study of mechanics and strength of structures. This will include the study of statics and strength of materials involving the use of algebra and trigonometry without the use of calculus. Upon completion of this course, the student will become familiar with the trigonometry used in statics; understand the concepts of resultant and equilibrium of concurrent and nonconcurrent forces, center of gravity, moment of inertia, and radius of gyration; and understand the relationship between applied and internally induced stresses in various types of structural members. (F)

**CDT 226 Strength of Materials**

3 semester hours

Prerequisite: CDT 224

The purpose of this course is to introduce the student to the study of strength of materials. This will include learning the relationship between externally applied and internally induced stresses in various types of structural members. Upon completion of this course, the student will be knowledgeable of induced stresses and deformations produced in structural members, be able to design and analyze bolted and welded connections; apply the concepts of Center of Gravity, Moment of Inertia, and Radius of Gyration; and be knowledgeable of the data needed to design a beam. (as needed)

**CDT 281-282 Special Topics in Civil Design Technology**

1-3 semester hours

Prerequisite: None

These courses provide specialized instruction in various areas related to civil design technology. Emphasis is placed on meeting students' needs. (as needed)

**Clinical Laboratory Technology (CLT)****CLT 106 Laboratory Calculations and Statistics**

2 semester hours

Prerequisite: As required by program

This course incorporates practical application of mathematical concepts in the clinical laboratory. Instruction includes the metric system, solution preparation, dilutions, and other laboratory calculation. Upon completion, students should be able to make determinations of precision and accuracy using statistical data for various laboratory departments. (F, Su)

**CLT 111 Urinalysis and Body Fluids **

3 semester hours

Prerequisite: As required by program

(Lec 2 hrs, Lab 2 hrs)

This course focuses on the theory and techniques in the examination of urine and other body fluids. The student is introduced to the physical and chemical properties of these fluids as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to renal disorders and other disease states. (F)

**CLT 121 CLT Hematology **

5 semester hours

Prerequisite: As required by program

(Lec 3 hrs, Lab 4 hrs)

In this course the theory and techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, and selected automated methods. Upon completion, students should be able to perform various procedures including preparation and examination of hematologic slides and relate results to specific disorders. (F, Sp)



**CLT 131 Laboratory Techniques** 

3 semester hours

Prerequisite: As required by program  
(Lec 2 hrs, Lab 2 hrs)

This course covers the basic principles and techniques used in the clinical laboratory. Emphasis is placed on terminology, basic microscopy, safety, and computations. Upon completion, students should be able to perform various basic laboratory analyses and utilize basic theories of laboratory principles. (F, Su)

**CLT 141 CLT Microbiology I** 

5 semester hours

Prerequisite: As required by program  
(Lec 3 hrs, Lab 4 hrs)

The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology. (Sp)

**CLT 142 CLT Microbiology II**

5 semester hours

Prerequisite: As required by program  
(Lec 3 hrs, Lab 4 hrs)

The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions. (Su)

**CLT 151 CLT Clinical Chemistry** 

5 semester hours

Prerequisite: As required by program  
(Lec 3 hrs, Lab 4 hrs)

This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimens. Upon completion, students should be able to apply the principles of clinical chemistry, evaluate quality control, and associate abnormal test results to clinical significance. (Sp)

**CLT 161 Integrated Laboratory Simulation**

2 semester hours

Prerequisite: As required by program  
(Lab 4 hrs)

This course provides an opportunity for the student to perform clinical laboratory procedures from all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on case studies, organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Upon completion, students should be able to organize tasks and perform various basic laboratory analyses with accuracy and precision. (F, Su)

**CLT 181 Immunology** 

2 semester hours

Prerequisite: As required by program  
(Lec 1 hr, Lab 2 hrs)

Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analysis to certain disease states. (F, Su)

**CLT 191 CLT Immunohematology**

5 semester hours

Prerequisite: As required by program  
(Lec 3 hrs, Lab 4 hrs)

Theory and techniques in immunohematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor services, and correlate blood banking practices to certain disease states and disorders. (Sp, Su)

**CLT 288 Special Topics in CLST I**

2 semester hours

Prerequisite: As required by program  
(Lab 4 hrs)

In this seminar students work independently on a research project and present their findings in a paper. Topics are current, as are all materials that are used to support their research. Upon completion, students should be able to perform scientific research and present a paper in proper form. (as needed)

**CLT 293 CLT Clinical Seminar**

2 semester hours

Prerequisite: As required by program

This course is a cumulative review of clinical laboratory science theory. The seminar consists of an on-campus summation of previous classes emphasizing recall, application of theory, correlation, and evaluation of all areas of clinical laboratory science. Upon completion, students should be able to apply theory of analytical methods, recognize normal, abnormal, and erroneous results, and relate laboratory results to pathological conditions. (F, Su)

**CLT 294 Clinical Laboratory Practicum I** 

3 semester hours

Prerequisite: As required by program  
(Prec 9 hrs)

This supervised practicum is within the clinical setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various meth-

ods including instrumentation, report results, manage data and quality control using information systems. (F, Sp)

### **CLT 295 Clinical Laboratory Practicum II**

3 semester hours

Prerequisite: As required by program  
(Prec 9 hrs)

This supervised practicum is within the clinical setting and provides laboratory practice in microbiology. Emphasis is placed on clinical skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, analyze microorganisms utilizing various methods, report results, manage data and quality control using information systems. (F, Sp)

### **CLT 296 Clinical Laboratory Practicum III**

3 semester hours

Prerequisite: As required by program  
(Prec 9 hrs)

This supervised practicum is within the clinical setting and provides laboratory practice in serology and immunohematology. Emphasis is placed on clinical skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems. (F, Sp)

### **CLT 297 Clinical Laboratory Practicum IV**

3 semester hours

Prerequisite: As required by program  
(Prec 9 hrs)

This supervised practicum is within the clinical setting and provides laboratory practice in clinical chemistry. Emphasis is placed on clinical skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analysis by various methods, including testing utilizing computer oriented instrumentation, report test results, manage patient data and quality control statistics using information systems. (F, Sp)

## **Computer Information System (CIS)**

### **CIS 130 Introduction to Information Systems**

3 semester hours

Prerequisite: None  
Code B

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies, program development and using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. (F, Sp, Su)

### **CIS 146 Microcomputer Applications**

3 semester hours

Prerequisite: Keyboarding skills recommended  
Code B

This course is an introduction to the most common software applications for microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features of these packages. (F, Sp, Su)

### **CIS 156 Microcomputer Operating Systems (Windows)**

3 semester hours

Prerequisite: CIS 130 or equivalent  
Code C

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. (F, Sp, Su)

### **CIS 196 Commercial Software Applications**

1-3 semester hours

Prerequisite for 196A: CIS 146 or database experience  
Prerequisite for 196E: CIS 146 or spreadsheet experience  
Prerequisite for 196F: CIS 196I and CIS 198 or equivalent  
Prerequisite for 196I: CIS 130 or equivalent

Code C

This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated for credit for each for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered. Currently, courses are available in A. Microsoft® Access (F, Sp), E. Microsoft® Excel (F, Sp), F. Microsoft® FrontPage (F, Sp), and I. Internet (F, Sp)

### **CIS 197 Advanced Commercial Software Applications**

1-3 semester hours

Prerequisite: CIS 196 or equivalent  
Code C

This course provides the student with "hands-on" experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered. Currently, this course is available in A. Microsoft® Access Programming. (F, Sp)

**CIS 198 Web Page Development** 

3 semester hours

Prerequisite: CIS 130 or equivalent

Code C

This course is an introduction to Web page development techniques. Topics in this course include HTML, scripting languages and commercial software packages used in the development of Web pages. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of Web page development projects and appropriate tests. (F, Sp)

**CIS 211 BASIC Programming (Visual Basic .Net)**

3 semester hours

Prerequisite: CIS 130 or equivalent of MTH 100

Code B

This course introduces fundamental concepts of the BASIC programming language. The course includes file processing, internal sorts, and data structures. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp, Su)

**CIS 212 Visual Basic (Adv. Visual Basic .Net)** 

3 semester hours

Prerequisite: CIS 211 or equivalent background

Code B

This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp)

**CIS 250 E-Commerce** 

3 semester hours

Prerequisite: CIS 130 and Web related computer experience

Code C

This course is an introduction to e-commerce. The topics included in this course are creating a successful Web presence, building an electronic commerce store, electronic security, electronic payment systems, and electronic commerce environment. Upon completion, the student will be able to demonstrate knowledge of e-commerce through the completion of assignments and appropriate tests. (F, Sp)

**CIS 251 C Programming (C++)** 

3 semester hours

Prerequisite: CIS 130 and MTH 100 or equivalent

Code B

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp, Su)

**CIS 255 Java Programming** 

3 semester hours

Prerequisite: CIS 130 or equivalent

Code B

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp)

**CIS 261 COBOL Programming** 

3 semester hours

Prerequisite: CIS 130 or equivalent

Code B

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp)

**CIS 273 Networking and Data Communications**

3 semester hours

Prerequisite: CIS 156 or equivalent

Code C

This course is an introduction to computer networks and data communications technology. Topics included in this course are networking and communications hardware, software, topologies, models and protocols. Upon completion, the student will be able to demonstrate knowledge of the topics through completion of assignments and appropriate tests. (F, Sp)

**CIS 276 Server Administration** 

3 semester hours

Prerequisite: CIS 273 or equivalent

Code C

This course provides a study of network operating system administration. Topics included in this course are network software installation, user and group account management, security control, and network resource management. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of assignments and appropriate tests. (F, Sp)

**CIS 277 Network Support** 

3 semester hours

Prerequisite: CIS 276 or equivalent

Code C

This course provides a study of network configuration and support. Topics included in this course are installing and configuring network operating system software, services, and protocols, file system management, application support, and troubleshooting. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of assignments and appropriate tests. (Sp, Su)

**CIS 279 Enterprise Networks** 

3 semester hours

Prerequisite: CIS 276 and 277 or equivalent

Code C

This course provides a study of large computer networks. Topics included in this course are server administration, resource management, network monitoring, and troubleshooting in a multi-server environment. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of assignments and appropriate tests. (F, Sp)

**CIS 281 System Analysis and Design**

3 semester hours

Prerequisite: CIS 197A, CIS 212, CIS 251, CIS 255, CIS 282, or CIS 285

Code C

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, students should be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp)

**CIS 282 Web Page Scripting Languages** 

3 semester hours

Prerequisite: CIS 198 or equivalent

Code C

This is an advanced Web page design course, with emphasis on scripting languages to develop distributed client/server applications for the Internet. The topics in this course include scripting language control structures, functions, procedures, and objects. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp)

**CIS 284 CIS Internship**

3 semester hours

Prerequisite for 284A: Completion of Microcomputer Applications Certificate requirements

Prerequisite for 284N: Completion of Networking Certificate requirements

Prerequisite for 284P: Completion of Computer Programming Certificate requirements

Prerequisite for 284W: Completion of Web Technologies Certificate requirements

Code C (Int 15 hrs)

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of this course submitted by the student. Upon completion of this course, the student will be able to demonstrate

the ability to apply knowledge and skills gained in the classroom to a "real world" work experience. Currently, courses are available in A. Applications, N. Networking, P. Programming, and W. Web Technologies. (F, Sp)

**CIS 285 Object Oriented Programming (Adv. Java)**

3 semester hours

Prerequisite: CIS 255 or equivalent

Code B

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. (F, Sp)

**CIS 289 Computer Problem Determination**

3 semester hours

Prerequisite: CIS 156 or equivalent

Code C

This course is an introduction to the problem determination on microcomputers. It uses software diagnostic tools and simple hardware test equipment to identify and repair typical problems of microcomputers. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp)

**CIS 291 Case Study in Computer Science**

3 semester hours

Prerequisite: CIS 281 or equivalent background

Code C

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system. Currently, courses are available in A. Applications, N. Networking, P. Programming, and W. Web Technologies. (F, Sp, Su)

**CIS 294 Special Topics** 

3 semester hours

Prerequisite for 294D: CIS 277 or equivalent

Prerequisite for 294N: CIS 294S or equivalent

Prerequisite for 294S: CIS 279 or equivalent

Code C

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be

able to demonstrate knowledge of the course topic through the completion of assignments and appropriate tests. Currently courses are available in D. Directory Services Design (F, Sp), N. Network Services Design (F, Sp), and S. Network Security Design (F, Su)

### **CIS 299 Directed Studies in Computer Science**

1-3 semester hours

Prerequisite: As required by program

Code C

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. (as needed)

## ***Construction Management Technology (CMT)***

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### **CMT 102 Construction Blueprint Reading**

3 semester hours

Prerequisite: None

The purpose of this course is to introduce the student to blueprint reading pertinent to the construction industry. Emphasis will be placed on object visualization, symbols, abbreviations, and terminology. Upon completion of this course, the student will be able to visualize in three-dimensions the building from its working drawings, identify the various parts of the building, and understand the specification documents. (Su)

### **CMT 103 Residential Construction Materials and Methods**

3 semester hours

Prerequisite: None

The purpose of this course is to introduce the student to the modern materials and methods used in light and residential construction. This will include the total building process. Upon completion of this course, the student will know how the various building materials relate to the different phases of the residential building process. (as needed)

### **CMT 104 Commercial Construction Materials and Methods**

3 semester hours

Prerequisite: None

The purpose of this course is to introduce the student to the modern materials and methods used in heavy and commercial construction. This will include the total construction process. Upon completion of this course, the student will know how the various building materials relate to the various phases of the commercial construction process. (as needed)

### **CMT 105 Construction Materials and Methods**

3 semester hours

Prerequisite: None

The purpose of this course is to introduce the student to the materials, methods, and equipment used in building con-

struction. Emphasis will be placed on the construction process and how the various materials and equipment relate to the different stages of the process. Upon completion of this course, the student will understand the total building process, know the various materials used in each stage of construction, understand the techniques and methods used with different materials, and specify materials with essential characteristics. (F)

### **CMT 181/281 Special Topics in Construction Management Technology**

1-3 semester hours

Prerequisite: None

These courses provide specialized instruction in various areas related to construction management technology. Emphasis is placed on meeting students' needs. Currently courses are available in 181M. Materials and Methods, 281S Safety. (F)

### **CMT 205S Construction Management**

3 semester hours

Prerequisite: MTH 100, CMT 105, and either CMT 102 or AET 101S

The purpose of this course is to introduce the student to the principles and practices used in managing the various aspects of the construction process. Emphasis will be placed on pertinent business procedures. Upon completion of this course, the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job. (F)

### **CMT 206S Construction Estimating**

3 semester hours

Prerequisite: Eligible for MTH 100, CMT 105, and either CMT 102 or AET 101S

The purpose of this course is to introduce the student to the principles and practices used in estimating construction costs. Emphasis will be on a methodical approach to estimating each cost element of a construction project. Upon completion of this course, the student will know the methods and procedures used in estimating, making quantity surveys from working drawings, developing unit costs, developing subcontractor costs, and will be able to identify the major considerations involved in the total pricing of a construction project. (Sp)

### **CMT 207 HVAC Systems**

3 semester hours

Prerequisite: PHY 115 and AET 101S or CMT 102

The purpose of this course is to introduce the student to major mechanical systems used in buildings. Emphasis will be placed on heating, cooling, and ventilation equipment. Upon completion of this course, the student will be knowledgeable of the basic principles of heating, cooling, ventilation, and related hardware and will understand design considerations that impact the selection of equipment. (as needed)

### **CMT 208 Electrical and Plumbing Systems**

3 semester hours

Prerequisite: PHY 115 and AET 101S or CMT 102

The purpose of this course is to introduce the student to the plumbing, electrical, and lighting systems used in buildings. Emphasis will be on design considerations based on plumbing and electrical codes. Upon completion of this course, the student will understand the basic principles and hardware requirements in designing plumbing, electrical and lighting systems. (as needed)

### **CMT 209 Electrical and Mechanical Equipment in Buildings**

4 semester hours

Prerequisite: PHY 115 and AET 101S or CMT 102

The purpose of this course is to introduce the student to the plumbing, HVAC, electrical, and lighting systems used in buildings. Upon completion of this course, the student will understand the basic principles and hardware requirements in designing plumbing, HVAC, electrical and lighting systems. (F)

### **CMT 212 Construction Safety**

3 semester hours

Prerequisite: CMT 105 or equivalent

The purpose of this course is to introduce the student to the safety practices used in the construction industry. Emphasis will be placed on the importance of safety, OSHA, safety programs, and safety procedures. Upon completion of this course, the student will know how to safely work on a construction site. (as needed)

### **CMT 216 Construction Law**

3 semester hours

Prerequisite: CMT 105

The purpose of this course is to introduce the student to law practices pertinent to the construction industry. Emphasis will be placed on law as it relates to the contractor. Upon completion of this course, the student will understand articles of incorporation, building contracts, contracts for the purchase of labor and materials, construction loans, the various types of construction agreements, permits, plans and specifications, warranties, and insurance. (Sp)

### **CMT 217 Software Applications in Construction**

3 semester hours

Prerequisite: CMT 205S, CIS 146

(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to introduce the student to software used in a construction office. This will include scheduling, financial management, and construction records. Upon completion of this course, the student will know how to organize, account for, plan, and schedule a construction job using various computer software packages. (Sp)

## ***Criminal Justice (CRJ)***

### **CRJ 100 Introduction to Criminal Justice**

3 semester hours

Prerequisite: None

Code B

This course surveys the entire criminal justice process from law enforcement to the administration of justice through cor-

rections. It discusses the history and philosophy of the system and introduces various career opportunities. (F, Sp, Su)

### **CRJ 110 Introduction to Law Enforcement**

3 semester hours

Prerequisite: None

Code B

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and function of law enforcement officers. (F, Sp)

### **CRJ 116 Police Patrol**

3 semester hours

Prerequisite: None

Code C

This course studies the duties, and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol function and includes principles, methods, procedures and resources used in police patrol operations. (as needed)

### **CRJ 130 Introduction to Law and Judicial Process**

3 semester hours

Prerequisite: None

Code C

This course provides an introduction to the basic elements of substantive and procedural law, and the stages in the judicial process. It includes an overview of state and federal court structure. (F, Sp)

### **CRJ 140 Criminal Law and Procedure**

3 semester hours

Prerequisite: None

Code C

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with attention to the Alabama Code. Areas of criminal procedure essential to the criminal justice professional are covered. (F or Sp)

### **CRJ 146 Criminal Evidence**

3 semester hours

Prerequisite: None

Code C

This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence. (as needed)

### **CRJ 147 Constitutional Law**

3 semester hours

Prerequisite: None

Code C

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process, such as right to counsel, search and seizure, due process and civil rights. (F or Sp)

**CRJ 150 Introduction to Corrections**

3 semester hours

Prerequisite: None

Code B

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. (F, Sp)

**CRJ 160 Introduction to Security**

3 semester hours

Prerequisite: None

Code B

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered. (F or Sp)

**CRJ 178 Narcotics/Dangerous Drugs**

3 semester hours

Prerequisite: None

Code B

This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification and classification of drugs are covered. Strategies for combating the drug problem are discussed. (F or Sp)

**CRJ 208 Introduction to Criminology**

(Same as SOC 208)

3 semester hours

Prerequisite: None

Code B

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control and treatment. (F, Sp, Su)

**CRJ 209 Juvenile Delinquency**

(Same as SOC 209)

3 semester hours

Prerequisite: None

Code B

This course examines the causers of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. (F, Sp)

**CRJ 216 Police Organization and Administration**

3 semester hours

Prerequisite: None

Code C

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered. (F or Sp)

**CRJ 220 Criminal Investigation**

3 semester hours

Prerequisite: None

Code C

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are

included. The techniques and strategies used in investigation are emphasized. (F or Sp)

**CRJ 227 Homicide Investigation**

3 semester hours

Prerequisite: None

Code C

This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry. (as needed)

**CRJ 230 Criminalistics**

3 semester hours

Prerequisite: None

Code C

This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like. (as needed)

**CRJ 236 Advanced Criminalistics**

3 semester hours

Prerequisite: None

Code C

This course covers the collection, handling, and analysis of evidence from crime scene to laboratory to courtroom. Topics include hair fibers, body fluids, firearms, glass, paint, drugs, documents, etc. Laboratory experiences may be utilized. (as needed)

**CRJ 280 Internship in Criminal Justice**

3 semester hours

Prerequisite: Permission of program coordinator

Code C

This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head. (as needed)

**CRJ 290 Selected Topics - Seminar in Criminal Justice**

3 semester hours

Prerequisite: None

Code C

This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head. (as needed)

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***Culinary Arts (CUA)***

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**CUA 101 Orientation to the Food Service Industry**

1 semester hour

Prerequisite: None

This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion

of this course, the student will be knowledgeable of business and career opportunities within the food service industry. (F)

### **CUA 110 Basic Food Preparation**

3 semester hours

Prerequisite: None

(Lec 1 hr, Lab 6 hrs)

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. Students will develop competencies in food preparation as it relates to the food service industry. (F)

### **CUA 111 Foundations in Nutrition**

3 semester hours

Prerequisite: None

This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning. (F)

### **CUA 112S Sanitation, Safety and Food Service**

2 semester hours

Prerequisite: None

This course introduces the basic principles of sanitation and safety to food handling including purchasing, storing, preparing, and serving. Topics include the scientific principles of food sanitation, food spoilage, food-borne disease, personal health and hygiene, and the sanitary care of the physical plant and equipment. Upon completion of this course, students will be able to demonstrate an understanding of sanitation and safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems. (F)

### **CUA 114 Meal Management**

3 semester hours

Prerequisite: CUA 110, 112S

(Lec 2 hrs, Lab 3 hrs)

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion of this course, students will be able to apply efficient work habits, sanitation and safety in the kitchen. (Sp)

### **CUA 115 Advanced Food Preparation**

3 semester hours

Prerequisite: CUA 110, 111, 112S, 114, and 206

(Lec 1 hr, Lab 6 hrs)

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion of this course, students will develop advanced skills in food preparation and meal management. (Su)

### **CUA 204 Foundations of Baking**

3 semester hours

Prerequisite: None

(Lec 1 hr, Lab 6 hrs)

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products. (F)

### **CUA 205 Introduction to Garde Manger**

3 semester hours

Prerequisite: CUA 110, 111, 114

(Lec 1 hr, Lab 6 hrs)

This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapés, hor d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces. (Sp)

### **CUA 208 Advanced Baking**

3 semester hours

Prerequisite: CUA 204

(Lec 1 hr, Lab 6 hrs)

This course is a continuation of CUA 204. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills. (Sp)

### **CUA 210 Beverage Management**

2 semester hours

Prerequisite: None

This course is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, students should be able to determine what beverages compliment various cuisine and particular tastes. (Su)

### **CUA 213 Food Purchasing and Cost Control**

3 semester hours

Prerequisite: None

Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. (Sp)

### **CUA 260 Internship for Culinary Apprentice**

1 semester hour

Prerequisite: Culinary Arts majors

(Intern 5 hrs)

This course is designed to give students practical, on-the-job experiences in all phases of food service operations under



the supervision of a qualified chef and coordinated with the college instructor. May be repeated for a maximum of six hours (F, Sp, Su)

### **Drafting and Design Technology (DDT)**

#### **DDT 114 Industrial Blueprint Reading**

3 semester hours

Prerequisite: None

This course provides students with basic blueprint reading for various industrial applications. Topics include orthographic projection, dimensions and tolerances, symbols, industrial application, scales and notes. This course may be tailored to meet a specific industry need. (F, Sp, Su)

#### **DDT 115 Blueprint Reading for Machinist**

3 semester hours

Prerequisite: None

This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine and manufacturing environments. Topics include multiview projection, pictorial drawings, dimensions, notations, lines and symbols, sketches, assembly and machining notes. Upon completion, students should be able to interpret blueprint drawings used in the machine trades and be able to utilize and understand basic inspection instruments. (on demand)

### **Economics (ECO)**

#### **ECO 231 Principles of Macroeconomics**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade. (F, Sp, Su)

#### **ECO 232 Principles of Microeconomics**

2 semester hours

Prerequisite: None

Core Area IV, Code A

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. (F, Sp, Su)

### **Electromechanical Technology (ELM)**

#### **ELM 181/281 Special Topics in Electromechanical Technology**

1-3 semester hours

Prerequisite: permission of program coordinator

This course provides specialized instruction in various areas

related to electromechanical technology. Emphasis is placed on meeting student's needs. (on demand)

#### **ELM 190 Emerging Technologies, History, and Basics of Telecommunications**

4 semester hours

Prerequisite: None

This course introduces key events, trends, person, and terms in telecommunications history. Upon completion of this course, students should be able to identify key developments to telephone service, recognize key terms and acronyms, determine career opportunities and skill requirements in telecommunications design work. The student will be able to describe current state-of-the-art systems and equipment offerings, understand the impact of evolving technologies, discuss future trends, and apply design considerations to creative solutions to matching customer needs. (F, on demand)

#### **ELM 200 Electric Circuits I**

3 semester hours

Prerequisite: MTH 100, appropriate score on placement test, or equivalent

(Lec 2 hrs, Lab 2 hrs)

This course introduces the theories and techniques involved in electrical circuits. Topics include voltage, conventional current flow, power, resistance, conductance, and analysis. Upon completion of this course, a student will be able to solve a resistive network for a single unknown circuit variable. (F, Sp, Su)

#### **ELM 201S Electric Circuits II**

3 semester hours

Prerequisite: ELM 200 or equivalent

(Lec 2 hrs, Lab 2 hrs)

Topics include capacitance, inductance, waveforms, phasors, impedance, and admittance. Upon completion of this course, a student will be able to solve a resistive network for a single unknown circuit variable. (Sp, on demand)

#### **ELM 202 Digital Circuits I**

4 semester hours

Prerequisite: None

(Lec 3 hrs, Lab 2 hrs)

This course covers digital logic and digital networks. Topics include introductory concepts, number systems, codes, logic gates, Boolean algebra, combinational logic, flip-flop and related devices, arithmetic operations and arithmetic networks. Upon completion of this course, a student will be able to add, subtract, and multiply with digital electronic components. (F, Su)

#### **ELM 203 Digital Circuits II**

4 semester hours

Prerequisite: ELM 202

(Lec 3 hrs, Lab 2 hrs)

Topics include counters, registers, logic families, MSI networks, analog interfacing, memory devices, and programmable devices. Upon completion of this course, a student will be

able to implement a logic design using programmable devices. (Sp, on demand)

### **ELM 205 Electronics I**

4 semester hours

Prerequisite: ELM 201S

(Lec 3 hrs, Lab 2 hrs)

This course examines the conventional flow treatment of electronic devices and networks. Topics include semiconductor diodes, power supplies, bipolar-junction transistors, amplifiers, buffers, field-effect transistors, and thyristors. Upon completion of this course, a student will be able to analyze a discrete-component electronic network. (F, on demand)

### **ELM 206S Electronics II**

4 semester hours

Prerequisite: ELM 205

(Lec 3 hrs, Lab 2 hrs)

Topics include analog integrated circuits, amplifiers, buffers, filters, inverters, and oscillators. Upon completion of this course, a student will be able to analyze an integrated circuit electronic network. (Sp, on demand)

### **ELM 210 Fluid Power I**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

This course offers an introduction into fluid power systems. Topics include hydraulic and pneumatic power, pressure, flow, speed and pressure control, relief valves, and directional control valve (DCV) applications. Upon completion of this course, the student will have demonstrated the ability to read gages, design, draw, and connect hydraulic and pneumatic circuits, measure and calculate circuit parameters, connect and operate DCVs and relief valves (F, on demand)

### **ELM 211 Fluid Power II**

3 semester hours

Prerequisite: ELM 210

(Lec 1 hr, Lab 4 hrs)

Topics include hydraulic check valves, accumulators, pumps, motors, fluid properties, pneumatic loads, air compressors, and pneumatic maintenance. Upon completion of this course, the student will have demonstrated the ability to connect and operate check valve, accumulator, and motor circuits, measure and calculate hydraulic and pneumatic motor circuit parameters, select and install fluid conditioning components, size, connect and operate air compressor, perform pneumatic maintenance. (on demand)

### **ELM 214 Pumps and Piping Systems**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

This course offers an introduction into pumps and piping systems. Topics include various types of pumps, pump analysis (power, efficiency, characteristics), pump selection and maintenance, metal, plastic, and threaded piping systems, hoses valves, regulators, strainers, and filters. Upon completion of

this course, the student will have demonstrated the ability to: select, install, and start up various types of pumps, measure and calculate pump parameters and performance, disassemble and inspect pumps, size and select pipes, thread metal pipes, read and interpret piping schematics, assemble piping systems, select, size, and repair valves and regulators. (Sp, on demand)

### **ELM 215 Industrial Controls I**

4 semester hours

Prerequisite: ELM 200 or equivalent

(Lec 2 hrs, Lab 4 hrs)

This course offers an introduction into electrical motor control systems and industrial wiring. Topics include transformers, ladder logic, relays, motor starters, timers and counters, blueprints, conduit selection and forming, raceways, wire sizing, termination, splicing, and installation, circuit protection, and disconnects. Upon completion of this course, the student will have demonstrated the ability to: perform lockout/tagout, connect and operate motors and control circuits, calculate transformer voltages, size, connect and operate control transformers, interpret electrical blueprints, splice, run, and terminate control wiring, bend and install conduit and wiring. (Sp, on demand)

### **ELM 216 Industrial Controls II**

4 semester hours

Prerequisite: ELM 215

(Lec 2 hrs, Lab 4 hrs)

This course is a continuation of Industrial Controls I. Topics include DC and AC motors, motor speed, torque, and performance, generators, advanced motor control, braking, variable frequency AC drives, and troubleshooting. Upon completion of this course, the student will have demonstrated the ability to connect and operate DC and AC motors and generators, measure and calculate motor parameters, connect, operate, and troubleshoot motor control components, and program and operate variable frequency AC drives. (on demand)

### **ELM 222 Telecommunications Design**

3 semester hours

Prerequisite: Program coordinator approval

(Lec 3 hrs)

This course introduces the key design concepts related to outside plant engineering. Emphasis will be placed on system components and the basic steps required for the major types of OSP work assignments. Upon completion of this course, the student will be able to identify telephone network design elements; explain network functions, feeder facilities and distribution allocation; identify system components (materials and equipment considerations); determine factors related to system growth and expansion; recognize and read work documentation (planning, records and basic plat design); define long range outside plant/distribution area planning considerations; describe project interfaces (customer, service provider, designer, constructor), and identify design considerations. (Sp, on demand)

**ELM 223 Engineering Aerial, Buried and Underground Plant**

3 semester hours

Prerequisite: None

(Lec 3 hrs)

This course prepares the learner for successful completion of aerial, buried and underground outside plant design assignments. The course will place an equal emphasis on key concepts of outside plant design and on work-related activities including familiarization with equipment, projects involving the design for new or existing facilities, and skills required for key work activities. Upon completion of this course, a student will be able to make aerial, buried and underground design choices, work safely while taking field measurements, design and draw an outside plant job, and complete steps required for documentation and approval. (Sp, on demand)

**ELM 225 Digital Carrier Systems**

3 semester hours

Prerequisite: ELM 222, ELM 223 or equivalent

(Lec 3 hrs)

This course introduces the learner to critical factors and basic components of digital carrier systems. The course will place an equal emphasis on key concepts of DLC design and on work-related activities including familiarization with equipment, projects involving design work for new or existing facilities, and skills required for key work activities. Upon completion of this course, a student will be able to identify components of digital loop carrier systems (equipment and materials), define record-keeping essential for digital systems, determine factors in digital choice, diagram simple systems, and identify system checks. (F, on demand)

**ELM 226 Designing Digital Systems**

3 semester hours

Prerequisite: ELM 222, ELM 223 or equivalent

(Lec 3 hrs)

This course prepares the learner for successful completion of digital carrier work assignments the course will emphasize the process required to carry out complex work assignments in the design of digital digital systems. Upon completion of this course, a student will be able to determine the key design factors involved in representative work assignments, determine design and safety considerations related to digital carrier work, design and draw typical carrier jobs, and complete steps required for documentation and approval (F, on demand)

**English (ENG)****ENG 080 English Laboratory**

1-2 institutional semester hours

Prerequisite: None

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by

success in those other English courses in which the student is enrolled. (F, Sp, Su)

**ENG 093 Basic English**

3 institutional semester hours

Corequisite: RDG 085 for students with marked language deficiency

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. Enrollment is determined by the student's placement score. (F, Sp, Su)

**ENG 101 English Composition I**

3 semester hours

Prerequisite: Successful completion of ENG 093 or a score of 77 or higher on the English section of COMPASS, or a score of 20 or higher on the ACT (or equivalent SAT score)

Core Area I, Code A

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I includes instruction and practice in library usage and computer usage. (F, Sp, Su)

**ENG 102 English Composition II**

3 semester hours

Prerequisite: A grade of "C" or higher in ENG 101 or the equivalent

Core Area I, Code A

English Composition II provides instruction and practice in the writing of six (6) formal essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II includes instruction and practice in library usage and computer research. (F, Sp, Su)

**ENG 246-247-248-249 Creative Writing**

3 semester hours

Prerequisite: Consent of instructor

Code C

These courses provide instruction and practice in the writing of imaginative works and critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and these courses may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. (F, Sp)

**ENG 251 American Literature I**

3 semester hours

Prerequisite: ENG 102 or equivalent

Core Area I, Code A

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is

placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. (F, Sp, Su)

### **ENG 252 American Literature II**

3 semester hours

Prerequisite: ENG 102 or equivalent

Core Area I, Code A

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. (F, Sp, Su)

### **ENG 261 English Literature I**

3 semester hours

Prerequisite: ENG 102 or equivalent

Core Area I, Code A

This course is a survey of English literature from its Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. (F, Sp, Su)

### **ENG 262 English Literature II**

3 semester hours

Prerequisite: ENG 102 or equivalent

Core Area I, Code A

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. (F, Sp, Su)

### **ENG 271 World Literature I**

3 semester hours

Prerequisite: ENG 102 or equivalent

Core Area I, Code A

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the lit-

erary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. (F)

### **ENG 272 World Literature II**

3 semester hours

Prerequisite: ENG 102 or equivalent

Core Area I, Code A

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. (Sp)

## ***Fire Science (FSC)***

### **FSC 101 Introduction to the Fire Service**

3 semester hours

Prerequisite: As required by program

Code C

This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection. (on demand)

### **FSC 120 Fire Hazards**

3 semester hours

Prerequisite: As required by program

Code C

This course includes the characteristics and behavior of fire; fire-hazard properties of solid, liquid, and gas materials; and the storage and handling of these materials. (on demand)

### **FSC 200 Fire Combat Tactics and Strategy**

3 semester hours

Prerequisite: As required by program

Code C

This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and pre-planning fire problems. (on demand)

### **FSC 210 Building Construction for the Fire Service**

3 semester hours

Prerequisite: As required by program

Code C

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse. (on demand)

**FSC 220 Fire Extinguishment Agents**

3 semester hours

Prerequisite: As required by program

Code C

This is a study of water supplies and services, principles of hydraulic calculations and tests, fire extinguishing chemicals, and the selection and use of extinguishing agents. (on demand)

**FSC 230 The ISO (AIA) Standards**

3 semester hours

Prerequisite: As required by program

Code C

This course is a study of insurance theory and practice, the economics of the ISO grading system and a city's fire defense and insurance rates. Included is a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense. (on demand)

**FSC 240 Fire Cause Determination**

3 semester hours

Prerequisite: As required by program

Code C

This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire science evidence. (on demand)

**FSC 250 Fire Prevention Inspection**

3 semester hours

Prerequisite: As required by program

Code C

This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention. (on demand)

**FSC 260 Special Service Hazards**

3 semester hours

Prerequisite: As required by program

Code C

This is a study of electrical transmissions and related equipment appliances, radiation hazards, flammable metals, and riots, disaster and civil defense organizations, and hazard plans. (on demand)

**FSC 270 Fire Protection Systems**

3 semester hours

Prerequisite: As required by program

Code C

This is a study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarms and detection systems. (on demand)

**FSC 280 Fire Apparatus and Equipment**

3 semester hours

Prerequisite: As required by program

Code C

This is a study of driving laws, techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. (on demand)

**FSC 293 Fire Service Administration**

3 semester hours

Prerequisite: As required by program

Code C

This is a study of the principles, practices and objectives of fire administration; of fire defenses and insurance rates; of personnel management, and of records, reports, and evaluation. (on demand)

**FSC 297 Selected Topics in Fire Service Operations**

3 semester hours

Prerequisite: As required by program

Code C

This course provides directed reading and discussion of selected topics related to fire service operations. (on demand)

**FSC 299 Legal Aspects of the Fire Service**

3 semester hours

Prerequisite: As required by program

Code C

This is an introduction to the overall legal duties and responsibilities and limitations placed upon the fire service professional. It includes the study and practical application of civil and criminal procedures based upon current state and federal codes. (on demand)

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***Food Service Management (FSM)***

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**FSM 250 Field Experience**

3 semester hours

Prerequisite: Foodservice majors

(Lab 15 hrs)

Supervised practical experience in an approved food service system assigned by the Coordinator; supervised jointly by a director on the job and the college instructor. May be repeated for a maximum of six hours credit. (F, Sp, Su)

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***Funeral Service Education (FSE)***

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**FSE 101 Funeral Directing**

3 semester hours

Prerequisite: As required by program

This course is an introduction to the basic principles of funeral service. Major emphasis will be placed on the history of funerals and the ethical obligations of the funeral director. Students will be able to relate principles discussed in class to situations on the job. (F)

**FSE 108 Funeral Service Law and Ethics**

3 semester hours

Prerequisite: Admission to the program

This is an introduction to funeral service law. Major topics of discussion will include: legal status of the body; types of disposition of the body; right of duty of disposal; meaning of custody of the body; funeral expenses, terms of probate; liability of funeral expenses and interments, and the rights and duties of the mortician. Students will be able to apply legal concepts discussed to actual practice. (F)

**FSE 109 Business Law and Ethics for Funeral Service**

3 semester hours

Prerequisite: None

This is an introductory course designed to acquaint the student with the fundamentals and principles of business law as they relate to funeral service providers. Major topics will include: the nature and source of laws, courts and courtroom procedures and how they apply to the funeral service practitioners. Students will be able to apply legal concepts discussed to actual practice. (Sp)

**FSE 201 Embalming I**

3 semester hours

Prerequisite: As required by program

This is an introductory course that outlines the basic skills, aptitudes, and personal qualifications needed to become a professional embalmer. Each of the primary phases of embalming will be covered in detail. Students will be able to demonstrate understanding of concepts by relating the concepts to the phenomenon of death. (Sp)

**FSE 202 Embalming II**

3 semester hours

Prerequisite: FSE 201

This course is a continuation of FSE 201. Specific embalming problems and procedures will be discussed. Students will be able to apply principles learned in class to embalming case analysis. (Su)

**FSE 203 Embalming Laboratory**

3 semester hours

Prerequisite: Admission to the program

This is a laboratory class in the application of embalming techniques and procedures. In this laboratory the student will apply the basic principles of embalming taught in the lecture classes. Students will be able to demonstrate proper practical embalming techniques. Documentation of CURRENT, VALID health/hospitalization insurance is required. Apprentice Certification from the Alabama Board of Funeral Service is required. (F, Sp, Su)

**FSE 206 Principles of Mortuary Sciences**

3 semester hours

Prerequisite: Admission to the program

This course includes a survey of the basic principles of microbiology. It related these principles directly to sanitation, disinfection, public health, and embalming concerns as

those concerns relate to successful funeral home operation. The course further emphasizes pathological disease conditions and how they affect various parts of the body and how those diseases affect the embalming and restorative art procedures. (Sp)

**FSE 207 Thantochemistry**

3 semester hours

Prerequisite: Admission to the program

This course surveys the basic principles of chemistry as they relate to Funeral Service. Especially stressed are the chemical principles involved in sanitation, disinfection, public health and embalming practice. The development and use of personal, professional and community sanitation practices is delved into as well as use and precautions related to potentially harmful chemicals that are currently used in the field of funeral service. The principles of biochemistry as they are related to aldehyde reaction to autolytic enzymes and body protein will be emphasized. (Su)

**FSE 210 Eye Enucleation Seminar**

1 semester hour

Prerequisite: Admission to the program

This seminar teaches eye enucleation as a means of sight restoration to the blind of Alabama. Instruction is provided on all phases of eye tissue procurement. Students will be able to apply and perform proper eye enucleation techniques. (F, Sp, Su)

**FSE 213 Restorative Art**

3 semester hours

Prerequisite: Admission to the program

This course covers general art principles as they are applied to funeral service. Major topics include: anatomical modeling, expression, tools, materials, and the use of color and cosmetics. Students will be able to relate proper techniques to actual practice. (Sp)

**FSE 214 Advanced Restorative Art**

3 semester hours

Prerequisite: FSE 213

This course is a continuation of FSE 213. Color theory is emphasized using special cosmetics and lighting. Students will be able to demonstrate proper restorative art techniques. (Su)

**FSE 223 Funeral Service Social Science**

3 semester hours

Prerequisite: Admission to the program

This course teaches the basic principles of counseling, general psychology and sociology as they relate to human mortality. Emphasis will be placed on the relationship of the funeral director to the bereaved and the general public. Students will be able to apply psychological theory to helping bereaved survivors. (F)

**FSE 225 Funeral Service Management I**

3 semester hours

Prerequisite: Admission to the program

This course is a study of funeral home operations and management. Major topics of discussion will include: site selec-

tion, financing, recruitment and training of personnel, establishment of management policies, selection-room planning, and merchandising. Students will be able to relate theories of funeral home management and merchandising to practical funeral home operations. (Sp)

### **FSE 226 Funeral Service Management II**

3 semester hours

Prerequisite: FSE 225

This course is a study of the principles of funeral management. Major emphasis will be placed on marketing techniques and financial planning. Students will be able to discuss and apply financial principles of funeral home management. (Su)

### **FSE 227 Computer Principles and Funeral Service Applications**

3 semester hours



Prerequisite: Admission to the program

This is a basic course specifically intended to enhance the understanding of the application of computers to the funeral profession. The course is designed to instill an appreciation for computers as an effective funeral home management tool. Students will be able to apply principles of computer assisted funeral home operation to actual practice. (F)

### **FSE 228 Funeral Service Internship**

3 semester hours

Prerequisite: Admission to the program  
(Int 15 hrs)

This course is based upon experiences in funeral service under the direction of a licensed funeral director and college supervisor. Normal professional duties performed in the operation of a funeral home are emphasized. Students will be able to demonstrate proper techniques of funeral directing and funeral home operation (F, Sp, Su)

### **FSE 230 Funeral Service Comprehensive Review**

3 semester hours

Prerequisite: Admission to the program

This course is a survey of the professional expectations in each major area of Funeral Service Education. Emphasis is placed on specific problem areas and the requirements for licensing by state and national boards. This course must be taken the last semester a student is enrolled prior to taking a licensing examination. It may not be taken with a course that is not offered by Jefferson State. If FSE 230 is taken with a course or courses offered by Jefferson State and those courses are not completed with a C or better, FSE 230 will not be counted towards graduation and the students will have to repeat FSE 230. Students will demonstrate competency in theoretical knowledge by completing a battery of tests with a minimum of 85% on each test. The National Board Exam (NBE) is a requirement of this course. Students must also take the practice NBE before taking the NBE. Students are responsible for all fees associated with the NBE including the practice NBE. (F, Sp, Su)

## ***Geography (GEO)***

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### **GEO 100 World Regional Geography**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course surveys various countries and major regions of the world with respect to location and landscape, world importance and political status, population, type of economy, external and internal organization problems and potentials. (F, Sp, Su)

### **GEO 200 Geography of North America**

3 semester hours

Prerequisite: None

Code C

This course is a survey of geography of the United States and Canada with special emphasis on land usage, mineral resources, industrial development, and social and economic adaptation of man and the natural environment. (Sp, Su)

### **GEO 220 Principles of Physical Geography**

3 semester hours

Prerequisite: None

Code C

This course is an introduction to natural features of the earth. It concentrates on weather, climate, soil and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface. (as needed)

## ***Health Education (HED)***

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### **HED 221 Personal Health**

3 semester hours

Prerequisite: None

Code B

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying. (F, Sp, Su)

### **HED 222 Community Health**

3 semester hours

Prerequisite: None

Code C

This course introduces the principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer, health, health organization, and environmental concerns. (F, Sp, Su)

### **HED 231 First Aid**

3 semester hours

Prerequisite: None

Code B

This course provides instruction to the immediate, temporary care, which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirement of the American Red Cross. CPR and AED training are also included. (F, Sp, Su)

**HED 277 CPR Recertification**

1 semester hour

Prerequisite: Valid CPR Certification

Code C

In this course, instruction and review of updated information concerning cardiopulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Red Cross. (F, Sp, Su)

**History (HIS)****HIS 101 Western Civilization I**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation. (F, Sp, Su)

**HIS 102 Western Civilization II**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course is a continuation of HIS 101. It surveys development of the modern western world from the era of the Renaissance and Reformation to the present. (F, Sp, Su)

**HIS 201 United States History I**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. (F, Sp, Su)

**HIS 202 United States History II**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course is a continuation of HIS 201. It surveys United States history from the Reconstruction era to the present. (F, Sp, Su)

**HIS 260 Alabama History**

3 semester hours

Prerequisite: None

Code B

This course surveys the development of the state of Alabama from its prehistoric times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern. (Sp, Su)

**Hospitality Services Management (HSM)****HSM 122 Hospitality Technology and Computer Applications**

3 semester hours

Prerequisite: None

This course explores the use of technology as a tool to maximize profits and increase customer satisfaction related to the hospitality industry. (Su)

**HSM 240 Housekeeping Administration**

3 semester hours

Prerequisite: None

This course introduces students to housekeeping functions in the hospitality industry and analyzes the management of the housekeeping department, including staffing, work scheduling, and duties of the executive housekeeper. Emphasis is on the training of housekeepers and assistants including the operations of in-house laundries as well as commercial operation. Upon completion, students will understand the management of housekeeping functions in the hospitality industry. (F)

**Hotel-Motel Management (HMM)****HMM 105S Principles of Hospitality Management**

3 semester hours

Prerequisite: None

This course is a study of the principles of management and their applications to the hospitality industry. Emphasis is placed on the functions of management, the newest principles of management, and tools of the modern manager. Upon completion, students will be able to relate the basic principles of management to the hospitality field. (Sp)

**HMM 106S Beverage Selection and Appreciation**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 3 hrs)

This course will provide students with a basic understanding of distilled and brewed spirits. Emphasis will be placed on international wine producing areas and students will learn serving techniques and the basics of beverage etiquette. Upon completion, students will have a basic knowledge of beverage production. (F)

**HMM 190 Internship-Practicum I**

2 semester hours

Prerequisite: Limited to Hotel-Motel Management majors (Int 30 hrs)

In this course students will gain on-the-job experience in using knowledge and skills acquired through various courses of instructions completed. Emphasis is placed on the student's working under the direct supervision of an experienced employee of the business establishment. Upon completion of this work experience, the supervisor will provide the college with a written report on the student's progress according to prior agreement of experience to be gained. (F, Sp, Su)



**HMM 240 Hospitality Managerial Accounting**

3 semester hours

Prerequisite: None

This course is designed to explain the standard hospitality accounting practices, financial statements, budgets, and financial planning. Emphasis is placed on applying the subject matter to the hospitality industry. Upon completion, students will be able to use managerial accounting to plan and protect an operation's finances. (Sp)

**HMM 251 Front Office Management**

3 semester hours

Prerequisite: None

This course is a study of front office management and of total hotel and condominium organization as it relates to the front office. Emphasis is placed on the methods of statistical analysis as applied to the front office in areas of price structure, occupancy patterns, and income using computer applications. Upon completion, students will be able to identify front office functions in hotel management. (Sp)

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**Humanities (HUM)**

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**HUM 101 Introduction to Humanities I**

3 semester hours

Prerequisite: None

Core Area II, Code A

This is the first course in a two-semester sequence, which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy, which relates to a unifying theme. (as needed)

**HUM 102 Introduction to Humanities II**

3 semester hours

Prerequisite: HUM 101

Core Area II, Code A

This course is a continuation of HUM 101. (as needed)

**HUM 106 Humanities Through the Arts**

3 semester hours

Prerequisite: None

Code C

This course is an integrated survey of film, drama, music, literature, painting, sculpture, and architecture. (Sp, Su)

**HUM 120 International Studies**

2-3 semester hours

Prerequisite: None

Code C

This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit. (Su)

**HUM 298 Directed Studies in the Humanities**

1-3 semester hours

Prerequisite: As required by program

Code B

This course provides an opportunity for the student to study selected topics in the area of the humanities under the super-

vision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit. Currently courses are available in A. College Scholars (F, Sp), C. Concert Series (F, Sp), M. Movie Series (F, Sp, Su)

**HUM 299S Directed Studies in the Humanities**

1 semester hours

Prerequisite: None

Core Area II, Code A

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit. (F, Sp, Su)

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**Interdisciplinary Studies (IDS)**

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**IDS 090 Basic Study Skills**

3 institutional semester hours

Prerequisite: None

Code C

This course is designed to introduce students to the basic skills of "how to study". The course includes activities such as an assessment through testing of academic/study strengths and weaknesses, general information about effective study techniques, and applications of study techniques for specific courses. May be repeated for credit. (F, Sp, Su)

**IDS 100 Career Planning and Personal Development**

3 semester hours

Prerequisite: None

Code C

This course is a study in the basic concepts in organization and evaluation of design and its contribution to the enrichment of living. The student will develop skills for the application of design elements, principles, and materials. The student will acquire an awareness of design in the physical environment, the interrelationships between man and the environment, and will develop a visual literacy. (on demand)

**IDS 114 Interdisciplinary Seminar: Current Topics in Human Concerns**

1 semester hour

Code C

This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and defending ideas and conclusions. An oral seminar presentation is required. May be repeated for credit. (F, Su)

## ***Interior Design (IND)***

### **IND 100 Applied Design**

3 semester hours  
Prerequisite: None

This course is a study in the basic concepts in organization and evaluation of design and its contribution to the enrichment of living. The student will develop skills for the application of design elements, principles, and materials. The student will acquire an awareness of design in the physical environment, the interrelationships between man and the environment, and will develop a visual literacy. (F, Sp, Su)

### **IND 114 Textiles**

3 semester hours  
Prerequisite: None

This course provides fundamental concepts and principles of the textile industry and the analysis of the development of textile fabrics as they relate to interior furnishings. Topics include basic terminology, fabric testing, analysis of natural and manufactured fibers, the identification of textile properties, yarns, constructions, colorations, finishing, laws and regulations, textile characteristics, and operations of the textile industry as well as identifying fabrics for end use. (Su)

### **IND 181 Special Topics in Interior Design**

1-3 semester hours  
Prerequisite: Permission of program coordinator  
This course provides specialized instruction in various areas related to the Interior Design industry. Emphasis is placed on meeting students' needs. Currently, courses are available in A. Aging in Place, C. Interior Building Codes, F. Freehand Sketching, K. Kitchens and Baths, L. Lighting, P. Perspective Drawing and Rendering, R. Research in Interior Design, U. Universal Design and V. Visual Presentation. (Su)

### **IND 211 CAD Applications for Interior Design**

3 semester hours  
Prerequisite: CIS 130

This course is designed to teach students to solve problems involving the utilization and aesthetics of interior spaces in both residential and commercial interiors using computer-aided drafting techniques. Emphasis is placed on furniture arrangement, traffic flow, barrier-free design, proxemics, and ergonomics. Upon completion, students should be able to design residential and commercial interiors using computer-aided techniques. (as needed)

### **IND 239 Space Planning**

3 semester hours  
Prerequisite: IND 242, AET 101S

This course is designed to help students solve problems involving the utilization of residential and commercial interiors and furniture arrangement. Topics include barrier free design, proxemics, and ergonomics. Students will be able to utilize space planning from an aesthetic and functional viewpoint. (Sp)

### **IND 240 Introduction to Interior Design**

3 semester hours  
Prerequisite: None

This introductory course is based on the study of interior environment with emphasis on the principles and elements of design, space utilization, color, materials, and current trends in residential housing. (F, Sp)

### **IND 242 Advanced Interior Design**

3 semester hours  
Prerequisite: IND 240

This course provides further studies in the design of residential environments. The student will design the complete interior of a residential environment, beginning with initial client contact through the final presentation. (F, Sp)

### **IND 243 Period Furniture**

3 semester hours  
Prerequisite: IND 240

This course introduces period styles of furniture and accessory design, including the styles of antiquity through designs of today. Emphasis is placed on the recognition of decorative motifs from different periods of history and relating those motifs to modern times. (Sp)

### **IND 244 Materials, Treatments, and Finishes**

3 semester hours  
Prerequisite: IND 242

This course provides a study of manufacturer's products for interior design, construction materials, finishes, furniture, accessories, and window treatments. Emphasis is placed on a practical knowledge of how to measure, specify, and oversee the application and installation of interior finishes. (F)

### **IND 245 Introduction to Commercial Design**

3 semester hours  
Prerequisite: IND 239

This course introduces the design, space planning, and specifications of multi-purpose public spaces. Topics include open office systems, building and fire codes, lighting, commercial design resources, contract furnishing and materials, professional liabilities and regulations, and specification writing. (F)

### **IND 270 Business for Interior Designers**

3 semester hours  
Prerequisite: IND 242

This course covers business principles and practices, effective communication, sound financial practices and professional working relationships as they relate to the interior design profession. Topics include operation guidelines, management and financial considerations, compensation and fees, marketing, contracts and business forms. (F)

### **IND 290 Internship**

3 semester hours  
Prerequisite: Permission of program coordinator. Training and practical experience in an interior design setting, preferably under the supervision of a registered interior designer. May be taken for a maximum of six hours credit. (F, Sp, Su)

**IND 292 Interior Design Seminar**

3 semester hours

Prerequisite: Permission of the program coordinator. This seminar provides the option for advanced students with high academic standing to execute an individual program of study approved by the program director. Emphasis is placed on bringing together all facets of interior design as a capstone for the student. (Sp)

**Landscape Technology (AGR)****AGR 101 Introduction to Horticulture**

3 semester hours

Prerequisite: None

An introductory course to the practical and scientific principles of horticulture designed primarily for students majoring in the related fields and non-majors who want a general knowledge of the subject. Topics covered will include the principles of plant growth and development and practical techniques associated with ornamental plant production and gardening. Students will develop an understanding of plant growth, classification, and use. (F)

**AGR 113 Spanish for the Green Industry**

3 semester hours

Prerequisite: None

This course is designed for non-Spanish-speaking landscapers and horticulturists who need functional language skills and cross-cultural training to comfortably interact with and manage their Spanish-speaking employees in the landscaping industry. (Su)

**AGR 120 Ornamental Plant Identification I**

3 semester hours

Prerequisite: None

This course is a study of the identification, habits of growth, cultural requirements, and landscape use of ornamental plants of the southeastern United States. Emphasis will be placed on plants that have their greatest design impact during the semester in which the course is taught. The student will learn the common and botanical names of a significant number of landscape plants and demonstrate knowledge of the appropriate use of each plant. (F)

**AGR 121 Ornamental Plant Identification II**

3 semester hours

Prerequisite: None

This course is a study of the identification, habits of growth, cultural requirements, and landscape use of ornamental plants of the southeastern United States. Emphasis will be placed on plants that have their greatest design impact during the semester in which the course is taught. The student will learn the common and botanical names of a significant number of landscape plants and demonstrate knowledge of the appropriate use of each plant. (Sp)

**AGR 122 Ornamental Plant Identification III**

3 semester hours

Prerequisite: None

This course is a study of the identification, habits of growth, cultural requirements, and landscape use of ornamental plants of the southeastern United States. Emphasis will be placed on plants that have their greatest design impact during the semester in which the course is taught. The student will learn the common and botanical names of a significant number of landscape plants and demonstrate knowledge of the appropriate use of each plant. (Su)

**AGR 125 Turf Management**

3 semester hours

Prerequisite: None

Turf management will include the study of all major southern lawn and sports turfgrasses, their establishment and maintenance. Major topics of discussion will include: turf equipment, fertilizers, insect and disease problems, and mowing techniques. Students will learn to evaluate the quality of an existing turf area and prescribe a maintenance program for maximum quality improvements on turf used for lawns, playing fields, and in parks. (Sp)

**AGR 126 Sports Field Management**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

This course provides instruction on the design, construction, renovation, and maintenance of particular types of sports fields. Areas of discussion will include the principles of sports turf culture, sports field construction and their maintenance. Upon completion, students will be able to design and layout sports fields, and install and maintain turf and other surfaces for sport applications. (F)

**AGR 127 Special Topics in Turf Management**

3 semester hours

Prerequisite: None

(Lab 6 hrs)

This course provides specialized instruction in various areas related to turf management. Emphasis is placed on meeting students' needs. (Su)

**AGR 128 Irrigation Systems**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

This course is designed to provide students with the information needed to design, layout, and install an irrigation system on residential and commercial properties. Topics of discussion will include system design, cost estimating, installation techniques, and electronic control devices. Upon course completion, students will be able to design and install residential and commercial irrigation systems. (Sp)

**AGR 136 Residential Landscape Design**

3 semester hours

Prerequisite or corequisite: AGR 120

(Lec 2 hrs, Lab 2 hrs)

The purpose of this course is to provide an overview of the fundamentals of residential site design. Topics included in the course include site measuring and base map preparation, functional diagrams, design principles, and spatial composition. The student will develop a master plan for a residential property complete with a material composition list. (F)

**AGR 137 Advanced Landscape Design**

3 semester hours

Prerequisite: AGR 136

(Lec 2 hrs, Lab 2 hrs)

This course is a continuation of residential landscape design and will include design principles as they relate to private residential properties, commercial properties, and public recreational areas. Topics to be covered will include: proposal development, client relations, and presenting a portfolio. The student will develop a project portfolio for presentation giving cost estimate and time required for installation. (Sp)

**AGR 150 Annuals and Perennials**

3 semester hours

Prerequisite: None

This course covers the identification and use of annuals, biennials, perennials, and bulbs as landscape plants. Topics include identification of herbaceous plants, the use of herbaceous plants, the environmental conditions needed by specific plants, design principles using herbaceous plants, container planting, cultivation techniques, and maintenance requirements. Upon completion, the student will be able to identify a variety of herbaceous plant material, know the environmental and maintenance requirements for each plant, and develop a planting design. (Su)

**AGR 151 Interiorscapes**

3 semester hours

Prerequisite: None

This course covers the basic principles of interior plantscapes. Topics will include the identification, culture, propagation, use, and design principles of interior plants. Also, discussions will include proper plant care, insect and disease control, and proper plant selection. Upon completion, the student will be able to identify a variety of interior plants, know the environmental and maintenance requirements for each plant, and develop an interior planting design. (as needed)

**AGR 152 Landscape Construction**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

This course is an introduction to the various phases of landscape construction. Major emphasis will be placed on grading and drainage, site development, irrigation systems, lighting, and other hardscape construction. The student will learn to evaluate a blueprint and reconcile it to the job site. (Sp)

**AGR 153 Landscape Equipment**

2 semester hours

Prerequisite: None

This course focuses on the proper operation and maintenance of landscape equipment. Topics will include proper operation and uses, routine maintenance checkpoints and procedures, safety, and minor repairs. Upon completion, the student will be able to properly operate, perform routine maintenance, and make minor repairs to a variety of landscape equipment. (as needed)

**AGR 160 Landscape Installations**

3 semester hours

Prerequisite: None

This course covers the basic techniques involved in the installation of landscape plants. Major topics will include: reading a site plan, planting various types and sizes of plant material, staking and guying, and site preparation. Students will demonstrate the ability to place plants on a site as specified on a landscape drawing. (F)

**AGR 161 Landscape Maintenance**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

Landscape Maintenance is designed to improve the student's knowledge and skills in maintaining plant materials in an existing landscape. Major topics of discussion will include pruning, pest management, and selection of maintenance equipment. The student will prepare labor-time estimates and cost analysis for maintaining specifically designated sites. (Sp)

**AGR 175 Greenhouse Management**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

An introductory course covering the historical use of greenhouse structures and the types of greenhouses commonly used today including the advantages and disadvantages of each. Topics to be discussed will include types of structures, construction techniques, covering materials, and temperature control. (F)

**AGR 191 Landscape Practicum**

2 semester hours

Prerequisite: Permission of program coordinator

(Lab 6 hrs)

This course provides work experience in a college-approved setting in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion of this course, the student will have applied knowledge gained in the Landscape Technology curriculum. (F, Sp, Su)

**AGR 212 Soil Science**

3 semester hours

Prerequisite: None

This course focuses on the biological, chemical and physical aspects of soil with an emphasis on soil as a medium for plant growth. Topics include fertilization, soil structure, soil

classification, erosion control, and soil chemistry. Upon course completion, students should be able to demonstrate an understanding of effective soil fertility management, and conservation practices. (Sp)

### **AGR 215 Agribusiness Management**

3 semester hours  
Prerequisite: None

This course focuses on practices essential to establishing and maintaining an agribusiness. Topics include personnel management, finance, customer service, insurance, and record keeping. Upon completion, students will demonstrate an understanding of the requirements to comply with mandated state and federal regulation, manage employees, and meet consumer demands. (Sp)

### **AGR 220S Plant Propagation**

3 semester hours  
Prerequisite: None  
(Lec 2 hrs, Lab 2 hrs)

This course is a study of the essential features of plant structures as it relates to seed production, root formation, wound healing, and other practical phases of plant reproduction. Methods commonly used to reproduce plants by sexual and asexual means will be explained. Students will learn to identify and demonstrate appropriate methods of reproducing plants from seeds, cuttings, and layering. (Sp)

### **AGR 240 Pest Management**

3 semester hours  
Prerequisite: None

This course is a study of plant pest affecting the production and maintenance of ornamental plants. Major consideration will be given to arthropods, weeds, and disease causing agents including environmental factors. Students will learn to identify the signs and symptoms of invading insect pests and the characteristics associated with the onset of diseases in turfgrass and ornamental plants. (Sp)

### **AGR 272 Greenhouse Crop production**

3 semester hours  
Prerequisite: AGR 175  
(Lec 2 hrs, Lab 2 hrs)

This is an introductory course to the use of greenhouse facilities for the production of foliage and flowering plant crops. Major topics will include propagation, scheduling, soils and media, crop selection, pest management, and methods of production. The student will be provided an opportunity to practice the procedures used to produce a wide range of commercial plant crops. (Sp)

### **AGR 274 Nursery Crop Production**

3 semester hours  
Prerequisite: AGR 272  
(Lec 2 hrs, Lab 2 hrs)

This is an introductory course to the production practices of producing woody ornamentals as container plants and in field growing operations. Major topics will include propagation, soils and media, container selection, and methods of pro-

duction. The student will develop an understanding of the procedures used to produce a wide range of plants used in the commercial landscape trade. (as needed)

### **AGR 285 Advanced Studies in Agriculture**

2 semester hours  
Prerequisite: None  
(Lab 6 hrs)

This course allows students to do practical research and develop a project of special interest under the guidance and supervision of a faculty member. Students and faculty confer in the selection of a project and in the identification of objectives. (as needed)

### **AGR 286S Seminar (State Certification)**

1-3 semester hours  
Prerequisite: None

Seminars are designed to provide students with the opportunity to learn about current topics related to their chosen field of study. These topics are not normally covered in the prescribed course of study, but are important for the student to remain current in the field. May be taken for a maximum of six hours. (F, Sp, Su)

### **AGR 287 Urban Forestry**

3 semester hours  
Prerequisite: None

This course is a basic study of the collective management of individual trees such as those along street, and the management of groups of trees that function together (forestry) such as remnant forest and large mass plantings. The student will develop an understanding of the way trees function and are challenged in the urban landscape setting. Students will learn to identify trees that have become hazardous, and how to evaluate their need for corrective action or removal. (Su)

## ***Management and Supervision Technology (MST)***

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### **MST 111 Elements of Supervision**

3 semester hours  
Prerequisite: None  
Code C

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management and employee training, and rating. (F, Sp)

### **MST 201 Human Resource Management**

3 semester hours  
Prerequisite: None  
Code C

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. (Sp)

**MST 215 Small Business Management**

3 semester hours  
Prerequisite: None  
Code C

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal course. (Sp)

**MST 225 Special Studies in Business Management**

3 semester hours  
Prerequisite: MST 215  
Code C

Under faculty supervision, this course provides a student the opportunity to develop a knowledge of current business management practices. Emphasis is placed on independent study of current publications approved by the instructor. (F)

**MST 231 Management Seminar**

3 semester hours  
Prerequisite: 9 credit hours of MST courses  
Code C

This course offers study of current problems, issues, and development in the areas of management. Students are guided through individual projects and outside research related to their areas of concentration and/or employment training. (F)

**MST 243 Directed Readings in Business Management**

3 semester hours  
Prerequisite: MST 111  
Code C

Under faculty supervision, this course provides a student the opportunity to research, study, and analyze current articles and publications in business management. Emphasis is placed on summarizing the writings as assigned by the instructor and/or mutually agreed upon by the instructor and the student. (Sp)

**Mass Communications (MCM)****MCM 100 Introduction to Mass Communications**

3 semester hours  
Prerequisite: None  
Code B

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. (F)

**MCM 102 Writing for the Media**

3 semester hours  
Prerequisite: As required by program  
Code B

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats

used in journalism, telecommunications, advertising, public relations and Internet communications. (Sp)

**MCM 113-114-115 Student Publications**

1-2 semester hours each  
Prerequisite: None  
Code C (Lec 2 hrs, Lab 2 hrs)

These courses offer practical experience in journalism skills through working on the staff of student publications. (on demand)

**MCM 120 Introduction to Journalism**

3 semester hours  
Prerequisite: None  
Code C

A first writing course in journalism, this course features journalistic style, copy reading, story types, headlines, typography, and page make-up. (on demand)

**MCM 130 News Reporting**

3 semester hours  
Prerequisite: None  
Code C

This course includes instruction and practice in news gathering and news-writing techniques, including methodology, observation, interview, and use of sources. (on demand)

**MCM 200 News Photography**

3 semester hours  
Prerequisite: Permission of department head  
Code C

This course includes practice in camera techniques, film developing, and print making for newspapers and publications. (on demand)

**MCM 213-214-215 Student Publications**

1-2 semester hours each  
Prerequisite: None  
Code C (Lec 2 hrs, Lab 3 hrs)

These courses offer practical experience in journalism skills through working on the staff of student publications. (on demand)

**Mathematics (MTH)****MTH 080 Mathematics Laboratory**

1-2 institutional semester hours  
Prerequisite: None

This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of the students. (on demand)

**MTH 090 Basic Mathematics**

3 institutional semester hours  
Prerequisite: None

This developmental course reviews basic arithmetic principles and terminology, operations involving real numbers, algebraic expressions and applications. (on demand)

**MTH 091S Developmental Algebra I**

2 institutional semester hours

Prerequisite: MTH 090S

This developmental course reviews beginning algebra topics including natural number exponents, operations with polynomials, beginning factoring, operations involving rational expressions, solving linear equations and selected word problems. (F)

**MTH 092 Developmental Algebra II**

2 institutional semester hours

Prerequisite: MTH 091S

This developmental course reviews beginning algebra topics including integral exponents, factoring, operations involving rational expressions, graphing linear equations, solving systems of linear equations and elementary work with quadratic equations. (F)

**MTH 098 Elementary Algebra**

3 institutional semester hours

Prerequisite: MTH 090 or appropriate mathematics placement score

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties, integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. (F, Sp, Su)

**MTH 100 Intermediate College Algebra**

3 semester hours

Prerequisite: MTH 092, 098, or appropriate mathematics placement score

Code B

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the AGSC core requirement for mathematics. (F, Sp, Su)

**MTH 102 Mathematics Applications Laboratory**

1-3 semester hours

Prerequisite: MTH 100 or MTH 116

Code C

This course is designed to offer specific mathematics application to students in applied science programs. Individual student needs are determined by WorkKeys assessments. Instruction is offered through open lab/Web-based methods using Plato, WINN or other programs aligned with WorkKeys. (F, Sp, Su)

**MTH 110 Finite Mathematics**

3 semester hours

Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student

should successfully pass with a "C" or higher Intermediate College Algebra (MTH 100).

Core Area III, Code A

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Bayes' Theorem), and introduction to statistics (including work with binomial distributions and normal distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. (F, Sp, Su)

**MTH 112 Precalculus Algebra**

3 semester hours

Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher Intermediate College Algebra (MTH 100).

Core Area III, Code A

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's rule, and mathematical induction. (F, Sp, Su)

**MTH 113 Precalculus Trigonometry**

3 semester hours

Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher MTH 112.

Core Area III, Code A

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. (F, Sp, Su)

**MTH 115S Precalculus Algebra and Trigonometry**

4 semester hours

Prerequisite: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher MTH 100 and receive permission from the department chairperson.

Core Area III, Code A

This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes trigonometric equations, vectors, complex numbers, DeMoivre's theorem, and polar coordinates. (as needed)

### **MTH 116 Mathematical Applications**

3 semester hours

Prerequisite: MTH 090, 091S, or appropriate mathematics placement score

Code C

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an associate in applied science degree and does not meet the general core requirement for mathematics. (F, Sp, Su)

### **MTH 118 Technical Mathematics**

3 semester hours

Prerequisite: MTH 100 or appropriate mathematics placement score

Code C

This course includes selected topics from algebra, analytic geometry, and trigonometry with emphasis on applications to engineering technology. Topics include variation, determinants, conic sections, exponential and logarithmic functions, and solutions of right triangles. This course does not apply toward the AGSC core requirement for mathematics. (as needed)

### **MTH 120 Calculus and its Applications**

3 semester hours

Prerequisite: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 112.

Core Area III, Code A

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in commerce and business administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange multipliers, L'Hôpital's rule, and multiple integration (including applications). (F, Sp, Su)

### **MTH 125S Calculus I**

Prerequisite: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics

placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 113 or MTH 115S.

Core Area III, Code A

This course is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. (F, Sp, Su)

### **MTH 126S Calculus II**

4 semester hours

Prerequisite: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 125S.

Core Area III, Code A

This course is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc, length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equation. (F, Sp, Su)

### **MTH 227 Calculus III**

4 semester hours

Prerequisite: MTH 126S

Core Area III, Code A

This course is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's theorem, curl and divergence, surface integrals, and Stokes' theorem). (Sp, Su)

### **MTH 231 Math for the Elementary Teacher I**

3 semester hours

Prerequisite: MTH 092, 098, or appropriate mathematics placement score

Code B

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. (Su)



**MTH 232 Math for the Elementary Teacher II**

3 semester hours

Prerequisite: MTH 231

Code B

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. (on demand)

**MTH 237 Linear Algebra**

3 semester hours

Prerequisite: MTH 126S

Core Area III, Code A

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. (on demand)

**MTH 238 Applied Differential Equations I**

3 semester hours

Prerequisite: MTH 126S

Core Area III, Code A

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. (Su)

**MTH 250 Discrete Mathematics**

3 semester hours

Prerequisite: MTH 126S

Code B

This course provides an introduction to combinatorics and graph theory. Topics include sets, logic, relations and function, mathematical induction, algorithmic processes, recurrence relations, counting techniques, asymptotic growth, Boolean algebra, graphs, and network algorithms. (on demand)

**MTH 265 Elementary Statistics**

3 semester hours

Prerequisite: MTH 100 or appropriate mathematics placement score

Code B

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression analysis, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variable, and distributions may be included. (F, Sp, Su)

**MTH 270 Probability and Statistics Concepts**

3 semester hours

Prerequisite: MTH 126S

Code B

This course provides an examination of the theory and applications of probability and statistics based on topics from calculus. It includes probability, sample spaces, random variables, probability distributions, estimation, confidence intervals, hypotheses testing, experimental analysis, moments and moment-generating functions, and computer-assisted data analysis using appropriate computer software. (on demand)

**Mechanical Engineering Technology (MET)****MET 190 Mechanical Tools I**

4 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 4 hrs)

This course offers an introduction into shop safety, basic hand tools, basic machining concepts, quality measurement devices (e.g. tape measures, calipers, micrometers), basic blue print reading, dimensioning and tolerancing. Upon completion of this course, the student will have demonstrated the ability to properly and safely use, calibrate, and interpret the readings of these tools and instruments. The student will also be introduced to advanced machining technology (e.g. CNC, computerized numerical control equipment.) (F, Sp, on demand)

**MET 191 Mechanical Tools II**

4 semester hours

Prerequisite: MET 190 or equivalent experience or approval of program coordinator

(Lec 2 hrs, Lab 4 hrs)

This course offers continued emphasis on shop safety, quality measurement devices, and expands total quality management techniques such as control charts and SPC (statistical process control). The student will gain actual experience in processing work, selecting cutting tools, and setting feed and speeds using manually operated machines. In addition the student will learn how to program and operate CNC (computerized numerical control) equipment. Upon completion of this course, the student will have demonstrated the ability to design and safely process work projects using automated equipment. (on demand)

**MET 192 Machinery's Handbook Functions**

3 semester hours

Prerequisite: None

This course covers the use of the Machinery's Handbook. Topics include mechanics, feeds and speeds, horsepower, dimensioning, machine operations, manufacturing processes, machine elements, measuring units, and mathematics. Upon course completion, the student will be able to use the Machinery's Handbook as a reference and guide to performing machining and mechanical operations. Another purpose is to provide the student with a working knowledge of what information the handbook contains and how to use the many references, guides, formulas and machining practices. (on demand)

**MET 193 Introduction to Robotics**

4 semester hours

Prerequisite: MET 190, equivalent experience, or approval of instructor

(Lec 3 hrs, Lab 2 hrs)

This course introduces students to robotics. Topics include the types of robots, applications for their use, service and repair, safety issues, their operation and programming. A study of the history and future use is included. (F, on demand)

**MET 201 Basic Computer-Aided Drafting**

3 semester hours

Prerequisite: None

(Lec 1 hr, Lab 4 hrs)

Introduction to computer-aided drafting (CAD). Topics include a review of multi-view projection, and introduction to the CAD program, zooming, snapping, coordinate schemes, copying, moving, plotting, layers, trimming, breaking blocking, inserting, and dimensioning. Upon completion of this course, a student will be able to draw and dimension the views which are necessary for a clear and complete description of rectilinear object using two-dimensional microcomputer techniques. (F, Sp, on demand)

**MET 202 Advanced Computer-Aided Drafting**

3 semester hours

Prerequisite: MET 201 or equivalent experience

(Lec 1 hr, Lab 4 hrs)

Continuation of MET 201. Topics include dimensioning, reflecting, polygons, arrays, utilities, sectioning, hatching, arcs, isometrics, rotating, attributes, filing, and enhanced lines. Upon completion of this course, a student will be able to draw and dimension isometric views, sectional views, and other views as necessary to clearly and completely describe an object using two-dimensional microcomputer techniques. (Sp, on demand)

**MET 204 Basic Computer-Aided Modeling**

3 semester hours

Prerequisite: MET 201 or equivalent experience

(Lec 1 hr, Lab 4 hrs)

Introduction to computer-aided modeling (CAM). Topics include three-dimensional drawing, filters, three-dimensional

coordinates, view ports, meshes, surfaces, projections, model space, and model ports. Upon completion of this course, a student will be able to draw and dimension the wire-frame model of an object using three-dimensional microcomputer techniques. (F, on demand)

**MET 211 Advanced Computer-Aided Modeling**

3 semester hours

Prerequisite: Met 201 or equivalent experience

(Lec 1 hr, Lab 4 hrs)

Topics include projecting, model space, paper space, model view, external references and solid modeling. Students will work with Computer Aided Manufacturing (CAM) software and utilize manufacturing-related software. Upon completion of this course, a student will be able to draw and dimension the solid model of an object using three-dimensional microcomputer techniques and to manipulate a software to convert to formats usable by other softwares or manufacturing devices. (F Sp on demand)

**MET 213 Manufacturing Methods**

3 semester hours

Prerequisite: None

An introduction to manufacturing methods and processes. Topics include casting, molding, forming, machining, and welding. Upon completion of this course, a student will be able to identify, define, and describe the methods listed above. (on demand)

**MET 220 Mechanical Systems I**

3 semester hours

Prerequisite: None

(Lec 2 hrs, Lab 2 hrs)

This course offers an introduction into mechanical systems. Topics include mechanical power transmission, motor mounting, shaft alignment, light weight belt and chain drives, torque, efficiency, gearings, gaskets, seals, gear drive maintenance, and safety. Upon completion of this course, the student will have demonstrated the ability to perform lockout/tagout, measure motor parameters, and install, align, remove, and maintain mechanical drive components. (F, on demand)

**MET 221 Mechanical Systems II**

3 semester hours

Prerequisite: MET 220

(Lec 1 hr, Lab 4 hrs)

This course is a continuation of Mechanical Systems I. Topics include heavy-duty belt and chain drives, precision shaft alignment, lubrication, conveyor systems, couplings, brakes, clutches, mechanical drives, and safety. Upon completion of this course, the student will have demonstrated the ability to: specify, install, and align, v-belt drive systems, select and use lubricants and lubrication tools, install, align, and maintain chain and gear couplings, chain drive systems, brakes and clutches, and various types of mechanical drives. ( on demand)

**MET 233 Materials**

3 semester hours

Prerequisite: None

(Lec 3 hrs)

An introduction to the nature and properties of materials. Topics include atomic bonding, material structures, phase diagrams, heat treatments, metals, ceramics, plastics, and composites. Upon completion of this course, a student will be able to identify, classify, and/or describe a material and to solve for a single unknown material variable. (on demand)

**MET 235 Quality Auditing**

1-3 semester hours

Prerequisite: None

Principles of auditing under the ISO series of quality standards. Topics include quality standards, quality documents, auditor selection, auditing procedures, and exit procedures. Upon completion of this course, a student will be able to plan, conduct, and report an internal audit under the ISO series of quality standards. (on demand)

**MET 236 Mechanical Project**

1-3 semester hours

Prerequisite: Permission of program coordinator

(Lab 6 hrs)

A student applies skills learned to design, fabricate, analyze, program, repair and/or operate a mechanical system under faculty supervision. (on demand)

**MET 237 Inspection Principles**

3 semester hours

Prerequisite: None

(Lec 2 hr, Lab 2 hrs)

This course introduces the student to inspection processes including the coordinate measurement machine. Topics covered include inspection procedures, measuring devices, inspection techniques, and coordinate measurement machine techniques. Upon completion, the student will be able to verify part dimensions, location, and orientation of finished products and parts. (on demand)

**MET 239 Geometric Dimensioning and Tolerances**

2 semester hours

Prerequisite: None

This course serves as an introduction to geometric dimensioning and tolerancing for students who are pursuing careers in manufacturing technology or other related fields. Topics covered include fundamentals of symbols, terms used in application, positional tolerance applications, data frame and conversion tables. (Sp, on demand)

***Military Science (MSC)***

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**MSC 101 Military Leadership**

3 semester hours

Prerequisite: None

Code C

Students examine the unique duties and responsibilities of officers. Students discuss organization and role of the Army; in addition, students learn basic life skills pertaining to fitness and communications; students analyze Army values and expected ethical behavior. (F)

**MSC 101A Adventure Training**

2 semester hours

Prerequisite: None

Code C

Action-oriented alternative to MSC 100-level military science classes. Helps you meet everyday adversity and shows you how resourcefulness can help you survive in an emergency, ensuring a safe and enriching adventure in the wilderness. Includes first aid, map reading, orienteering, rifle marksman, water survival, rappelling, and outdoor wilderness training. (on demand)

**MSC 102 Military Leadership**

3 semester hours

Prerequisite: None

Code C

Students present fundamental leadership concepts and doctrine; students practice basic skills that underlie effective problem solving; students apply active listening and feedback skills; students examine factors that influence leader and group effectiveness students examine the officer experience. (Sp)

**MSC 110S Physical Training**

1 semester hour

Prerequisite: Determined by instructor

Code C

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college-level PE course. (on demand)

**MSC 201 Military Leadership**

3 semester hours

Prerequisite: None

Code C

Students develop knowledge of self, self-confidence, and individual leadership skills; students develop problem solving and critical thinking skills; students apply communication, feedback, and conflict resolution skills. (on demand)

**MSC 202 Military Leadership**

3 semester hours

Prerequisite: None

Code C

Students focus on self-development guided by knowledge of self and group processes; students challenges current beliefs, knowledge, and skills; student provides equivalent

preparation for the ROTC Advanced Course as the Leader's Training course. (on demand)

### **MSC 205 Rangers**

1 semester hour  
Prerequisite: None  
Code C

Develop leadership qualities, small unit tactics, physical training, patrolling techniques. Students may participate in a two-day competition involving 27 other varsity Ranger Challenge teams from other universities in the Southeast Invitational Conference. (on demand)

## ***Music (MUS)***

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### **MUS 101 Music Appreciation**

3 semester hours  
Prerequisite: None  
Core Area II, Code A (Fine Arts)

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening and similar experiences involving music. The course will cover a minimum of three stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. (F, Sp, Su)

### **MUS 110 Basic Musicianship**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. (F, Sp)

### **MUS 111S Music Theory I**

4 semester hours  
Prerequisite: MUS 110 or suitable placement score or permission of department head  
Code B

This course introduces the student to the diatonic harmonic practices in the common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principle of voice leading and harmonic progression. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Laboratory included. (F)

### **MUS 112S Music Theory II**

4 semester hours  
Prerequisite: MUS 111S  
Code B

This course completes the study of diatonic harmonic practices in the common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Laboratory included. (Sp)

## ***Music Ensemble (MUL)***

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### **Music Ensembles**

**MUL 180 181 Chorus I, II (F, Sp)**

**MUL 184 185 284 285 Jazz/Show Choir I, II, III, IV (F, Sp)**

1-2 semester hours

Prerequisite: Permission of department head

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

**MUL 198 199 298 299 Marching Band I, II, III, IV**

1-2 semester hours

Prerequisite: Permission of department head

Code C

This course is offered through UAB and requires participation in UAB's marching band. (F)

## ***Nursing (NUR)***

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### **NUR 110 Fundamentals of Nursing**

6 semester hours  
Prerequisite: Validation and/or as required by the program (Lec 4 hrs, Lab 3 hrs, Clin 3 hrs)

This course presents concepts and theories basic to the art and science of nursing. Emphasis is placed on introduction to problem-solving and the nursing process. The role of the nurse as a member of the discipline of nursing is emphasized. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching-learning, critical thinking, ethical-legal, nursing history, and the program's philosophy of nursing. This course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills for individuals with common health alterations. (Lab/clinical required) (F, Sp, Su)

**NUR 131 Health Assessment**

1 semester hour

Prerequisite: As required by program  
(Lab 3 hrs)

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages. The focus is on symptoms analysis along with physical, psychosocial, and growth and development assessment. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnosis and documenting findings appropriate to nursing. (F, Sp, Su)

**NUR 241 Basic Pharmacology** 

1 semester hour

Prerequisite: As required by program  
(Lab 3 hrs)

This course introduces the student to basic principles of pharmacology and the skills necessary to safely administer medications. Areas of emphasis include concepts of legal implications, pharmacokinetics, pharmacodynamics, calculation of drug dosages, and medication administration. Students will be able to demonstrate accurate dosage calculations, correct medication administration and knowledge of drug classifications. (F, Sp, Su)

**NUR 242 Advanced Pharmacology**

2 semester hours

Prerequisite: NUR 241, validation and/or as required by program

This course is designed to provide the student comprehensive knowledge of drug classifications and applications of pharmacology. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. The actions, dosages, side effects, adverse reactions are presented for drug prototypes from each classification of drugs. The student will be able to synthesize knowledge of drug therapy in a variety of settings with individuals across the life span. (F, Sp, Su)

**NUR 251 Adult Nursing I** 

5 semester hours

Prerequisite: As required by program  
(Lec 3 hrs, Clin 6 hrs)

This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the adult. Students should be able to apply the nursing process in caring for adults in a variety of settings. (F, Sp, Su)

**NUR 252 Adult Nursing II** 

5 semester hours

Prerequisite: NUR 251 and/or as required by program  
(Lec 3 hrs, Clin 6 hrs)

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process

as a framework for providing and managing nursing care to individuals. Students should be able to apply the nursing process to individuals experiencing acute and chronic health alterations in a variety of settings. (F, Sp, Su)

**NUR 253 Adult Nursing III** 

5 semester hours

Prerequisite: As required by program  
(Lec 3 hrs, Clin 6 hrs)

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (F, Sp, Su)

**NUR 271 Maternal-Newborn Nursing** 

4 semester hours

Prerequisite: Validation and/or as required by program  
(Lec 2 hrs, Clin 6 hrs)

This course provides a family centered approach to the nursing care of the childbearing family. Emphasis is placed on concepts related to the antepartal, intrapartal, post-partal, and neonatal periods. The student should be able to manage and provide care to the childbearing family in a variety of health care settings. (F, Sp, Su)

**NUR 272 Pediatric Nursing**

4 semester hours

Prerequisite: Validation and/or as required by program  
(Lec 2 hrs, Clin 6 hrs)

This course provides a family centered approach to the nursing of children from infancy through adolescence. Emphasis is placed on concepts of growth and development, health promotion and alterations in health. The student should be able to utilize the nursing process in providing and managing nursing care to the family in a variety of health care settings. (F, Sp, Su)

**NUR 280 Psychosocial Nursing** 

5 semester hours

Prerequisite: Validation, and/or as required by program  
(Lec 2 hrs, Clin 6 hrs)

This course focuses on psychosocial nursing concepts as they relate to individuals in a variety of settings. Utilizing a multidisciplinary approach, emphasis is placed on psychodynamic theories as they relate to mental health and psychiatric alterations. Students will be able to apply the nursing process in providing care to individuals exhibiting psychosocial needs. (F, Sp, Su)

**NUR 291 Transition into Nursing Practice** 

5 semester hours

Prerequisite: As required by program  
(Lec 2 hrs, Prec 5 hrs)

This course prepares the student for transition into nursing practice. Emphasis is placed on the roles of the professional

nurse, concepts of leadership and management, and trends and issues in health care delivery. The student will apply these concepts in the preceptor experience. (F, Sp, Su)

## **Nursing Electives (NUR)**

### **NUR 101 Basic Life Support**

1 semester hour

Prerequisite: As required by program

This course includes theory and application in the area of cardiopulmonary resuscitation (CPR). Emphasis is placed on single-rescuer of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. The student should be able to successfully demonstrate CPR. (on demand)

### **NUR 201 Specialized Area of Study**

1 semester hours

Prerequisite: As required by program

This course is directed toward the specialized study of theory experiences in a selected area as determined by students, employers, and/or the program. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor. (on demand)

### **NUR 204 Computer Applications in Nursing**

1 semester hour

Prerequisite: As required by program

This course includes concepts related to computer and technology applications in nursing. Emphasis is placed on computer hardware and software utilized in education, research, and health care settings. Students should be able to incorporate computer technology into nursing practice. (on demand)

### **NUR 233 Cultural Diversity in Nursing**

2 semester hours

Prerequisite: As required by program

This course focuses on transcultural nursing concepts as they relate to individuals in a variety of settings. The Transcultural Assessment Model is taught through class participation. The participant should be able to utilize a variety of assessment skills to guide nursing practice in diverse care settings.

### **NUR 281 Stress Management**

2 semester hours

Prerequisite: As required by department

This course provides an enlightened approach to recognizing and dealing with stress and stressors. A variety of stress reduction techniques, such as art therapy, humor, music, poetry, progressive relaxation, imagery, and journal writing are taught through class participation. The participant should be able to utilize a variety of methods for reducing stress in self and others. (on demand)

### **NUR 292 Nursing Licensure Examination Review**

2 semester hours

Prerequisite: As required by program

This course is designed to assist the student in preparation for the nursing license examination. Emphasis is placed on test taking skills, computer assisted simulations, and content basic to the practice of nursing. The student should be able to pass the nursing licensure exam. (on demand)

## **Office Administration (OAD)**

### **OAD 101 Beginning Keyboarding**

3 semester hours

Prerequisite: None

Code C

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. (F, Sp, Su)

### **OAD 103 Intermediate Keyboarding**

3 semester hours

Prerequisite: OAD 101

Code C

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. (F, Sp, Su)

### **OAD 110 Navigating Windows**

3 semester hours

Prerequisite: None

Code C

This course is designed to introduce the student to the Windows environment through classroom instruction and outside lab. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. (F, Sp, Su)

### **OAD 125 Word Processing**

3 semester hours

Prerequisite: OAD 101 or equivalent

Code C

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to

create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports. Currently courses are available in W. Microsoft® Word (F, Sp, Su), P. WordPerfect (Su)

### **OAD 127 Business Law**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to introduce the student to the fundamentals of business law affecting consumers and citizens. Emphasis is on principles of law dealing with contracts, sales, and commercial papers. Upon completion, the student should be able to demonstrate an understanding of the legal issues affecting business transactions. (Su)

### **OAD 137 Electronic Financial Recordkeeping (Quickbooks)**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to provide the students with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student should be able to demonstrate the ability to use a microcomputer system to record financial data. (F, Sp, Su)

### **OAD 138 Records/Information Management**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. (F, Sp, Su)

### **OAD 201 Legal Terminology**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to familiarize the student with commonly used legal terms. Emphasis is on the spelling, definition, pronunciation, and usage of legal terminology. (F, Sp)

### **OAD 202 Legal Transcription**

3 semester hours  
Prerequisite: OAD 103  
Code C

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents

through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, the student should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents. (F, Sp)

### **OAD 211 Medical Terminology**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to familiarize the student with medical terms. Emphasis is on the spelling, definition, pronunciation and usage of medical terms. Upon completion, the student should be able to understand and use medical terminology. (F, Sp)

### **OAD 212 Medical Transcription**

3 semester hours  
Prerequisite: OAD 103  
Code C

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings (F, Sp)

### **OAD 215 Health Information Management (ICD-9, CPT-4 Coding)**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. (F, Sp, Su)

### **OAD 216 Advanced Health Information Management (ICD-9, CPT-4 Coding)**

3 semester hours  
Prerequisite: OAD 215  
Code C

This course is a continuation of OAD 215. It is designed to promote an advanced understanding of the structure, analysis, and management of medical records through classroom instruction. Emphasis is on filing and managing medical records, coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to efficiently maintain medical records. (F, Sp, Su)

### **OAD 217 Office Management**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict resolution skills. Upon completion, the student should be able to demonstrate use of the tools necessary for effective supervision of people and technology in the modern office. (F, Sp)

### **OAD 230 Electronic Publishing**

3 semester hours

Prerequisite: OAD 101 or equivalent

Code C

This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. (Sp, Su)

### **OAD 231S Office Applications (Powerpoint)**

3 semester hours

Prerequisite: None

Code C

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and outside lab. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks. (F, Sp)

### **OAD 232 The Electronic Office (Excel/Access)**

3 semester hours

Prerequisite: Permission of department head

Code C

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology. (F, Sp)

### **OAD 242 Office Internship**

3 semester hours

Prerequisite: Permission of instructor

Code C

(Int 15 hrs)

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon

completion, the student should be able to demonstrate successful performance of skills required in an office support position. (F, Sp, Su)

## **Orientation (ORI)**

### **ORI 101 Orientation to College**

1 semester hour

Prerequisite: None

Code C

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. (F, Sp)

## **Parks, Recreation and Leisure (RER)**

### **RER 250 Introduction to Recreation**

3 semester hours

Prerequisite: None

Code C

This course includes instruction in the philosophy, purpose, objectives, and principles of recreation with emphasis on program content and development. (on demand)

### **RER 256 Organization and Management of Recreation**

3 semester hours

Prerequisite: None

Code C

This course covers planning and administration of recreation programs in communities, private agencies, and industry. It includes legal aspects, policies, operations, personnel management, financing, budgeting, and maintenance of recreational programs. (on demand)

### **RER 257 Recreational Leadership**

3 semester hours

Prerequisite: None

Code C

This course is a study of theory and practice in planning, organization, and administration of recreational activities in the public, private or industry setting. (on demand)

### **RER 290 Practicum in Recreation**

3 semester hours

Prerequisite: None

Code C

(Practicum 21 hrs per week)

This course is designed to provide field experiences in the observation and assistance in the student's area of specialization. Students will work under the supervision of trained recreation leaders. (on demand)



## ***Philosophy (PHL)***

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### **PHL 106 Introduction to Philosophy**

3 semester hours

Prerequisite: None

Core Area II, Code A

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era. (F, Sp, Su)

### **PHL 116 Logic**

3 semester hours

Prerequisite: None

Code C

This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn, be able to recognize ambiguities and logical/illogical reasoning. (Su)

### **PHL 206 Ethics and Society**

3 semester hours

Prerequisite: None

Core II, Code A

This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. (F, Sp, Su)

## ***Physical Education (PED)***

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### **PED 100 Fundamentals of Fitness**

3 semester hours

Prerequisite: None

Code B

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as weight training, aerobics, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities. (F, Sp, Su)

### **PED 103 Weight Training**

1 semester hour

Prerequisite: None

Code C (Act 2 hrs)

This course introduces the basic of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. (F, Sp, Su)

### **PED 107 Aerobic Dance (Beginning)**

1 semester hour

Prerequisite: None

Code C (Act 2 hrs)

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. (F, Sp, Su)

### **PED 108 Aerobic Dance (Intermediate)**

1 semester hour

Code C (Act 2 hrs)

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine. (F, Sp, Su)

### **PED 109 Jogging**

1 semester hour

Code C (Act 2 hrs)

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. (on demand)

### **PED 113 Tumbling and Gymnastics**

1 semester hour

Code C (Act 2 hrs)

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus. (on demand)

### **PED 121 Beginning Bowling**

1 semester hour

Code C (Act 2 hrs)

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. (on demand)

### **PED 122 Intermediate Bowling**

1 semester hour

Prerequisite: PED 121 or permission

Code C (Act 2 hrs)

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. (on demand)

**PED 123 Beginning Golf**

1 semester hour  
Code C (Act 2 hrs)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. (F, Sp)

**PED 124 Intermediate Golf**

1 semester hour  
Prerequisite: PED 123 or permission  
Code C (Act 2 hrs)

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf. (on demand)

**PED 126 Recreational Games**

1 semester hour  
Code C (Act 2 hrs)

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities. (Sp)

**PED 127 Archery**

1 semester hour  
Code C (Act 2 hrs)

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. (on demand)

**PED 131 Beginning Badminton**

1 semester hour  
Code C (Act 2 hrs)

This course covers the fundamental of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. (F)

**PED 132 Intermediate Badminton**

1 semester hour  
Prerequisite: PED 131 or equivalent  
Code C (Act 2 hrs)

This course provides the student the ability to participate in intermediate level competition in badminton. Emphasis is placed on advanced skills and strategies in badminton. (on demand)

**PED 133 Beginning Tennis**

1 semester hour  
Code C (Act 2 hrs)

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. (Su)

**PED 134 Intermediate Tennis**

1 semester hour  
Prerequisite: PED 133 or equivalent  
Code C (Act 2 hrs)

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. (on demand)

**PED 140 Beginning Swimming**

1 semester hour  
Code C (Act 2 hrs)

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. (F, Sp, Su)

**PED 141 Intermediate Swimming**

1 semester hour  
Prerequisite: PED 140 or equivalent  
Code C (Act 2 hrs)

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills. (F, Sp, Su)

**PED 142 Advanced Swimming**

1 semester hour  
Prerequisite: PED 141  
Code C (Act 2 hrs)

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. (F, Sp, Su)

**PED 147 Water Safety Instructor**

2 semester hours  
Prerequisite: PED 142 or equivalent  
Code C

This course prepares the student to serve as an American National Red Cross Water Safety Instructor. It includes a thorough review of swimming, lifesaving skills, all phases of water safety skills, and techniques for instructing the skills. This course must be taught by a qualified Water Safety Instructor Trainer. Upon completion, students should be able

to demonstrate skills, knowledge, and techniques to pass the American Red Cross Water Safety Instructor's certification. (F, Sp)

**PED 148 Lifeguard Training**

3 semester hours

Prerequisite: PED 141 or permission

Code C

This course provides the individual with special training in handling emergencies, water-search and rescue operations, health and sanitation inspections and types and uses of equipment. It also includes Standard First Aid, and Red Cross or American Heart Association CPR requirements. (F, Sp, Su)

**PED 153 Beginning Karate**

1 semester hour

Code C (Act 2 hrs)

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. (F, Sp, Su)

**PED 154 Intermediate Karate**

1 semester hour

Prerequisite: PED 153

Code C (Act 2 hrs)

This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. (on demand)

**PED 163 Beginning Square Dance**

1 semester hour

Code C (Act 2 hrs)

This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. (on demand)

**PED 171 Beginning Basketball**

1 semester hour

Code C (Act 2 hrs)

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. (on demand)

**PED 176 Beginning Volleyball**

1 semester hour

Code C (Act 2 hrs)

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking,

blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. (Sp)

**PED 177 Intermediate Volleyball**

1 semester hour

Prerequisite: PED 176 or permission

Code C (Act 2 hrs)

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. (on demand)

**PED 180 Flag Football**

1 semester hour

Code C (Act 2 hrs)

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational flag football. (Sp)

**PED 186 Beginning Softball**

1 semester hour

Code C (Act 2 hrs)

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. (Sp)

**PED 200 Foundations of Physical Education**

3 semester hours

Code B

In this course, the history, philosophy, and objectives of Health, Physical Education and Recreation are studied with emphasis on the physiological, sociological, and psychological values of Physical Education. It is required of all physical education majors. (F)

**PED 216 Sports Officiating**

3 semester hours

Code C

This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to classwork, students will receive at least 3 hours of practical experience in officiating. (F, Sp)

**PED 226 Hiking**

1 semester hour

Code C (Act 2 hrs)

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. (F)

**PED 236 Canoeing**

1 semester hour  
Code C (Act 2 hrs)

This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. (on demand)

**PED 252 Varsity Baseball**

1 semester hour  
Code C (Act 2 hrs)

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. (F, Sp)

**PED 254 Varsity Softball**

1 semester hour  
Code C (Act 2 hrs)

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. (F, Sp)

**PED 255 Varsity Tennis**

1 semester hour  
Code C (Act 2 hrs)

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. (F, Sp)

**PED 295 Practicum in Physical Education**

1 semester hour  
Prerequisite: To be taken concurrently with PED 200  
Code C (Practicum 4 hrs)

This course is designed to provide field experience in observation and assistance in the student's area of specialization. Students will work under the supervision of trained physical education teachers. (F)

**Physical Science (PHS)****PHS 111 Physical Science**

4 semester hours  
Prerequisite: None  
Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)

This course provides the non-technical student with an introduction to the basic principles of geology, cosmology, meteorology, and astronomy. (F, Sp, Su)

**PHS 112 Physical Science II**

4 semester hours  
Prerequisite: None  
Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. (F, Sp, Su)

**Physical Therapist Assistant (PTA)****PTA 200S P.T. Issues and Trends** 

2 semester hours  
Prerequisite: Admission to the program

This is an introductory course to the trends and issues in P.T. Emphasis is placed on areas such as: history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, the student should be able to discuss trends and issues relevant to physical therapy. (Sp)

**PTA 201 PTA Seminar**

2 semester hours  
Prerequisite: PTA 200

This course is a continuing study of issues and trends in P.T. practice. Emphasis is placed on issues such as: licensure, job skills, board exam review, practitioner roles, legal and ethical issues. Upon completion, the student should have acquired necessary skills for transition from student to practitioner. (Sp)

**PTA 202 PTA Communication Skills** 

2 semester hours  
Prerequisite: Admission to the program

This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, the student should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers. (F, Sp)

**PTA 220 Functional Anatomy and Kinesiology**

3 semester hours  
Prerequisite: Admission to the program

This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements. (F, Sp)

**PTA 222 Functional Anatomy and Kinesiology Lab**

2 semester hours  
(Lab 6 hrs)

This laboratory course allows for a hands on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercise. Emphasis may include muscle and joint function, testing applications and therapeutic exercise. Upon completion, the student should be able to integrate content areas into an understanding of normal human movement. (F, Sp)

**PTA 230 Neuroscience**

2 semester hours  
Prerequisite: Admission to the program

This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to the treatment necessary for patients with dysfunctions of these systems.

Emphasis may include the structure and function of the nervous system, neurophysiological concepts, human growth and development, neurologic dysfunctions. Upon completion of this course, the student should be able to identify and discuss specific anatomical structures and function of the nervous system and basic concepts of human growth and development and identify neurologic pathologies. (F)

### **PTA 231 Rehabilitation Techniques**

2 semester hours

Prerequisite: Admission to the program, permission of program coordinator  
(Lab 6 hrs)

This course allows for hands on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic and neurologic treatment techniques, therapeutic exercise procedures and analysis and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic and neurologic dysfunctions. (F)

### **PTA 232 Orthopedics for the PTA**

2 semester hours

Prerequisite: Admission to the program

This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and a review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions. (F)

### **PTA 240 Physical Disabilities I**

2 semester hours

Prerequisite: Admission to the program

This course presents the student with a body systems approach to the etiology, pathology, signs/symptoms and treatment of conditions seen in PT. Emphasis may include conditions most commonly treated in physical therapy. Upon completion of the course, the student should be able to discuss basic pathological processes, treatment options and prognoses of conditions studies. (F, Sp)

### **PTA 241 Physical Disabilities II**

2 semester hours

Prerequisite: PTA 240

This course continues a body systems study of common PT pathologies. Emphasis may include various neurological pathologies with additional focus on the needs of special populations. Upon completion of the course, the student should be able to discuss the PT intervention appropriate to a variety of diagnoses. (Sp)

### **PTA 250 Therapeutic Procedures I**

4 semester hours

Prerequisite: Admission to the program  
(Lec 2 hrs, Lab 6 hrs)

This laboratory course provides a hands on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and pro-

cedures utilized in physical therapy. Upon completion of the course, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment. (F, Sp)

### **PTA 251S Therapeutic Procedures II**

4 semester hours

Prerequisite: PTA 250, permission of program coordinator  
(Lec 2 hrs, Lab 6 hrs)

This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion of the course, the student should be able to demonstrate safe and effective delivery with an in-depth understanding of each. (F, Sp)

### **PTA 252S Physical Agents and Therapeutic Modalities**

2 semester hours

Prerequisite: Admission to the program

This course provides the student with the theoretical basis for the use of physical agents such as heat, cold, electricity, light, water and therapeutic modalities utilized in physical therapy. Emphasis is placed on modalities such as hydrotherapy, various forms of electrical stimulation, ultrasound, traction and diathermy. Upon completion of the course, the student will understand the physiological effects, indications and contraindication, advantage and disadvantage of utilizing these modalities in physical therapy. (F, Sp)

### **PTA 260 Clinical Education I**

1 semester hour

Prerequisite: Admission to the program, permission of program coordinator  
(Prec 5 hrs)

This clinical experience is designed to introduce the student to the practice of physical therapy through interaction in the health care environment. The course entails on-going communication between the clinical instructor, student and course coordinator. Upon completion of the course, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom. (F, Sp)

### **PTA 263 Clinical Affiliation I**

3 semester hours

Prerequisite: Admission to the program, permission of program coordinator  
(Prec 15 hrs)

This clinical class will provide clinical interaction in the health care environment. The course entails on-going communication between the clinical instructor, student, and course coordinator. Upon completion, the student should be able to safely and effectively apply procedures and techniques previously attained in the classroom. (Sp)

**PTA 268 Clinical Practicum**

5 semester hours

Prerequisite: Admission to the program, permission of program coordinator

(Prec 25 hrs)

This clinical education experience allows the student to practice in the health care environment, using entry level skills attained in previous classroom instruction. The course entails on-going communication between the clinical instructor, students, and course coordinator. Upon completion of the course, the student should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant. (Sp)

**PTA 293 Directed Study for PTA**

1 semester hour

This course is designed to increase the opportunity for exploring, reading, and reporting on specific topics related to the field of physical therapy. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor. (F, Sp)

***Physics (PHY)*****PHY 115 Technical Physics**

4 semester hours

Prerequisite: MTH 100

Code C (Lec 3 hrs, Lab 2 hrs)

Technical physics is an algebra based physics course designed to utilize modular concepts to include: motion, forces, torque, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to: define motion and describe specific module concepts; utilize micro-computers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set up laboratory exercises; and demonstrate applications of module-specific concepts. (S, Su)

**PHY 201 General Physics I - Trig Based** 

4 semester hours

Prerequisite: MTH 113 or equivalent

Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)

This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics and periodic motion. A laboratory is required. (F, Sp)

**PHY 202 General Physics II - Trig Based**

4 semester hours

Prerequisite: PHY 201

Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electricity, magnetism, and modern physics. Laboratory is required. (Sp, Su)

**PHY 213S General Physics with Calculus I** 

4 semester hours

Prerequisite: MTH 125S or permission

Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required. (F, Sp, Su)

**PHY 214S General Physics with Calculus II**

4 semester hours

Prerequisite: PHY 213S

Core Area III, Code A (Lec 3 hrs, Lab 2 hrs)

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. (Sp, Su)

**PHY 218 Modern Physics**

4 semester hours

Prerequisite: PHY 214 and MTH 227

Code B (Lec 3 hrs, Lab 2 hrs)

The focus of this course is the development of the theory of relativity, the old quantum theory of Planck, Einstein, Bohr and Sommerfeld, and the new quantum physics of Schrödinger, Heisenberg, Dirac and Pauli. Laboratory experiments illustrate the principles discussed and include but not limited to determination of the speed of light, charge and mass ratio of the electron, the Planck constant and the Rydberg constant. Laboratory is required. (on demand)

**PHY 299 Directed Studies in Physics**

1 semester hour

Prerequisite: Permission of instructor

Code C

This course is designed for independent study in specific areas of physics chosen by the student in consultation with a faculty member and carried out under faculty supervision. (on demand)

***Political Science (POL)*****POL 211 American National Government**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course surveys the background, constitutional principles organization, and operation of the American political system. Topics include the U.S. constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and functions as more informed participants of the American political system. (F, Sp, Su)

**POL 220 State and Local Government**

3 semester hours  
Prerequisite: None  
Code B

This course is a study of forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S. and function as more informed participants of state and local political systems. (Sp)

**Psychology (PSY)****PSY 200 General Psychology**

3 semester hours  
Prerequisite: None  
Core Area IV, Code A

This course is a survey of behavior with an emphasis on psychological processes. This course includes the biological bases of behavior, thinking, emotion, motivation, and the nature and development of personality. (F, Sp, Su)

**PSY 207 Psychology of Adjustment**

3 semester hours  
Prerequisite: PSY 200  
Code C

This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior. (F, Sp)

**PSY 208 Contemporary Issues in Psychology**

3 semester hours  
Prerequisite: PSY 200  
Code C

This course is a study of selected topics in general psychology. (Sp, Su)

**PSY 210 Human Growth and Development**

3 semester hours  
Prerequisite: PSY 200  
Core Area IV, Code A

This course is a study of the psychological, social and physical factors that affect human behavior from conception to death. (F, Sp, Su)

**PSY 211 Child Growth and Development**

3 semester hours  
Prerequisite: PSY 200  
Code B

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications. (F, Sp, Su)

**PSY 220 Human Sexually**

3 semester hours  
Prerequisite: PSY 200  
Code C

This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects. (Sp, Su)

**PSY 230 Abnormal Psychology**

3 semester hours  
Prerequisite: PSY 200  
Code C

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. (F, Sp, Su)

**Radio and Television Broadcasting (RTV)****RTV 106 Broadcasting Announcing**

3 semester hours  
Prerequisite: None  
Code C

This course offers a study of standard American and foreign pronunciation for radio, television, and related media. Practice in the skills of music announcing, sportscasting interviewing, copy interpretation and speaking ad lib is included. (on demand)

**RTV 116 Radio Production and Programming**

3 semester hours  
Prerequisite: None  
Code C

Theory and application of audio media writing and production techniques are covered in this course. Emphasis is placed on effective use of words, music and/or sound effects in the production of audio programming for radio. (on demand)

**RTV 117 Television Production**

3 semester hours  
Prerequisite: None  
Code C

Theory and application of television media writing and production techniques are covered in this course through an examination of the equipment, process, and technology, required in production for television and related media. (on demand)

**RTV 143R-144R-145R Practicum in Radio Broadcasting**

1-3 semester hours each  
Prerequisite: None  
Code C

RTV 143R: (Lec 1 hr, Lab 3 hrs)

RTV 144R & 145R: (Lec 2 hrs, Lab 3 hrs)

These courses offer supervised campus experience in radio broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

**RTV 143T-144T-145T Practicum in Television Broadcasting**

1-3 semester hours each

Prerequisite: None

Code C

RTV 143T: (Lec 1 hr, Lab 3 hrs)

RTV 144T &amp; 145T: (Lec 2 hrs, Lab 3 hrs)

These courses offer supervised campus experience in television broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

**RTV 207 Broadcast News**

3 semester hours

Prerequisite: RTV 106

Code C

This course covers theory and application of news gathering, writing, editing, and performance of electronic media, including news, sports, commentaries, editorials, documentaries, and public affairs programming. (on demand)

**RTV 216 Advanced Radio Production and Programming**

3 semester hours

Prerequisite: RTV 116

Code C

This course is a continuation of RTV 116 with emphasis on broadcasting research, ratings, sales and management theory and applications. (on demand)

**RTV 217 Advanced Television Production**

3 semester hours

Prerequisite: RTV 117

Code C

This course is a continuation of RTV 117 with emphasis on television producing, directing, and editing theory and applications. (on demand)

**RTV 226 Broadcast Management**

3 semester hours

Prerequisite: RTV 216 or RTV 217

Code C

This course covers theory and application of management practices in the administrations of broadcast and related businesses. (on demand)

**RTV 241-242 Internship in Radio or Television Broadcasting**

3 semester hours

Prerequisite: RTV 216 or RTV 217

Code C

These courses offer supervised field experience in radio or television broadcasting or related areas. (on demand)

**RTV 243R-244R-245R Practicum in Radio Broadcasting**

3 semester hours each

Prerequisite for RTV 243R: RTV 145R

Prerequisite for RTV 244R: RTV 243R

Prerequisite for RTV 245R: RTV 244R

Code C (Lec 2 hrs, Lab 3 hrs)

These courses are a continuation of RTV 143R-144R-145R sequence offering supervised campus experience in radio broadcasting or related media. (on demand)

**RTV 243T-244T-245T Practicum in Television Broadcasting**

3 semester hours each

Prerequisite for RTV 243T: RTV 145T

Prerequisite for RTV 244T: RTV 243T

Prerequisite for RTV 245T: RTV 244T

Code C (Lec 2 hrs, Lab 3 hrs)

These courses are a continuation of RTV 143T-144T-145T sequence offering supervised campus experience in television broadcasting or related media. (on demand)

***Radiologic Technology (RAD)*****RAD 121 Introduction to Radiography**

2 semester hours

Prerequisite: As required by program

This course provides the student with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations and an introduction to radiation protection, and ethical and legal responsibilities of a radiographer. A systemic approach to medical terminology is presented to include a word-building system, abbreviations and symbols. Upon completion, the student will demonstrate a basic knowledge of radiation protection, ethics and legal responsibilities as related to a radiographer. (F)

**RAD 124 Methods of Patient Care**

2 semester hours

Prerequisite: As required by program

(Lec 1 hr, Lab 2 hrs)

This course provides the student with concepts of patient care and pharmacology. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/explain patient care procedures appropriate to routine and emergency situations. (Sp)

**RAD 127 Anatomy and Positioning of Head, Trunk and Extremities**

4 semester hours

Prerequisite: As required by program

(Lec 3 hrs, Lab 3 hrs)

This course provides the student with instruction in anatomy and positioning of the head, trunk and extremities. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills in both the classroom and laboratory setting. (F)



**RAD 128 Anatomy, Physiology and Positioning of Body Systems**

4 semester hours

Prerequisite: RAD 127

(Lec 3 hrs, Lab 3 hrs)

This course provides the student with instruction in anatomy, physiology and positioning of the body systems. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media, pharmacology, and drug administration. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills in both the classroom and laboratory setting. (Sp)

**RAD 129 Radiographic Quality Assurance**

1 semester hour

Prerequisite: As required by program

This course provides the student with the knowledge to process radiographic film and evaluate radiographic systems, assuring consistency in the production of quality images. Topics include quality assurance, film, film holders, and intensifying screens, processing procedures, artifacts, state and federal regulations will be discussed. Upon completion, the student will demonstrate knowledge of radiographic film processing and QA. (F)

**RAD 130S Principles of Radiographic Exposure**

2 semester hours

Prerequisite: As required by program

This course provides the student with the knowledge of factors that govern and influence the production of radiographic images. Topics include factors that influence density, contrast, and radiographic quality. Upon completion, the student will identify and explain factors that influence the production of radiographic images. (Sp)

**RAD 131 Physics and Imaging Equipment** 

3 semester hours

Prerequisite: As required by program

This course provides the student with a knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and other imaging equipment. Upon completion, the student will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production. (Su)

**RAD 140 Clinical Orientation**

1 semester hour

Prerequisite: As required by program

(Prec 3 hrs)

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a registered technologist. Emphasis is on clinical equipment, procedures and department management. Upon completion of the course, students will demonstrate practical applications of specific radiographic procedures. (Su)

**RAD 142 Clinical Education II** 

3 semester hours

Prerequisite: As required by program

(Prec 9 hrs)

This course is a continuation of the student's clinical experiences. Selected experiences in a clinical setting will provide students with the opportunity to continue practicing in radiographic equipment manipulation, radiographic exposures, radiographic positioning, film processing and identification and patient care techniques. Upon completion of the course, students will demonstrate practical applications of specific radiographic procedures. (Sp)

**RAD 143 Clinical Education III** 

3 semester hours

Prerequisite: As required by program

(Prec 9 hrs)

This course is a continuation of the students' clinical experiences. Emphasis of this course is the clinical application of all radiographic principles presented in previous courses. Students will have expanded hours and responsibilities in the clinical area. Upon completion of the course, students will demonstrate practical applications of specific radiographic procedures. (Su)

**RAD 150 Specialized Area of Study**

1 semester hour

Prerequisite: As required by program

This course is directed toward the specialized study of theory experiences in a selected area as determined by student, employers, and/or the program. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor. (Sp)

**RAD 210 Radiation Protection and Radiation Biology**

1 semester hour

Prerequisite: As required by program

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cell radiation interaction, radiation effects on cells and factors affecting cell response. Upon completion, the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology. (Sp)

**RAD 211 Image Evaluation**

2 semester hours

Prerequisite: As required by program

This course provides the student with the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstrated and image quality. Upon completion, the student will be able to evaluate images in the classroom, laboratory and clinical setting. (Su)

**RAD 212 Special Procedures**

1 semester hour

Prerequisite: As required by program

This course provides the student with an overview of interventional and surgical radiography. Topics include sterile technique, vascular, nonvascular interventional procedures and surgical radiography. Upon completion, the student would demonstrate knowledge of radiographic procedures requiring sterile technique. (F)

**RAD 213 Radiographic Pathology** 

2 semester hours

Prerequisite: As required by program

This course provides a basic understanding of the concepts of disease. Emphasis is placed on a body system approach to pathology. Upon completion, the student will identify radiographic manifestations of disease and disease processes. (F)

**RAD 215 Review Seminar** 

2 semester hours

Prerequisite: As required by program

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level technologist. Topics include basic review of all content areas, radiographic management, test taking techniques, and job seeking skills. Upon completion, the student will be able to pass comprehensive tests of topics covered in the radiologic technology program. (Sp)

**RAD 221S Clinical Practicum I** 

5 semester hours

Prerequisite: As required by program

(Prec 15 hrs)

This course is designed to provide radiologic technology students with an on-site clinical experience. Emphasis is placed on developing proficiency in radiographic procedures specific to the clinical setting, which includes upper extremity, lower extremity, basic fluoroscopy and thorax. Upon completion of the course, students will demonstrate practical applications of specific radiographic procedures. (F)

**RAD 222S Clinical Practicum II** 

5 semester hours

Prerequisite: As required by program

(Prec 15 hrs)

This course is designed to provide radiologic technology students with an on-site clinical experience. Emphasis is placed on developing proficiency in radiographic procedures specific to the clinical setting which may include complex upper and lower extremity exams, portable radiography, surgery, and contrast studies. Upon completion of the course, students will demonstrate practical applications of specific radiographic procedures. (F)

**RAD 223S Clinical Practicum III** 

5 semester hours

Prerequisite: As required by program

(Prec 15 hrs)

This course is designed to provide radiologic technology students with an on-site clinical experience. Emphasis is placed on developing proficiency in radiographic procedures specific to the clinical setting, which may include skull, sinuses, spines, and pediatrics. Upon completion of the course, students will demonstrate practical applications of specific radiographic procedures. (Sp)

**RAD 224S Clinical Practicum IV** 

5 semester hours

Prerequisite: As required by Program

(Prec 15 hrs)

This course is designed to provide radiologic technology students with an on-site clinical experience. Emphasis is placed on developing proficiency in radiographic procedures specific to the clinical setting, which may include trauma, computed tomography and advanced fluoroscopy. Upon completion of the course, students will demonstrate practical applications of specific radiographic procedures. (Sp)

**RAD 244 Physical Principles of Image Formation**

2 semester hours

Prerequisite: Admission to program and permission of instructor

This course provides the student with a knowledge of magnetic resonance physical principles of image formation. Emphasis is on instrumentation, fundamentals, artifacts, and quality control to include sequence parameters and options. Upon completion, students will demonstrate a knowledge of basic MRI physics.

**RAD 243 Magnetic Resonance Imaging Procedures**

2 semester hours

Prerequisite: Admission to program and permission of instructor

(Prec 3 hrs)

This course provides knowledge of magnetic resonance imaging procedures. Emphasis is on essential theory and experiences for development of skills and competencies of MR imaging procedures, data acquisition and processing. Upon completion, the student will demonstrate MRI imaging procedures.

**RAD 245 Magnetic Resonance Clinical Education**

2 semester hours

Prerequisite: Admission to program and permission of instructor.

(Prec 6 hrs)

This course provides the essential clinical experiences for magnetic resonance imaging. Emphasis is on the development of skills and competencies of MRI imaging procedures, data acquisition, and imaging processing. Upon completion students will be able to demonstrate practical application of MRI imaging procedures.

**RAD 250 Advanced Patient Care**

2 semester hours

Prerequisite: Admission to program and permission of instructor

This course provides the radiographer with advanced concepts of patient care. Topics include patient preparation, patient education, assessment and monitoring, intravenous procedures for contrast agents and medications, pharmacology, emergency care, radiation safety and biological considerations, safety precautions, and general procedural considerations for computed tomography, magnetic resonance, mammography, cardiovascular interventional technology and diagnostic medical sonography. Upon completion, students will be able to delineate and/or explain procedures and processes relative to the aforementioned topics.

**RAD 251 Advanced Cross Sectional Anatomy**

2 semester hours

Prerequisite: Admission to program and permission of instructor

This course provides the radiographer with knowledge of anatomy of the human body in cross section. Topics include advanced sectional anatomy as demonstrated by computed tomography, magnetic resonance, and medical sonography. Upon completion, the student will be able to identify cross sectional anatomy from CT, MR, and Medical Sonography.

**Reading (RDG)**

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**RDG 080 Reading Laboratory** 

1-2 institutional hours

Prerequisite: none

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on reading assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in reading courses. A student's success in this course is measured by success in those reading courses in which the student is enrolled. (as needed)

**RDG 085 Developmental Reading** 

1-3 institutional hours

Prerequisite: Appropriate placement score

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, study skills. Remediation should be completed within one year by students who are required to take this course. (F, Sp, Su)

**RDG 114 Critical Reading for College**

3 semester hours

Prerequisite: RDG 085 or appropriate reading placement score

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and

analysis and respond effectively to material across disciplines. (on demand)

**Real Estate Sales and Management (RLS)****RLS 101 Real Estate Principles**

4 semester hours

Prerequisite: None

Code C

This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. (as needed)

**RLS 110 Real Estate Finance**

3 semester hours

Prerequisite: None

Code C

This course provides an analysis of money markets with special emphasis on real estate financing. Topics include interest rates, lending money, problems and rules in real estate financing of real property. (as needed)

**RLS 116 Real Estate Appraisal Certification**

4 semester hours

Prerequisite: None

Code C

This is an introductory course providing the foundation of real estate appraisal. Topics include site and physical factors; effects of the money and capital markets; methodologies used to value property; and how to present and evaluate the appraisal report. (as needed)

**RLS 125 Real Estate Law**

3 semester hours

Prerequisite: None

Code C

This course provides an overview of Alabama real estate law. Topics include general legal principles related to real estate and routine real estate transactions. (as needed)

**RLS 130 Light and Residential Construction**

3 semester hours

Prerequisite: None

Code C

This course provides the non-technical to the student with an introduction to the basic principles of light and residential construction. Topics include terminology, importance of project planning, and importance of special building requirements and environmental concerns. (as needed)

## ***Religion (REL)***

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### **REL 151 Survey of the Old Testament**

3 semester hours

Prerequisite: None

Core Area II, Code A

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. (F, Sp, Su)

### **REL 152 Survey of the New Testament**

3 semester hours

Prerequisite: None

Core Area II, Code A

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. (F, Sp, Su)

## ***Retail/Marketing (REM)***

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### **REM 101 Professional Development**

3 semester hours

Prerequisite: None

This seminar course explores the roles in a business environment, including business etiquette, resume' development, interviewing techniques, and personalities. Upon completion, students should be better able to secure successful employment. (Sp)

### **REM 111S Introduction to Retailing**

3 semester hours

Prerequisite: None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing. (F)

### **REM 121S Applied Advertising**

3 semester hours

Prerequisite: None

This course is a study of advertising, its influence on consumer awareness and the purchase of products, the fundamental principles associated with advertising activities. Topics include the purpose of advertising and other sales promotional techniques, principles of advertising, budgeting, marketing, advertising plans, regulations and controls of advertising, media evaluation, target marketing and selection, campaign planning, and trends in advertising. Upon completion, students should be able to identify the functions and purposes of advertising and develop a comprehensive advertising campaign. (Su)

### **REM 150 Retailing Internship**

3 semester hours

Prerequisite: Permission of program coordinator

This course is designed to provide the student with the experience in the retail or merchandising business. Emphasis is placed on retail experience gained on the job in a supervised internship. Upon completion, students should develop an understanding of the retail market by participating in a business setting. (F)

### **REM 173 Fundamentals of Selling**

3 semester hours

Prerequisite: None

This course emphasizes sales strategy and techniques and effective communications with customers, supervisors, and coworkers. Topics include customer relations, customer motives, positive and professional image, product/service knowledge, selling techniques and procedures, sales presentation, and the ethics of selling. Upon completion, students should be able to analyze customer needs and wants and close a sale based on customer responses. (F)

### **REM 212S Retail Buying**

3 semester hours

Prerequisite: None

This course is designed to provide the principle of entry-level buying for resale in a retail setting. Topics include the terminology, procedures, and problems confronting the retail or wholesale buyer in merchandising today. (Sp)

### **REM 262 Trends in Distribution**

3 semester hours

Prerequisite: None

This course introduces the changing trends in shipping and receiving and the problems of distribution in marketing. Emphasis is placed on ways to capitalize on the latest distribution patterns. (Sp)

## ***Sociology (SOC)***

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### **SOC 200 Introduction to Sociology**

3 semester hours

Prerequisite: None

Core Area IV, Code A

This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior. (F, Sp, Su)

### **SOC 208 Introduction to Criminology**

(Same as CRJ 208)

3 semester hours

Prerequisite: None

Code C

This course delves into the nature and extent of crime in the United States as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control and treatment. (F, Sp, Su)

### **SOC 209 Juvenile Delinquency**

(Same as CRJ 209)

3 semester hours

Prerequisite: SOC 200

Code C

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. (F, Sp)

### **SOC 210 Social Problems**

3 semester hours

Prerequisite: SOC 200

Core Area IV, Code A

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. (Sp)

### **SOC 247 Marriage and the Family**

3 semester hours

Prerequisite: SOC 200

Code B

This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. (Sp)

## **Spanish (SPA)**

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### **SPA 101 Introductory Spanish I**

4 semester hours

Prerequisite: None

Core Area II, Code A

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures in Spanish-speaking areas. (F, Su)

### **SPA 102 Introduction to Spanish II**

4 semester hours

Prerequisite: SPA 101 or equivalent

Core Area II, Code A

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures in Spanish-speaking areas. (Sp)

### **SPA 201 Intermediate Spanish I**

3 semester hours

Prerequisite: SPA 102 or equivalent

Core Area II, Code A

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. (as needed)

### **SPA 202 Intermediate Spanish II**

3 semester hours

Prerequisite: SPA 201 or equivalent

Core Area II, Code A

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. (as needed)

## **Speech (SPH)**

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### **SPH 106 Fundamentals of Oral Communication**

3 semester hours

Prerequisite: None

Core Area II, Code A

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. (F, Sp, Su)

### **SPH 107 Fundamentals of Public Speaking**

3 semester hours

Prerequisite: None

Core Area II, Code A

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized. (F, Sp, Su)

### **SPH 108 Voice and Diction**

3 semester hours

Prerequisite: None

Code C

This course provides training for improvement in use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation with individual help in the correction of faulty speech habits. A study of the International Phonetic Alphabet is included. (as needed)

### **SPH 116 Introduction to Interpersonal Communication**

3 semester hours

Prerequisite: None

Core Area, Code A

This course is an introduction to the basic principles of interpersonal communication. (as needed)

### **SPH 123-124-125 Forensics Workshop I-II-III**

1-3 semester hours each

Prerequisite: None

Code C

These courses offer experience in speech activities such as debate, discussion, oral interpretation, extemporaneous speaking, and original oratory. The student is required to participate in scheduled intercollegiate speech tournaments. (F, Sp)

### **SPH 206 Oral Interpretation**

3 semester hours

Prerequisite: None

Code C

This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing. Opportunity is given for public/classroom performance of literature. (on demand)

**SPH 227 Argumentation and Debate**

3 semester hours  
Prerequisite: None  
Code C

This course introduces argumentation and debate and methods of bringing reasoned discourse to bear on personal and social problems. It includes investigations into the various types of debates with emphasis on the use of evidence, logic, responsibility of the advocate, and the composition of language for oral controversy. (on demand)

**SPH 228 Group Communication**

3 semester hours  
Prerequisite: None  
Code C

This course offers a study of the nature, uses, and types of group discussion, intrapersonal communication, and the interpersonal communication. It includes a study of the role of democratic leadership in organizing and conducting group meetings. Group problem solving and the individual's role in a functioning group are also explored. (on demand)

***Theater Arts (THR)*****THR 113-114-115 Theater Workshop I-II-III**

2 semester hours each  
Prerequisite for THR 114: THR 113  
Prerequisite for THR 115: THR 114  
Code B

This is the first in a six-course sequence which provides practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production. (F, Sp)

**THR 120 Theater Appreciation**

3 semester hours  
Prerequisite: None  
Core Area II, Code A (Fine Arts)

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required. (F, Sp)

**THR 126 Introduction to Theater**

3 semester hours  
Prerequisite: None  
Core Area II, Code A (Fine Arts)

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. (F, Sp)

**THR 131 Acting Techniques I**

3 semester hours  
Prerequisite: None  
Code B

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. (F)

**THR 132 Acting Techniques II**

3 semester hours  
Prerequisite: THR 131  
Code C  
This course is a continuation of THR 131. (Sp)

**THR 213-214-215 Theater Workshop IV-V- VI**

2 semester hours each  
Prerequisite for THR 213: THR 115  
Prerequisite for THR 214: THR 213  
Prerequisite for THR 215: THR 214  
Code C

These courses are a continuation of THR 113-114-115. (as needed)

**THR 236 Stagecraft**

3 semester hours  
Prerequisite: None  
Code C

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting. (on demand)

**THR 266 Fundamentals of Directing**

3 semester hours  
Prerequisite: None  
Code C

This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts, performances, and classroom participation. (on demand)

One of the early undertakings by the administration at Jefferson State was the establishment of lay advisory groups composed of representatives from different professions who are aware of, and interested in, the local situation and who, together with college administrators and instructors, bend their efforts toward: (1) assisting the college in organizing its educational curricula; (2) acquainting the college with current practices and developments within their professions; (3) acting as program advisors to generally guide training to fit the current needs of the communities and industries; (4) serving as public relations representatives in publicizing the specialized programs geared to their special field of interest; (5) seeking sources of finance in order to provide funds to initiate particular specialized programs; and (6) providing general assistance to any segment of the institution.

Only with a properly functioning advisory committee can education authorities develop educational programs based on the real needs of the community. These key people help to acquaint the schools with trends, technical advancements, and the varied requirements of business and industry for specific skills and training.

An advisory committee, sensitive to the daily needs of the local community, can provide effective interchange of information vital to both school and industry. It provides a link between the school and the community through which educational and ancillary services are coordinated.

Jefferson State gratefully acknowledges the sincere effort made by those who have served and those who are to serve on these advisory committees.

## ***Advisory Committees***

---

### ***Accounting Advisory Committee***

- Mr. George Adams**, CPA, Committee Chair, Public Accountant  
**Mr. Jesse Bryson**, Program Coordinator, Banking and Finance, Jefferson State Community College  
**Mr. Wayne Hobson**, CPA, Public Accountant  
**Ms. Teresa Houlditch**, CPA  
**Mr. Bill Lammons**, Jim Walters Resources  
**Mr. William G. Magruder**, CPA, Barber Companies  
**Ms. Barrett Schober**, Accounting Instructor, Jefferson State Community College  
**Ms. Wanda Smith**, Program Coordinator, Accounting, Jefferson State Community College

### ***Banking and Finance Advisory Committee***

- Randy Nunn** Committee Chair, Birmingham President, Center for Financial Training  
**Mr. Jesse Bryson**, Program Coordinator, Banking and Finance, Jefferson State Community College  
**The Board of Directors of the Center for Financial Training**

### ***Biomedical Equipment Technology Advisory Committee***

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**Mr. Larry Bowles**, Biomedical Services  
**Mr. Jimmy Brown**, Citizens Hospital, Talladega, Alabama  
**Mr. Dewayne Cabiniss**, Brookwood Hospital  
**Mr. Ed Claybo**, Carraway Methodist Medical Center  
**Mr. Fred Spencer**, Program Coordinator, Biomedical Equipment Technology, Jefferson State Community College  
**Mr. Bryan Spruill**, Biomed Tech/Instructor, Jefferson State Community College, Kirklin Clinic  
**Mr. Tim Townley**, UAB Hospital

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- Mr. Dwight Waldrop**, P.E., Committee Chair, Jefferson County Department of Building and Inspection Service  
**Mr. Chris Foster**, Foster Construction  
**Mr. Chris Frederick**, Powers and Associates  
**Mr. Murray Jones**, Program Coordinator, Building Science, Jefferson State Community College  
**Mr. James King**, Precision HomeCrafters  
**Dr. Carmine Ruocco**, Retired Program Coordinator  
**Mr. Chris White**, WhiteCAD

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**Mr. Ray Deloteus**, Paine-Webber  
**Mr. Dwight Giles**, Program Coordinator, Business Management, Jefferson State Community College  
**Ms. Pamela Hodges**, Anderson Consulting  
**Mr. Mark Jackson**, Protective Life Insurance Company

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**Mr. Tim Bowen**, Alabama Power  
**Ms. Bruce Bursi**, Program Coordinator, Call Center/Customer Service, Jefferson State Community College  
**Ms. Sandra Deason**, BellSouth  
**Ms. Monica Gardner**, South Trust Bank  
**Ms. Andrea Halsey**, Blue Cross/Blue Shield of Alabama  
**Mr. Jeff Henderson**, Protective Life Insurance Company  
**Ms. Cindy A. Johnson**, Protective Life Insurance Company  
**Ms. Denise Johnson**, Protective Life Insurance Company  
**Ms. Tara Keith**, Protective Life Insurance Company  
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**Ms. Susan Robinson**, Protective Life Insurance Company  
**Ms. Vicki Yackel**, AmSouth Bank

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- Ms. Kathi Bush**, Program Coordinator, Child Development, Jefferson State Community College
- Ms. Ronda Charping**, Director, Vestavia Hills Extended Day Program
- Ms. Gayle Cunningham**, Executive Director, Jefferson County Committee for Economic Opportunity
- Ms. Brenae Dunaway**, Family Child Care Owner
- Dr. Rusty Kirkpatrick**, Professor, Early Childhood, Birmingham Southern College
- Ms. Kathy Lounsbury**, Director, Bright Horizons at Riverchase Child Development
- Ms. Holly Murray**, Project Director, T.E.A.C.H.
- Ms. Phyllis Pelham**, Vice President, Amsouth
- Dr. Robbie Roberts**, Director, Birmingham Early Learning Center
- Ms. Barbara Scott**, Vice President, Childcare Resources
- Ms. Kay Sharp**, Community Education Coordinator, Jefferson County Community Education
- Mrs. Kim Turner**, Coordinator Early Learning Program, Hand in Hand Child Development Center
- Ms. Dot Willingham**, Executive Director, Jefferson County Child Development Council, Inc.

### ***Clinical Laboratory Technology Advisory Committee***

- Ms. Cathy Smith**, B.S., MT (ASCP), SBB, Committee Chair; Medical Center East
- Ms. Dawn Breeden**, MT (ASCP) Cooper Green Hospital
- Dr. Donald R. Cantley**, M.D., Pathologist, Shelby Baptist Medical Center, Medical Advisor, Clinical Laboratory Technology Program, Jefferson State Community College
- Ms. Penny Vance Colburn**, MT (ASCP) UAB Medical West
- Mr. Tim Cumuze**, B.S., MT (ASCP), Shelby Baptist Medical Center
- Ms. Krista Gallimore**, MT (ASCP) Cooper Green Hospital
- Ms. Margaret Henderson**, MT (ASCP) Lab Corp
- Ms. Candy Hill**, B.S.Ed., M.A.Ed., MT (ASCP), Program Coordinator, Clinical Laboratory Technology, Jefferson State Community College
- Mr. Eddie Hinote**, MT (ASCP) Baptist Medical Center-Montclair
- Ms. Rita Kelly**, MT (ASCP), Lab Corp, Brookwood
- Ms. Wendy Warren**, MT (ASCP), Clinical Laboratory Technology, Jefferson State Community College
- Mr. Tom Wilkes**, M.A., MT (ASCP), Shelby Baptist Medical Center

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- Ms. Patsy Desaulniers**, Technical Writing Consultant
- Mr. Hal Harris**, Chairperson, Business/Information Systems Department/Shelby Campus, Jefferson State Community College

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- Lieutenant Willie Hill**, Jefferson County Sheriff's Department
- Ms. Cecilia Tubbs**, Program Coordinator, Law Enforcement, Jefferson State Community College

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- Mr. Doug Allen**, Associate Representative, American Academy of Chefs
- Mr. Todd Jackson**, Culinary Arts Instructor, Jefferson State Community College
- Mr. Craig Kress**, Apprentice Chair, Culinary Arts Instructor, Jefferson State Community College
- Mr. Jimmie W. Lay**, Vice President, Red Diamond Foodservice
- Mr. Joseph Mitchell**, Program Coordinator, Hospitality Management/Culinary Apprenticeship, Jefferson State Community College
- Mr. Jay Roberson**, Industry Chef, Supervising Chef, Executive Chef Riverchase Country Club

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- Dr. Paula Ballard**, Jefferson State Community College
- Chief Tom Bradley**, Hoover Fire Department
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- Mr. Joseph Mitchell**, Program Coordinator, Hospitality Management/Culinary Apprenticeship, Jefferson State Community College
- Ms. Dianah Putman**, General Manager, Crown Plaza

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- Ms. Carol Crow**, R.N., Director of Nursing, Baptist Medical Center, Montclair
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- Ms. Terri Laymons**, R.T. (ARRT), Assistant Director of Radiology, Baptist Medical Center - Princeton
- Mr. Morris Maxey**, R.T. (ARRT), Radiology Manager, Cooper Green Hospital
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- Ms. Gay Utz**, R.T. (ARRT), Program Director, Radiologic Technology, Gadsden State Community College
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- Student Representative**, ARTS President
- Clinical Instructors from each clinical affiliate**

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- Dr. Carolyn Sockwell**, Program Coordinator, Retailing/Marketing, Jefferson State Community College

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- Ms. Barbara Holman**, Project Director, New Options, Jefferson State Community College
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M.S.N., University of Alabama at Birmingham

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B.S., Springhill College

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Ph.D., University of Tennessee

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B.S., Union University  
M.S., University of Alabama at Birmingham

**Alan P. Cook** ..... **Computer Science**

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M.S., University of Alabama

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B.B.A., Samford University  
M.B.A., Samford University

**Teresa L. Hitt** ..... **Computer Science**

B.S., University of Alabama at Birmingham  
M.S., University of Alabama at Birmingham  
Ph.D., University of Alabama at Birmingham

**Becky Holland** ..... **Office Information Systems**

B.S., University of Alabama  
M.A., University of Alabama at Birmingham

**Wanda Smith** ..... **Program Coordinator, Accounting**

B.S., Birmingham-Southern College  
M.Acc., Birmingham-Southern College

**Clyde T. White** ..... **Economics**

B.S., University of Alabama  
M.B.A., University of Alabama  
D.B.A., Mississippi State University

### **Communications Department**

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M.A., Mississippi University for Women

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B.S., Bob Jones University  
M.A., University of Alabama at Birmingham

**Robert Burnham** ..... **English**

B.A., University of Southern Mississippi  
M.S., University of Southern Mississippi

**David T. Elder** ..... **Theater/Speech**

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M.A., Duke University

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M.A., Washington State University

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M.A., University of Alabama

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B.S., Murray State University  
M.S., Murray State University

**Christina Woods** ..... **English**

B.S., University of Tennessee  
M.S., University of Tennessee

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Jefferson Liberal Arts Department**

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M.A., Atlanta University  
C.A.S.E., University of Alabama at Birmingham

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B.S., Samford University  
M.A., University of Alabama  
Ed.D., University of Alabama

**Kristi Chambers** ..... **Psychology**

B.A., Auburn University  
M.S., Auburn University

**Shelley Coley** ..... **Psychology**

B.S., Jacksonville University  
M.S., Jacksonville University

**Jessica Hall** ..... **Music/Director, JSCC Singers**

B.S., Birmingham-Southern College  
M. Mus., Louisiana State University

**Samuel Earl Jones** ..... **Psychology**

A.A., Cypress Community College  
B.A., California State University  
M.S., California State University  
M.S., University of Alabama  
M.A., University of Alabama  
Ph.D., University of Alabama

**Judy Knopf** ..... **Art**

B.A., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham

**Lucy Lewis** ..... **Sociology**

B.S., University of Alabama at Birmingham  
M.S., University of Alabama at Birmingham

**Pamela R. West** ..... **History**

A.A., Jefferson State Community College  
B.A., Birmingham-Southern College  
M.A., University of Alabama at Birmingham

**Mathematics/Engineering/****Physical Sciences Department**

**Robert Wallace** ..... **Chairperson,  
Jefferson Mathematics/Engineering/  
Physical Sciences Department**

B.S., University of Alabama at Birmingham  
M.S., University of Alabama at Birmingham  
Ph.D., University of Alabama at Birmingham

**Vicki H. Adams** ..... **Mathematics**

B.S., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham

**E. Judith Cantey** ..... **Mathematics**

B.S., University of Montevallo  
M.A., University of Alabama in Huntsville

**Alan B. Davis** ..... **Mathematics**  
B.S., University of Alabama at Birmingham  
M.S., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham

**Louise Fall** ..... **Mathematics**

B.S., University of Southern Mississippi  
M.A., William Carey College  
Ed.S., William Carey College

**Charlotte A. Lyons** ..... **Chemistry**

B.S., Jacksonville State University  
M.S., University of Alabama at Birmingham

**Sam White** ..... **Mathematics**

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M.A., University of Alabama  
Ed.S., University of Alabama

**Transfer/General Studies Division –  
Shelby Campus**

**Jeanette Rogers** ..... **Associate Dean,  
Transfer/General Studies Division – Shelby Campus**

B.S., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham  
M.A., University of Alabama

**Business/Information Systems Department**

**Hal Harris** ..... **Chairperson,  
Shelby Business/Information Systems Department**

B.S., Auburn University  
M.B.A., University of Alabama at Birmingham

**Jannis Farmer** ..... **Computer Science**

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M.S., American Technological University

**Linda Hanson** ..... **Computer Science**

B.S., University of Alabama at Birmingham  
M.B.A., University of Alabama at Birmingham

**Sandi Logan** ..... **Office Information Systems**

B.S., Jacksonville State University  
M.A., University of Alabama at Birmingham

**Clark T. Schatz** ..... **Business**

B.S., University of Alabama  
M.B.A., Samford University  
M.P.A., Nova University  
D.P.A., Nova University

**Barrett Schober** ..... **Accounting**

B.S., University of Alabama  
M.Acc., University of Alabama

**Communications Department**

**Liesl Ward** ..... **Chairperson,  
Shelby Communications Department**

B.A., Samford University  
M.A., University of Alabama at Huntsville  
Ph.D., University of Illinois at Urbana

**Natalie R. Dudchock** ..... **Speech**

B.A., Auburn University  
M.S.C., Auburn University

**Dianna Hyde** ..... **English**

B.A., Jackson State University  
M.S., Illinois State University

**K. Brian Ingram** ..... **English**

B.A., University of Alabama  
M.F.A., Vermont College

**Mary Kaiser** ..... **English**

B.S., Marygrove College of Detroit  
M.A., University of Detroit  
Ph.D., University of Denver

**David E. Matchen** ..... **English**

B.S., Auburn University  
M.A., Auburn University  
Ph.D., University of Tennessee

**Connie Morris** ..... **English/Speech**

B.A., University of Montevallo  
M.A., University of Montevallo

**Janice Stuckey** ..... **Speech/Director, Forensics**

B.A., University of Alabama at Birmingham  
M.A., University of Alabama  
Ph.D., University of Alabama

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Shelby Liberal Arts Department**

Diploma, Carraway Methodist Medical Center School  
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B.M., Loyola University  
M.A., Tulane University

**Michael Cothran** ..... **Anthropology**

B.S., University of Miami at Coral Gables  
M.A., University of Alabama

**J. Tyra Harris** ..... **Psychology**

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M.A., East Tennessee State University  
D.A., Middle Tennessee State University

**J. Kyle Irvin** ..... **History**

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M.A., University of Alabama at Birmingham

**Paul H. Reuter, Jr.** ..... **History**

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M.A., University of Southern Mississippi  
Ph.D., University of Southern Mississippi

**Julia N. Stork** ..... **Psychology**

B.A., Huntingdon College  
M.S., Troy State University  
M.B.A., University of Alabama at Birmingham

**Mathematics/Engineering/  
Physical Sciences Department**

**Rebecca Sellers** ..... **Acting Chairperson,  
Shelby Mathematics/Engineering/Physical  
Sciences Department**

A.S., Jefferson State Community College  
B.S., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham

**Yu-ing Hargett** ..... **Mathematics**

B.S., University of Alabama at Birmingham  
M.S., University of Alabama at Birmingham

**Margaret Thrasher** ..... **Mathematics**

B.S., University of Alabama  
M.S., University of Alabama at Birmingham

**Terry Zeanah** ..... **Mathematics**

B.A., University of Alabama  
M.A., University of Alabama

**Center for Health and Biological Sciences**

**Clarence Ray** ..... **Dean,  
Center for Health and Biological Sciences**

B.S., Knoxville College  
M.A., Fisk University

**Biology Department – Jefferson Campus**

**Gail O. McKenzie** ..... **Chairperson,  
Jefferson Biology Department**

B.A., University of North Carolina at Greensboro  
M.A., East Carolina University

**Kelley Black** ..... **Biology**

B.S., Auburn University  
M.S., Clemson University  
Ph.D., University of Alabama at Birmingham  
M.Ed., University of Montevallo

**Elizabeth Gargus** ..... **Biology**

B.S., Auburn University  
M.Ed., Auburn University  
M.S., Auburn University

**Dudley Guthrie** ..... **Biology**

B.S., Auburn University  
M.S., Auburn University  
Ph.D., Auburn University

**Biology Department – Shelby Campus**

**Nakia R. Marshall** ..... **Chairperson,  
Shelby Biology Department**

B.S., Alabama State University  
M.S., Alabama State University

**Meena Bej** ..... **Biology**

B.Sc., University of Calcutta  
M.Sc., University of Calcutta  
Ph.D., University of Louisville

**Tobie Bogart** ..... **Biology**

B.S., Brooklyn College  
M.S., Ohio State University

**Nursing Department**

**Janice S. Pyle, R.N** ..... **Chairperson,  
Nursing Department**

B.S.N., University of Alabama  
M.S., Auburn University  
M.S.N., University of Alabama at Birmingham

**Helen C. Adams, R.N.** ..... **Nursing**

B.S.N., University of Alabama  
M.S.N., University of Alabama at Birmingham

**Frances C. Alexander, R.N.** ..... **Nursing**

B.S.N., University of Alabama  
M.S.N., University of Alabama at Birmingham

**Diann O.Barrett, R.N.** ..... **Nursing**

B.S.N., University of Alabama at Birmingham  
M.S.N., University of Alabama at Birmingham  
D.S.N., University of Alabama at Birmingham

**Anita B. Bogan, R.N.** ..... **Nursing**

B.S.N., University of Alabama at Birmingham  
M.S.N., University of Alabama at Birmingham

**Sheryl K. Colle, R.N.** ..... **Nursing**

B.S., Fort Hayes Kansas State University  
M.N., Wichita State University

**Richard Cresswell, R.N.** ..... **Nursing**

B.S.N., Union University  
M.S.N., University of Alabama at Birmingham

**Suzanne Dupree, R.N.** ..... **Nursing**

B.S.N., Samford University  
M.S.N., University of Alabama at Birmingham

**Bonnie Glass, R.N.** ..... **Nursing**

B.S.N., University of Alabama at Birmingham  
M.S.N., University of Alabama at Birmingham

**Patricia W. Havard, R.N.** ..... **Nursing**

B.S.N., University of Alabama  
M.S.N., University of Alabama at Birmingham

**Brenda O’Neal, R.N.** ..... **Nursing**

B.S.N., Tuskegee University  
M.S.N., University of Alabama at Birmingham

**Georgia O’Neal, R.N.** ..... **Nursing**

B.S.N., University of Alabama at Birmingham  
M.S.N., University of Alabama at Birmingham

**Jajuana Thrash-Smith, RN** ..... **Health Sciences**

**Pre-Program Nursing Advisor/Instructor**

B.S., University of Alabama  
M.S.N., University of Alabama at Birmingham

**Melisa Walker, R.N., CFNP** ..... **Nursing**

B.S.N., University of Alabama at Birmingham  
M.S.N./F.N.P., University of Alabama at Huntsville

**Daphne Kennedy Williams, RN.** ..... **Curriculum  
Coordinator, Nursing Education Program**

B.S.N., Troy State University  
M.S.N., University of Alabama at Birmingham  
D.S.N., University of Alabama at Birmingham

**Physical Education Department**

**Carl W. Pharis** ..... **Chairperson,  
Physical Education Department**

A.A., Lindsey Wilson Junior College  
B.S., Eastern Kentucky University  
M.S., Eastern Kentucky University

**Danise Echols** ..... **Health Education**

B.S., University of Alabama at Birmingham  
M.S., University of Alabama at Birmingham

**Camille F. Hallmark** ..... **Physical Education**

A.S., Jefferson State Community College  
A.A.S., Jefferson State Community College  
B.S., University of Alabama at Birmingham  
M.S., Mississippi State University

**David Russo** ..... **Physical Education**

A.S., Wallace Community College at Dothan  
B.S., Mississippi College  
M.S., Eastern Kentucky University

**Biomedical Equipment Technology Program**

**Fred Spencer, Jr.** ..... **Program Coordinator,  
Biomedical Equipment Technology**

B.S.E.E., Alabama A & M University  
M.B.A., Alabama A & M University  
J.D., Miles School of Law

**Clinical Laboratory Technology**

**Candy Hill** ..... **Program Coordinator,  
Clinical Laboratory Technology**

A.S., Jefferson State Community College  
B.S.Ed., University of Alabama at Birmingham  
M.A.Ed., University of Alabama at Birmingham  
MT (ASCP)

**Wendy Warren, M.T.** . . . . **Clinical Laboratory Technology**  
 A.S., Jefferson State Community College  
 B.S.A.H., University of Alabama at Birmingham

**Physical Therapist Assistant Program**

**Glenn Ross, P.T.** . . . . . **Program Coordinator,**  
**Physical Therapist Assistant Program**  
 B.S., University of California, Davis  
 M.S.P.T., University of Alabama at Birmingham

**Radiologic Technology Program**

**Christie W. Bolton** . . . . . **Program Coordinator,**  
**Radiologic Technology**  
 A.A.S., Jefferson State Community College  
 B.S., University of Alabama at Birmingham  
 M.A. Ed., University of Alabama at Birmingham

**Annette Williamson** . . . . . **Clinical Coordinator,**  
**Radiologic Technology**  
 A.A.S., Jefferson State Community College  
 B.S., University of St. Francis  
 M.S.R.S., Midwestern State University

**Center for Professional, Career,  
 and Technical Education**

**Norma Grant Bell** . . . . . **Dean,**  
**Career and Technical Education**  
 B.S., University of Alabama  
 M.B.A., Jacksonville State University

**Banking and Finance Program**

**Jesse Bryson, CPA.** . . . . . **Program Coordinator,**  
**Banking and Finance**  
 B.A., University of the South  
 M.P.A., University of Alabama at Birmingham  
 M.Acc., University of Alabama at Birmingham

**Building Science Technology Program**

**Murray Jones** . . . . . **Program Coordinator,**  
**Building Science Technology**  
 B.S., University of Alabama at Birmingham  
 M.S.M.T.E., University of Alabama at Birmingham

**Havis Johnson, P.E.** . . . . . **Building Science**  
 B.S.E.E., Mississippi State University  
 J.D., University of Memphis

**Call Center Program**

**Bruce Bursi** . . . . . **Program Coordinator, Call Center**

**Child Development Program**

**Kathi Bush.** . . . . . **Program Coordinator,**  
**Child Development**  
 B.A., Samford University  
 M.A., University of Alabama at Birmingham

**Criminal Justice-Law Enforcement Program**

**Cecilia Tubbs** . . . . . **Program Coordinator,**  
**Criminal Justice-Law Enforcement**  
 B.S., University of Alabama at Birmingham  
 M.S., University of Alabama at Birmingham

**Fire Science Program**

**Paula Ballard** . . . . . **Program Coordinator,**  
**Fire Science Program**  
 A.A.S., Jefferson State Community College  
 B.S., Birmingham-Southern College  
 M.S., Vanderbilt University  
 Ph.D., University of Alabama

**Funeral Service Education Program**

**William M. Counce** . . . . . **Program Coordinator,**  
**Funeral Service Education**  
 A.A.S., Jefferson State Community College  
 B.S., University of Tennessee  
 M.A., University of Alabama at Birmingham  
 Ph.D., University of Alabama  
 Alabama Licensed Funeral Director and Embalmer

**Venus N. R. Smith** . . . . . **Funeral Service Education**  
 A.A.S., Jefferson State Community College  
 B.S., Virginia State University  
 Alabama Licensed Funeral Director and Embalmer

**Hospitality Management/  
 Culinary Apprenticeship Program**

**Joseph D. Mitchell** . . . . . **Program Coordinator,**  
**Hospitality Management/Culinary Apprenticeship**  
 A.A.S., Volunteer State Community College  
 B.S., Middle Tennessee State University  
 Certified Executive Pastry Chef, American Culinary  
 Federation  
 Certified Culinary Educator, American Culinary  
 Federation

**Todd Jackson, CSC** . . . . . **Culinary Instructor,**  
**Hospitality Management/Culinary Apprenticeship**  
 A.A.S., Jefferson State Community College  
 Certified Sous Chef, American Culinary Federation  
 Certified Food Safety Manager, National Restaurant  
 Association

**J. Craig Kress, CCC, CCE** . . . . . **Culinary Instructor,**  
**Hospitality Management/Culinary Apprenticeship**  
 A.A.S., Jefferson State Community College  
 Certified Chef de Cuisine  
 Certified Culinary Educator



**Interior Design, Retail/Marketing Program**

**Carolyn Sockwell, ASID, CFCS, IDEC . . . . . Program Coordinator, Interior Design, Retail/Marketing**  
 B.S., University of Georgia  
 M.A.T., University of Montevallo  
 Ed.S., University of Montevallo  
 Ed.D., University of Alabama  
 NCIDQ Certified, State of Alabama Interior Designer,  
 #274

**Landscape Technology Program**

**Lawrence E. Quick . . . . . Program Coordinator, Landscape Technology**  
 B.S., Auburn University  
 M.A.G., Auburn University  
 Certified Crop Advisor

**Manufacturing and Technology Program**

**Andy Hatley . . . . . Chairperson, Manufacturing and Technology**  
 B.S.I.E., Kettering University  
 M.B.A., Jacksonville State University  
 Ed.S., University of Alabama at Birmingham  
 Ph.D., University of Alabama at Birmingham

**Radio and TV Broadcasting Program**

**Raymond Edwards . . . . . Program Coordinator, Radio and TV Broadcasting**  
 B.S., University of Alabama  
 M.A., Southwestern

**Librarians**

**Judy K. Dawson . . . . . Information Services Librarian**  
 B.S., Auburn University  
 M.L.S., Peabody College  
 Ed.S., University of Alabama

**Miriam B. Ford . . . . . Circulation/Reference Librarian**  
 B.A., Grinnell College  
 A.M.L.S., University of Michigan

**Lynda G. Dickinson . . . . . Coordinator, Learning Resources, Shelby Campus**  
 B.S., Jackson State University  
 M.L.S., University of Alabama

**Advisors**

**Danielle Coburn . . . . . Advising Counselor**  
 B.S., Auburn University at Montgomery  
 M.E., Auburn University at Montgomery

**Lillian Owens . . . . . Advising Coordinator/Counselor**  
 B.A., Fisk University

**Libby Holmes . . . . . Advisor, Student Services Specialist**  
 B.S., Auburn University  
 M.A., University of Alabama at Birmingham

**Administrative****Staff**

**Hugh D. Adams . . . . . Administrative Assignment**  
 B.S., University of Alabama  
 M.A., University of Alabama

**Tracy Adams . . . . . Director, Financial Aid**  
 B.S., Auburn University

**Nancy Beauchamp . . . . . Director, Career and Job Resource Center**  
 B.S., University of Alabama

**James Blackburn . . . . . Director, Shelby Campus**  
 B.S., Auburn University  
 M.A., University of Alabama at Birmingham

**David Bobo . . . . . Director, Media Relations**  
 B.A., University of Alabama

**Alexander M. Boswell . . . . . Assistant to the Vice President**  
 B.A., Miles College  
 M.A., University of Alabama at Birmingham  
 C.A.S.E., University of Alabama at Birmingham

**Cathy Barrow Brown . . . . . Director, Recruiting and Student Activities**  
 M.A., University of Alabama at Birmingham

**Gwendolyn Brown . . . . . Adult Education Instructor**  
 B.A., Miles College

**William Buchanan . . . . . Director, Learning Resources**  
 B.A., Belmont College  
 M.Ed., Middle Tennessee State University  
 M.S.L.S., Louisiana State University  
 Ed.D., Louisiana State University

**Gerald M. Burns, Jr. . . . . Lieutenant, Campus Police**

**Yvette Busby . . . . . Director, Upward Bound**  
 B.S., Jarvis Christian College  
 M.S., Samford University

**Harriott D. Calhoun . . . . . Director, Information Services**  
 B.A., Samford University  
 M.A., Mississippi State University  
 Ph.D., University of Alabama

**Chad Cook . . . . . Budget Control Officer**  
 A.S., Wallace State Community College  
 B.S., University of Alabama at Birmingham

**Charles S. Cobb, Jr. . . . . Director, Instructional Technology Services**  
 B.S., Auburn University  
 M.S., Auburn University

- Colin Eubanks . . . . . Instructional Technology Specialist**  
B.S., University of Alabama at Birmingham
- Shannon Ginn . . . . . Coordinator of Testing and Assessment**  
B.S., University of Alabama at Birmingham  
M.A.E., University of Alabama at Birmingham
- Christopher Grindle . . . . . Educational Program Coordinator**  
B.S., University of Montevallo  
M.A.E., University of Montevallo
- Montez Gross . . . . . Adult Education Instructor**  
B.S., University of Alabama  
M.S., Samford University
- Brenda Hall . . . . . Facilities Coordinator/Workforce Development Specialist**  
B.S., Faulkner University
- Patricia A. Harris . . . . . Administrative Assistant, Center for Health and Biological Sciences**  
A.A.S., Jefferson State Community College
- Damita Hill . . . . . Coordinator, Marketing**  
B.S., University of Alabama  
M.P.A., University of Alabama at Birmingham
- Michael Hobbs . . . . . Director, Enrollment Services**  
B.S., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham
- Barbara Holman . . . . . Project Director, New Options**  
A.A.S., Jefferson State Community College  
B.A., Stillman College
- Billie Sue Hulsey . . . . . Director, One Stop Center/Tech-Prep Coordinator**  
B.S., University of Montevallo  
M.S., Samford University
- Anthony Johnson . . . . . Housekeeping Supervisor**
- Yolanda Juddine . . . . . Coordinator of Career and Community Service**  
B.S., Faulkner University
- Grace Kelly . . . . . Director, College, Community & Corporate Education**  
B.A., University of Montevallo
- Brenda K. Kindred . . . . . Tutor Coordinator**  
B.S., University of Alabama at Birmingham  
M.A.E., University of Alabama at Birmingham
- Jane Massengale . . . . . Computer Programmer**  
A.A.S., Jefferson State Community College
- Jean Masters . . . . . Adult Education Instructor**  
B.S., University of Montevallo
- Edith Mayomi . . . . . Special Populations Coordinator**  
B.S., Alabama State University  
M.A., University of Alabama at Birmingham
- Jimmy McCay . . . . . Lieutenant, Campus Police**  
A.A.S., Jefferson State Community College
- Pat McConnell . . . . . Administrative Assistant**
- Melissa McLemore . . . . . Adult Education Instructor**  
B.A., Samford University  
M.B.A., Samford University
- Noralyn Miles . . . . . Coordinator, Local Governmental Relations**  
B.S., University of South Alabama
- David Morris . . . . . Assistant Director, Financial Services**  
B.A., University of Alabama  
M.Acc., University of Alabama at Birmingham
- Kay Potter . . . . . Sales Coordinator**  
B.A., University of Alabama at Birmingham
- Mark Partain . . . . . Instructional Technology Specialist**  
B.A., University of Alabama at Birmingham  
M.A., University of Montevallo
- Patricia Putnam . . . . . Director, Articulation**  
B.S., Mississippi University for Women  
M.A., University of Alabama
- Kaye Renfro . . . . . Administrative Assistant Governmental Relations & Grants Management**  
A.S., Jefferson State Community College
- Teresa Renshaw . . . . . Administrative Assistant to the Athletic Director**  
A.S., Jefferson State Community College
- Tammie Richey . . . . . Assistant Director, IRIR**  
B.B.A., University of Montevallo  
M.A.E., University of Alabama at Birmingham
- Janice Roberts . . . . . Administrative Assignment**  
B.A., Judson College  
M.S., University of Alabama at Birmingham  
Ph.D., University of Alabama at Birmingham
- Adrienne Rowland . . . . . Academic Coordinator/Upward Bound**  
B.A., Spelman College  
M.B.A., Clark Atlanta University
- Karen Royster . . . . . Reading Lab Instructor**  
B.S., Knoxville College
- Ruby Russell . . . . . Assistant Director, Legal Services/Human Resources**  
A.S., Cumberland School of Law, Paralegal Studies, Samford University

**Brooke Sanders** . . . . . **Administrative Assistant**  
B.S., University of Montevallo

**Wanda Sealy** . . . . . **Programmer Analyst,  
Information Technology**  
A.A.S., Jefferson State Community College

**Wayne Shaddix, Jr.** . . . . . **Administrative Assignment**  
B.S., Samford University  
M.A., Samford University

**Amy Sipper** . . . . . **Advising Assistant/Recruiter**  
B.S., Auburn University

**Martha Smith** . . . . . **Director,  
ADA Accommodations Office**  
B.S., University of Alabama at Birmingham  
M.A.E., University of Alabama at Birmingham

**Bill St. John** . . . . . **Programmer/Analyst, IRIR**  
A.S., Jefferson State Community College  
B.S., University of Alabama at Birmingham

**Mary Streetman** . . . . . **Administrative Assistant**  
A.A.S., Jefferson State Community College

**Larry Thompson** . . . . . **Director, Physical Plant**

**Rodney Thompson** . . . . . **Coordinator,  
Recruiting and Student Activities**  
B.S., Alabama State University

**Christine Tomberlin** . . . . . **Director, Adult Education**  
B.A., Carlow College  
M.A.E., University of Alabama at Birmingham  
Ph.D., University of Alabama at Birmingham

**Harvey Trull** . . . . . **Bookstore Manager**  
B.S., University of Alabama

**Peggy Vandergrift** . . . . . **Director, Information Technology**  
B.S., BirminghamSouthern College

**Daniel Vines** . . . . . **Site Coordinator, Western Center**  
B.A., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham

**Anthony Warren** . . . . . **Director,  
Student Support Services**  
B.A., Miles College  
M.A., University of Alabama at Birmingham

**Sherry Whisenhunt** . . . . . **Adult Education Instructor**  
B.A., University of Alabama at Birmingham

**Shain Wilson** . . . . . **Payroll Accountant**  
A.S., Jefferson State Community College  
B.S., University of Alabama at Birmingham

**Pamela Mitchell White** . . . . . **Fiscal Analyst/Accountant**  
B.S., Alabama State University

**Barbara Wood** . . . . . **Adult Education Instructor**  
B.S., Samford University  
M.A., University of Alabama at Birmingham

**Nader Zandi** . . . . . **Assistant Director,  
Information Technology**  
B.S., University of Alabama at Birmingham

## ***Support***

**Amir Abdelrahman** . . . . . **Computer Operations Supervisor**  
**Teresa G. Archer** . . . . . **Office Manager**  
**Bonnie Bailey-Self** . . . . . **Executive Secretary I**  
**Ramond Banks** . . . . . **Mailroom Assistant**  
**Dorothy Bates** . . . . . **Building Aid**  
**Derek Beck** . . . . . **Groundskeeper**  
**Archie Berry** . . . . . **Building Aid**  
**Velma Blanton** . . . . . **Building Aid**  
**Cindy Bobo** . . . . . **Transfer Credit Coordinator**  
**Ollena Brown** . . . . . **Financial Aid Information Specialist**  
**Ken Brown** . . . . . **Floor Refinisher**  
**Betty Campbell** . . . . . **Enrollment Services Receptionist**  
**Valenica Carpenter** . . . . . **Office Manager**  
**Jamie Cleckler** . . . . . **Office Manager**  
**Darnell Clay** . . . . . **Floor Refinisher**  
**Cheryl Collins** . . . . . **Bookstore Cashier**  
**Judy Craft** . . . . . **Building Aid**  
**Eddie Crotwell** . . . . . **Master Electrician**  
**Cindy Culver** . . . . . **Office Manager**  
**John Daniel** . . . . . **FIT COM Instructor/  
Building and Equipment**  
**Ann Darden** . . . . . **Office Manager**  
**Henry Davis** . . . . . **Floor Refinisher**  
**Cathy Denmark** . . . . . **Print Shop Manager**  
**Joe Dial** . . . . . **Supervisor Book Orders**  
**Tommy Diltz** . . . . . **Police Officer**  
**Robert Driskill** . . . . . **Police Officer**  
**Madelyne T. Duncan** . . . . . **Library Technician**  
**Freddie Dunning** . . . . . **Inventory/Shipping  
and Receiving Assistant**  
**Marsha Eller** . . . . . **Executive Secretary I**

**Cynthia G. Eubanks** . . . . . **Advisor/Coordinator,  
International Student Program**

**Lynn Evans** . . . . . **Office Manager**  
**Carolyn Ezzell** . . . . . **Mail Processor**  
**Justin Fisher** . . . . . **Evening Coordinator,  
Richard M. Scrusby Campus**

**Ardella Floyd** . . . . . **Building Aid**  
**Benjamin Fox** . . . . . **General Utilities Mechanic**  
**Christe Fox** . . . . . **Office Manager**  
**Robine Freeman** . . . . . **Horticulture/Groundskeeper**  
**Jackie Gerald** . . . . . **Office Manager**  
**Benny Gilchrist** . . . . . **Police Officer**  
**Gene Goodwin** . . . . . **Security Guard**  
**Thomas Gosdin** . . . . . **Groundskeeper**  
**Joan Gribble** . . . . . **Office Manager**  
**Jevonia Griffin** . . . . . **Building Aid**  
**Larry Hallmark** . . . . . **Carpenter**  
**Sophia Head** . . . . . **Microcomputer Lab  
Coordinator/Network Administrator**

Beverly A. Henley ..... Office Manager  
 Jeffery Hewitt ..... Grounds Supervisor  
 Rebecca Higgins ..... Office Manager  
 Sara Holley ..... Cashier-Accounting  
 Vera Holman ..... Building Aid  
 Claire Hortberg ..... Auxiliary Accountant  
 Arlene Howell ..... Executive Secretary  
 Erma Hughes ..... Executive Secretary I  
 Karen Hutchison ..... Office Manager  
 Teresa James ..... Library Assistant  
 Jeannette Johnson ..... Building Aid  
 Antonio Jones ..... Security Guard  
 Harrietta Jones ..... Building Aid  
 Vanessa Jones ..... Building Aid  
 Karen Key ..... Human Resources Specialist  
 Lisa Keenum ..... Office Manager  
 Kenneth Kelley ..... HVAC Technician/Electrician  
 Alan Kirkland ..... Purchasing Coordinator  
 Heather Lawley ..... Evening Services Coordinator/  
 Recorder  
 Alisha Lemaster ..... Office Manager  
 Julie Price Lett ..... Swimming Pool Coordinator  
 Kelly Long ..... Financial Aid Assistant  
 Donna Love ..... Office Manager  
 Brenda Mathis ..... Building Aid  
 Daniel McCombs ..... Automotive Mechanic  
 Patricia McLean ..... Office Manager  
 Lisa Millyard ..... Accounting Assistant  
 Bill Mixon ..... Institutional Assets Manager  
 Stephen Moore ..... Technical Support Specialist  
 Sharon Naish Nelson ..... Building Aid  
 Sandra Owens ..... Personnel Coordinator  
 Jimmie Pack ..... Technical Support Specialist  
 Grady Payne ..... Police Officer  
 Sherry Pettry ..... Accounts Receivable  
 Steve Phillips ..... Traffic Enforcement Officer  
 Elizabeth Pickens ..... Library Technician  
 Sandra Pugh ..... Office Manager  
 Reginald Reynolds ..... Building Aid  
 Linda Robison ..... Admissions Operations Supervisor  
 Frankie L. Roe ..... Office Manager  
 Virginia Rogers ..... Course Inventory Coordinator  
 Bernard Sanders ..... Group Leader-Floor Refinisher  
 Patsy Sanders ..... Senior Receptionist/  
 Telephone Operator  
 Susan Sangster ..... Learning Success Center  
 Lab Technician  
 Kelley Sharit ..... Office Manager  
 Virginia Silor ..... Coordinator of Veterans Affairs  
 Madge Smith ..... Office Manager  
 Tom Snider ..... Police Officer  
 Alexis Stanton ..... Science Lab Coordinator  
 Jefferson Campus  
 Kelvin Steele ..... Building Aid  
 Larose Stewart ..... Building Aid  
 Nancy Swanson ..... Office Manager  
 Clifford Toney ..... Police Officer  
 Barbara Tuggle ..... Security Guard  
 Jeanie Turner ..... Office Manager  
 Burt Veal ..... Bookstore Supervisor  
 Donna Venus ..... Executive Secretary I

Preston Walker ..... Lab Assistant  
 Beth Wallace ..... Food Laboratory Technician  
 Preston Wallace ..... Science Lab Coordinator  
 Shelby Campus  
 Edwiena Walton ..... Supervisor-Merchandise  
 and Supply  
 Louis Walton ..... Floor Refinisher  
 Dorothy Whitlow ..... Building Aid  
 Belinda Williams ..... Office Manager  
 Charles Willis ..... Network Specialist  
 Dave Wilson ..... Floor Refinisher  
 Inez Wilson ..... Building Aid  
 Nan Windham ..... Loan Officer  
 Betty Wittmeier ..... Receptionist/Telephone Operator  
 Deborah Woodbery ..... Office Manager  
 Spencer Woods ..... PT Night Computer Operator  
 Susan Yager ..... Admissions and Records Specialist  
 Marcia Zeigler ..... Bookstore Cashier

### ***Faculty Emeriti***

George Adams ..... Business  
 Richard Alford ..... Biology  
 William B. Atkins ..... Biology  
 Paula Ballard ..... Chemistry  
 Sharon B. Barnes ..... Radiologic Technology  
 Jade Beavers ..... Home Furnishings Merchandising  
 Barbarann Beckett-Gaines ..... Computer Science  
 Susan Blair ..... Reading  
 Olivia Jean Box ..... Allied Health  
 James A. Briley ..... Psychology  
 Lucius G. Bullard ..... Engineering Technology  
 Gladys Burns ..... Political Science  
 Beth Buzby ..... Computer Science  
 Jack Caldwell ..... Mathematics  
 Anne G. Carey ..... Political Science  
 Hugh Carpenter ..... Economics/Business  
 Everette Clark ..... English  
 Ben Clements ..... Science/Administration  
 Donald Coleman ..... Physical Education  
 Frauke Collinson ..... Art  
 H. Tony Couey ..... Physical Education  
 Susie W. Crenshaw ..... Office Information Systems  
 Ed Crowder ..... Biology  
 Carol Davenport ..... Communications  
 Paul Doran ..... Business/Division Chairperson  
 Frances Hurst Dean ..... Librarian  
 Charles Dickinson ..... Academic Counselor  
 Robert L. Drennen ..... Mathematics/Administration  
 James S. Dupuy ..... Mathematics  
 Johnnie Edwards ..... Computer Science  
 Marion K. Etheredge ..... Mathematics  
 Patricia Fitzsimmons ..... Music  
 Gail Fox ..... Physical Education  
 Ann F. Fulmer ..... Physical Education  
 Ronald Funderburg ..... Science and Engineering  
 Margaret F. Gadd ..... Chemistry  
 James Garrett ..... Liberal Arts/Division Chairperson  
 Chester F. Gates ..... Business  
 Janis L. Gates ..... Nursing/Division Chairperson  
 James Goggans ..... Biology

Paula Gray . . . . .	Job Placement Officer/Career Advisor	Dan Scott . . . . .	Program Coordinator, Agriculture Technology
John Greaves . . . . .	Social Science	Evelyn Smith . . . . .	Business
Donald Green . . . . .	Physical Education	Julia Smith . . . . .	English
Janie Greene . . . . .	Hospitality Management	Donald F. Solfronk . . . . .	History
Maxie Hall . . . . .	History	Joan Stinson . . . . .	Medical Laboratory Technology
Robert Hall . . . . .	Mathematics	Gail Thomason . . . . .	Clinical Laboratory Technology
Jane Hawkins . . . . .	English	Beryl Q. Thompson . . . . .	Retail Management/Marketing
Larry Hawkins . . . . .	English	John Tow . . . . .	Technologies
David Hearn . . . . .	Business/Division Chairperson	James Townson . . . . .	Funeral Service Education
David Henderson . . . . .	Ornamental Horticulture	Linda Trucks . . . . .	Music/Division Chairperson
Tom Henderson . . . . .	Athletic Director HPR/ Assistant Division Chairperson	Grace Walsh . . . . .	Art
Nanaline J. Holt . . . . .	Director, Financial Aid/French	Jeanne Weaver . . . . .	History
Bernis Howard . . . . .	Business	Mary Whatley . . . . .	Sociology
Coy Huggins . . . . .	Music	Barbara Wilbourn . . . . .	Mathematics
Helen Jackson . . . . .	Spanish	Thomas F. Wilkes . . . . .	Physical Science
Pam Jackson . . . . .	Nursing	Betty Williams . . . . .	English
Betty B. Jones . . . . .	English	James Williams . . . . .	Chemistry
Douglas Jones . . . . .	English	Wanda Williams . . . . .	Communications/Division Chairperson
Kathleen Jones . . . . .	Chemistry	Horace Wood . . . . .	Music
Roger Jones . . . . .	Geography		
Gerald Kelly . . . . .	Computer Science		
Annie Lee King . . . . .	Office Administration		
Faye Kinstler . . . . .	Office Information Systems		
Ovelle Kent . . . . .	Biology		
Kirk H. Kniep, Jr. . . . .	History		
Richard Krayar . . . . .	English		
James LaMarsh . . . . .	Business		
Mary LaMarsh . . . . .	Office Administration		
Pamela Laning . . . . .	Child Development		
Adrienne Lankford . . . . .	Music		
William R. Lankford . . . . .	Athletics		
Gayden Latture . . . . .	History		
Jane Latture . . . . .	English		
Terry Leesburg . . . . .	Radiologic Technology		
Maurice Lind . . . . .	Mathematics		
Pauline Long . . . . .	Biology		
Lyndel Lyons . . . . .	Music		
Scott A. Marshall . . . . .	Business/Administration		
Clyde E. Martin . . . . .	English		
Lois Maxwell . . . . .	Librarian		
Cathy McDonald . . . . .	Science/Administration		
Anita McWaters . . . . .	Mathematics		
W. Buryl McWaters . . . . .	Mathematics/ Division Chairperson		
Billy Mitchell . . . . .	Criminal Justice		
Bal Moore . . . . .	Physical Education		
Marcha Moore . . . . .	Physical Education		
Betty Murphree . . . . .	Office Administration		
Norville Nelson . . . . .	Mass Communications		
James Peck . . . . .	English		
Billie Phillips . . . . .	English		
Agnes Pollock . . . . .	English		
Nelda Pugh . . . . .	Business		
Jean Porterfield . . . . .	Nursing		
Bernice Reichert . . . . .	Business		
Richard Remmert . . . . .	Traffic/Transportation		
Carmine Ruocco . . . . .	Program Coordinator, Building Science Technology		
Howard Sadler . . . . .	Economics		

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## Services

### ADA Accommodations

Early registration in the ADA Accommodations Office located in Fitzgerald Student Center 305 or by appointment at the Shelby Campus is available and strongly recommended for students with disabilities. Adherence to the following procedures insures the best possible service the institution can provide.

#### New Applicants

1. New applicants should note the dates for early registration published in the semester class schedule or call the ADA Accommodations Office to obtain this information.
2. Students are responsible for providing documentation of their disabilities to the ADA Accommodations Office.
3. Students should note the dates and times of the COMPASS Placement Test occurring before the early registration period.
4. Students should take the placement test so that classes at the appropriate level may be assigned (for English and math).
5. If accommodations need to be made for the placement test, students should notify the ADA Accommodations Office for an interview with the ADA representative at least one week prior to the testing date. Documentation should be brought to this meeting if it has not already been received. Documentation must be on file and the necessary paperwork completed before an accommodation can be arranged.
6. Students should call the ADA Accommodations Office and schedule a time for early registration. Placement scores should be brought to this meeting. Forms 1, 2, and 3 may be filled out during the meeting.
7. Students may register for course work along with arranging for accommodations (Form 4\*, if required) in Fitzgerald Student Center 305.
8. At the beginning of the semester students should give a copy of Form 4\* to the instructor of each class where accommodations need to be made. Students and instructors will discuss the requested accommodations and sign Form 4\*. Instructors will then return this form to the ADA Accommodations Office. If an agreement cannot be reached, the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA Accommodations Office.

#### Returning Clients

1. Students should note the dates for early registration published in the semester class schedule or call the ADA Accommodations Office to obtain this information.
2. After being advised, students should choose appropriate classes for the semester.
3. Students should schedule an appointment with an ADA Accommodations representative to register for classes and make arrangements to pick up accommodations letters (Form 4\*).
4. At the beginning of the semester students should give a copy of Form 4\* to the instructor in each class where

accommodations need to be made. Students and instructors will discuss accommodations and sign Form 4\*. Instructors will then return this form to the ADA Accommodations Office. If an agreement cannot be reached, the division chair should be consulted. If an agreement is still not obtained, students should contact the ADA Accommodations Office.

\*Although the ADA Accommodations Office will attempt to address all requests as efficiently as possible, students who do not attend early registration must allow a minimum of two weeks for accommodations letters (Form 4\*) to be processed.

### **Alabama Articulation and General Studies Committee**

The Alabama General Studies Committee was created in March of 1994 by the State Legislature through ACT 94-202. The act provides for a statewide articulation agreement for the freshman and sophomore years for the transfer of credit among all public institutions of higher education in Alabama. The STARS Computerized Advising System has been created to inform students of the courses that they can take and transfer among Alabama public institutions. For more information, visit the Jefferson State web site at [www.jeffstateonline.com](http://www.jeffstateonline.com).

### **Advising**

Academic advising is critical for students seeking a degree or certificate from Jefferson State or planning to take courses prior to transferring to a four-year institution. In order for Jefferson State to provide quality advising, students must communicate their purpose for enrolling at the college. Jefferson State has identified the following purposes for students:

- Two-year transfer degree to four-year institution: Students who plan to complete courses which will apply toward a bachelor's degree at a four-year university or college and plan to transfer after completing associate degree requirements at Jefferson State.
- Two-year non-transfer degree: Students who plan to complete a degree to prepare for employment to enter occupational, semi-professional, or para-professional employment upon graduation from Jefferson State. These students do not plan to transfer to a four-year university or college.
- Certificate: Students who plan to complete a certificate program to enter or advance in jobs requiring specific occupational skills.
- Take a few courses before transferring to four-year institution: Students who plan to complete courses which will apply toward a bachelor's degree at a four-year university or college and plan to transfer without completing associate degree requirements at Jefferson State.
- Transient: Students who plan to take a course or courses before returning to the university or college of original enrollment. A transient letter from the college or university specifying the courses to be taken at Jefferson State must be on file in Enrollment Services. These students are not required to receive academic advising.
- Job related or personal enrichment: Students who plan to complete a course or courses for job purposes or personal enrichment and do not plan to pursue a college degree or certificate. These students may or may not choose to receive academic advising.

All students are strongly encouraged to seek academic advising on a regular basis in order to achieve their educational goals.

New students are encouraged to attend orientation for new students. Advisors are available during orientation to discuss academic advising, degree plan options, and course selection.

Undecided students attending the Jefferson Campus should visit the Advising Center located in Allen Library 100. Students attending the Shelby Campus should contact Enrollment/Business Services (RSH 102) at the Shelby County Campus. Advisors are available to assist students with the achievement of their academic goals. Academic advising is available to help students identify appropriate courses, select majors, select transfer institutions and assist with academic problems. Upon declaring a major, undecided students will be assigned to a faculty advisor/mentor. This advisor/mentor will help ensure accurate progression in the student's chosen field of study.

Currently enrolled and readmitted students are strongly encouraged to schedule appointments with an advisor prior to registration. Maintaining ongoing contact with an advisor will facilitate academic progress.

Students taking courses for personal enrichment who wish to speak with an advisor should visit the Advising Center or Enrollment Services for referral to an appropriate advisor.

Students are personally responsible for completing the requirements for their transfer, career, or certificate program. Advisors are not responsible for, and may not exempt students from, fulfillment of any established requirement.

### **Advising Materials**

Detailed information is needed for Jefferson State advisors to give accurate advice. Students are encouraged to collect and have available the following information when meeting with an advisor:

- AGSC Stars Guide
- Transfer institution's Area V page
- Transfer Check Sheet
- Placement test scores
- Transcripts (high school, other colleges, Jefferson State)
- Degree plan (signed by student and college representative)
- Transfer college or university catalog.

### **Tutorial Services**

Free tutorial services are offered in Lurleen Wallace Hall room 206 on the Jefferson Campus and in the Learning

Resource Center on the Shelby Campus. Tutors are available to provide assistance in math and English courses. Specific questions may be emailed to the tutors at [tutor@jeff-stateonline.com](mailto:tutor@jeff-stateonline.com). Schedules listing the times tutors are available are posted in Lurleen Wallace Hall room 206 and in the Learning Resource Center, RSH 122.

### **Financial Aid**

Jefferson State Community College participates in most of the federal financial aid programs. Those programs include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal College Work Study Program, and the Federal Direct Student Loan Program. The college also participates in the Alabama Student Assistance Program. In order to apply for aid through any of these programs a student must follow these steps:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Be sure to list Jefferson State Community College (Federal School Code 001022) in the "Releases and Signatures" section. Failure to list our Federal School Code will result in a delay in the processing of your application.
- Mail the FAFSA to the federal processing center in the envelope provided with the application or complete the FAFSA on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Apply for admission to Jefferson State and provide required academic transcripts.
- Submit a Student Aid Report to Jefferson State's Financial Aid Office as soon as possible.
- Complete the Jefferson State Application for Financial Aid Packet.
- Request financial aid transcripts from all colleges attended during the past twelve months.

A student who requires financial aid funds to pay his tuition and fees must have his admission files and his financial aid files complete at least one week prior to registration. A student who plans to apply for a loan must call the financial aid office well in advance of the date of his anticipated enrollment to determine the loan application deadline.

### **Insurance**

Brochures and other information related to accident and health insurance plans are available at the Jefferson Campus in the Manufacturing Center (JSM 104), or at the Shelby Campus at the reception desk or in Enrollment/Business Services (RSH 102). The college does not endorse any one plan and assumes no responsibility for conflicts between students and insurance carriers. International students are required to furnish proof of health insurance.

### **Housing**

Jefferson State does not provide on- or off-campus housing. Students must make their own arrangements for housing, and the college assumes no responsibility for any problems between landlords and students. Apartment and Newcomer Guides are available in Enrollment Services and at the Shelby Campus.

### **Identification Cards**

All students are required to obtain and carry a Jefferson State Identification (I.D.) card. I.D. cards are attached to schedule bills issued at the pay stations during registration. I.D. cards are used for checking out books from the library, admission to social, cultural and athletic events, voting in student elections, and other campus or community activities. The following regulations apply to I.D. cards:

- When college officials request display of I.D. cards, students must present their cards. Failure to present I.D. cards may result in disciplinary action or arrest for trespassing. Student I.D. cards are made for personal use only. Students violating the I.D. card privileges are subject to probation, suspension or dismissal.
- Students may be required to show their I.D. cards when first attending classes.

### **Personal Counseling Referrals**

Jefferson State recognizes that students of the college may encounter personal problems such as depression, substance abuse, divorce, and other non-academic problems that are best discussed with professionally trained counselors and social workers. While Jefferson State does not maintain a staff of such counselors and does not offer therapeutic counseling in such areas, the college does provide a counseling referral service. Students seeking referrals to address non-academic personal problems may contact personnel in the Office of Recruiting/Student Activities or Enrollment Services at the Jefferson Campus, or Enrollment/Business Services or the office of the director at the Shelby Campus. Students using this service will generally be provided names, addresses, phone numbers, and an explanation of the services and costs of professional counseling at appropriate social services of mental health agencies and individual counselors.

### **Pioneer Bookstores**

The Pioneer Bookstore I, located on the third floor of Fitzgerald Student Center, and Pioneer Bookstore II, located at the Shelby Campus in RSH 120, offers new and used textbooks, school supplies, study aids, computer software, college emblematic clothing and gifts, and other items. Bookstore prices are competitive with other college bookstores. The bookstore's hours of operation are designed to accommodate the student population. The hours of operation are subject to change as appropriate to class scheduling, orientation, book buy-back during finals, and during the beginning of classes.

### **Refunds on Textbooks**

1. A sales receipt must be presented to receive a refund on textbooks.
2. A refund is not given for a book not required for a course unless the book is defective.
3. A refund for a required textbook may be given each semester until the end of the third week of classes.



### **Refunds and Exchanges on Merchandise other than Books**

1. A refund is not given for non-book items.
2. Defective merchandise may be exchanged.

### **Textbook Buy-Backs**

The Pioneer Bookstore conducts a textbook buy back at the end of each semester. This textbook buy back is during the week of finals. Students should consult the class schedule each semester and watch for signs posted with the exact times and locations.

### **Testing and Assessment**

#### **Math and English COMPASS Placement Tests**

Jefferson State requires a comprehensive assessment of students in math and English prior to enrollment in classes. Course placement is determined by the results of this assessment.

The following students are exempt from the COMPASS placement test:

- Students scoring 480 or above on the SAT Verbal and 526 or above on the SAT math who enroll at Jefferson State within three years of high school graduation;
- Students scoring 20 or above on the English and math sections of the ACT who enroll at Jefferson State within three years of high school graduation;
- Students with an associate degree or higher from a regionally or Council on Occupational Education accredited post-secondary institution;
- Students who transfer degree-creditable college-level English or math courses with a grade of "C" or better;
- Senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only;
- Students in certain short certificate programs having no English or mathematics requirements;
- Students who have completed required developmental coursework at another Alabama College System institution within the last three years;
- Students who register for RDG 085 and ENG 093 or for MTH 090.
- Audit students, transient students and dually enrolled high school students in English or math;
- Students providing documentation of assessment (COMPASS) within the last three years.

To qualify for these exemptions, test scores and/or college transcript(s) must be on file with Enrollment Services.

In lieu of placement test scores, course placement may also be assigned based on English and math subtest scores as reported by ACT and SAT Assessment provided that the student is enrolling within three years of high school graduation.

- RDG 085  
ACT English score of 14 or below  
SAT verbal score of 380 or below

- ENG 093  
ACT English score of 15 - 19  
SAT verbal score of 390 - 470
- ENG 101  
ACT English score of 20 or higher  
SAT verbal score of 480 or higher
- MTH 090  
ACT math score of 15 or below  
SAT math score of 360 or below
- MTH 091S  
ACT math score of 16 - 19  
SAT math score of 370 - 470
- MTH 098 or MTH 116  
ACT math score of 16 or below  
SAT math score of 370 or below
- MTH 100  
ACT math score of 20 - 23  
SAT math score of 480 - 550
- MTH 110, MTH 112, MTH 118, or MTH 265  
ACT math score of 24 - 25  
SAT math score of 560 - 580
- MTH 113 or MTH 120  
ACT math score of 26  
SAT math score of 590 - 600
- MTH 125S  
ACT math score of 27 - 36  
SAT math score of 610 - 800

These scores are subject to change.

Important Information about COMPASS Placement Test:

- Students will be dropped from a registered course if they are not eligible for the class.
- For more information on developmental instruction, see the Developmental Instruction section of the *Catalog and Student Handbook*.
- Students may only take the COMPASS placement test once per calendar year. After a period of one calendar year, students may retake the placement tests in an attempt to earn higher scores. The College reserves the right to assess a nominal charge for retesting.
- Students must present picture identification and have an application for enrollment on file with Enrollment Services in order to take the placement test.
- COMPASS scores are only valid for three years.

#### **Biology Placement Test**

The Biology 103 Challenge Placement Test is offered for students wishing to skip Biology 103. Students must score 50 or above to qualify for this exemption.

#### **Additional Tests**

- National League for Nursing Pre-Admission Exam (PAX-RN)
- ACT Residual
- The College Level Examination Program (CLEP)
- ACT Automotive Service Excellence (ASE) Exams
- ACT Assessment
- General Educational Development Test (GED)
- National Board Examination for Certified Counselors WorkKeys

**GED Testing**

Jefferson State Community College offers the GED Test to members of the community. In order to take the test, you must register for the test in person at the campus where you plan to test prior to the test date. Register for Jefferson Campus test sessions in the Testing and Assessment Office any day except Wednesday or with the receptionist in Richard Scrusby Hall for Shelby Campus test sessions. A government issued identification card (such as a driver's license or passport) and a social security card are required at registration and on the day of the test. In addition, the appropriate test fee must be paid in cash on the day of the test. For additional information call the Testing and Assessment Office.

**High Stakes Testing**

The Testing and Assessment Office offers various high-stakes examinations via computer-based and paper-based testing. For additional information, contact the Testing and Assessment Office at (205) 856-7896.

**ACT WorkKeys Assessment**

The ACT WorkKeys Assessment, a component of the ACT WorkKeys system, measures an individual's workplace skills in Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. These eight skills assessments provide a reliable way to measure skill levels and determine how they compare to the skills required for specific jobs. Individuals may be assessed in all eight areas or any one or more of the eight skills areas. For more information, contact the Testing and Assessment Office.

**Strong Interest Inventory**

The Strong Interest Inventory is offered to both Jefferson State students and community members. This assessment is a useful tool in deciding on a future occupation. The test is useful for young people who are undecided about what occupation to pursue and people who are looking for a career change. The test helps to identify occupations that are in tune with individual preferences. There is a charge for this assessment. For more information call the One Stop Career Center.

**Information for Test Takers with Disabilities**

The Testing and Assessment Office at Jefferson State Community College is committed to serving test takers with disabilities by providing services and reasonable testing accommodations as set forth in the provisions of the Americans with Disabilities Act (ADA). Students having a disability, as prescribed by the ADA, and requiring special testing services or arrangements, should contact the Testing and Assessment Office. Documentation of the disability and a request for special accommodations must be submitted. Requests should be submitted well in advance of the proposed test date to allow an opportunity to make the necessary accommodations. Only test takers with documented disabilities are eligible for special accommodations.

**Score Reports**

In compliance with the Family Educational Rights and Privacy Act, the Testing and Assessment Office will provide score reports only upon written request of the student. Official score reports are issued to institutions, companies, agencies, etc. Score reports issued to students are stamped "Issued to Student."

The Testing and Assessment Office only issues score reports for ACT COMPASS placement tests and the test of General Education Development (GED) that were administered at Jefferson State Community College. Score report requests for all other examinations must be directed to the appropriate institution or agency.

## ***Student Activities***

### ***Student Activities Calendar***

The official student activities calendar is maintained by the Office of Recruiting/Student Activities, Fitzgerald Student Center, room 300. All student activities and events must be registered with this office prior to publicizing events. Generally, with the exception of student organization meetings, activities are not permitted to conflict.

### ***Recognition of Student Organizations***

The Student Government Association, in conjunction with Student Activities, establishes guidelines for recognition and tenure of student organizations. Organizations should secure a copy of the *Organization Handbook* from the Office of Recruiting/Student Activities. Organizations are responsible for following the guidelines set forth in the handbook.

#### ***Initial and Reorganized Recognition***

Any group of Jefferson State students who desire to apply for official recognition as a student organization must submit the following items to the Office of Recruiting/Student Activities:

1. Organization Structure Form containing:
  - A. official name of the proposed organization
  - B. purpose of organization
  - C. list of all proposed charter members (ten minimum)
  - D. list of all proposed officers
  - E. statement of when, where, and how often the organization will meet
  - F. name of faculty/staff advisor with a statement from this person acknowledging his desire to work with the organization (it should be noted that the faculty/staff advisor must be present at all meetings).
2. Constitution and by-laws including:
  - A. statement acknowledging that proposed organization is subject to all college rules, regulations, and policies.
  - B. statement that the organization will not utilize any form of hazing in any ceremonies or activities.
3. A complete statement of any relationship the proposed organization will have with any organization or group outside the college.

The Organization Structure Form is available in the Office of Recruiting/Student Activities, Fitzgerald Student Center, room 300.

Completed forms will be forwarded to the Student Government Association for its action. Representatives of the organization seeking recognition are invited to present or explain necessary business. The SGA will make a recommendation to the director of Recruiting/Student Activities for approval or disapproval. If the director disapproves, the president of the SGA notifies the group, in writing, as to the reason for disapproval and what changes are necessary to secure approval. The group may resubmit the form after changes have been made.

The vice president may unilaterally recognize student groups and organizations for inclusion in the student activities or government process or for participation in campus life. In the event of recognition, the director of Recruiting/Student Activities notifies the president of the SGA. The president notifies the group, in writing, of its official recognition. The president also informs the group of the requirement to submit an application for re-approval annually. In case of disapproval, the director of Recruiting/Student Activities notifies, in writing, the SGA President and the group seeking recognition of the reasons for disapproval and what changes, if any, could be made which would make the group acceptable for recognition. The vice president has the final authority to grant or refuse official recognition of a group seeking to organize.

#### ***Tenure of Student Organization***

Once recognized, a student organization must meet the following criteria in order to continue receiving official recognition:

1. An annual application must be submitted to Student Activities within thirty days after the first day of class of the fall term.
2. The annual application must show how the organization will continue to fulfill the purpose and goals of its charter, constitution, and by-laws.
3. The SGA will recommend to the director of Recruiting/Student Activities whether a particular student organization should be:
  - A. continued in good standing,
  - B. continued on probationary status for a specified period of time
  - C. reorganized, or
  - D. disbanded.
4. The officers of the organization will be advised of the final decision on the annual application and the SGA's recommendations. Any disbanded student organization that wishes to reapply must follow the steps previously outlined.

The vice president may grant or suspend recognition of any organization when, in his opinion, it is necessary. The vice president will notify the director of College and Community Relations of his actions and supporting reasons. The director of Recruiting/Student Activities will notify the president of the SGA, in writing, of the decision of the vice president. The decision of the vice president will be final.

#### ***Fund Raising and Soliciting***

The college exercises no control or authority over revenues generated through fund raising activities of clubs and organizations. Such revenues are retained and expended by the sponsoring organization. Clubs and organizations may request the college to establish an agency account to receive and expend generated revenues or they may elect to establish an account with a bank of their choice.

No fund raising is to interfere with the educational process on campus. The organization advisor must approve all fund raising activities. Authorization must be secured from the

Business Manager to solicit funds. Fund raising activities are subject to review by the director of Recruiting/Student Activities. Approval for campus distribution of items that are free of charge must be obtained from the director, Recruiting/Student Activities.

### ***Use of College Facilities***

Officially recognized student organizations wishing to reserve college facilities, with the approval of the organization sponsor, should notify the Office of Recruiting/Student Activities. Classrooms, lecture halls, auditoriums and conference rooms located in other buildings on campus must be scheduled through Workforce Development. For more information contact the Facilities Coordinator/Workforce Development Assistant at 856-7783.

### ***Use of Electronic Media***

Students using college resources to access any form of electronic media, including the Internet, are responsible for their own actions and must act in accordance with the following guidelines:

1. Use electronic media for educational purposes only.
2. Refrain from sending, displaying, or downloading offensive messages or pictures.
3. Refrain from damaging or modifying any computer systems, including restrictions imposed on internet accounts.
4. Refrain from violating copyright laws.
5. Refrain from using other users' passwords or log-on codes and trespassing in other users' files.
6. Refrain from intentionally wasting limited resources.

Students should not expect files to remain private or secured when stored on the college's publicly accessed computers. To maintain system integrity and to ensure the electronic media is used responsibly, Jefferson State reserves the right to review files and network communications, and to delete files when deemed appropriate. Violation of these guidelines could result in disciplinary action in accordance with the Academic Honesty Code and the Code of Student Conduct.

### ***Conduct at Social Events***

1. Only registered students and their guests may attend college social events given by student organizations unless by special invitation.
2. Any Jefferson State Community College student who has violated college regulations at any function sponsored by the college or by any college recognized organization may be required to relinquish his I.D. card to a college representative and to leave the function immediately. The student may be subject to disciplinary action.
3. Any person who is not a student at Jefferson State Community College and who has violated these regulations is required to leave the function immediately.
4. No organization may sponsor or participate in an unofficial or unauthorized social activity. An individual student group who sponsors, participates in, or in any way is connected with such events may be subject to disciplinary action.

5. A function sponsored by or held in the name of a recognized student organization must abide by all regulations stated herein, whether that function is held on- or off-campus.
6. Responsibility for the enforcement of these regulations lies with the officers or appointed representatives of the organization sponsoring the function; they are expected to cooperate with the faculty advisor and college representative in enforcing regulations.

### ***Procedure for Other Events***

Procedures for events other than social functions, such as business meetings for organizations are as follows:

1. Meetings may be held on- or off-campus.
2. After an event has been properly scheduled and entered on the student activities calendar, it may be publicized.
3. Recruiting/Student Activities staff reserves the right to attend any organization's meeting.
4. Advisors must be present at all meetings.

### ***Student Organizations and Activities***

Jefferson State is dedicated to the total development of the individual; therefore, many opportunities are available for co-curricular activities. Organizations and activities are a vital part of the college's commitment to the total development of the individual student. Student organizations and activities exist to enhance and support the academic experience. Student organizations provide opportunities for students to voice their comments and suggestions as well as to make positive contributions to both the community and the institution. All students are encouraged to contribute positively to the decision making process of the college.

Student organizations are open to all students of Jefferson State who qualify for membership. No student may be denied membership based upon age, sex, race, religion, national origin or disability. The director of Recruiting/Student Activities may temporarily suspend the recognition of a recognized student organization if the members of the group conduct themselves in such a manner that their actions could and/or do present a clear and present danger to the orderly educational process of the college. Any temporary suspension would be no longer than the time necessary to have an investigation of the circumstances that led to the suspension. Organizations operate with the advice and consent of their advisors in conjunction with Recruiting/Student Activities.

The **African-American Society** provides opportunities for the membership and other interested students to gain knowledge of the cultural heritage of those of African descent. This organization promotes and encourages an appreciation of various cultural interests as well as promoting those values necessary to full participation in society at large. Membership is open to all students. Advisor: Damita Hill, (205) 856-7884

The **Art and Animation Guild** promotes campus and community awareness of the social value, impact, and importance of art. Membership is open to all students. Advisor: Judy Knopf, (205) 856-7837

The **Association of Information Technology Professionals** provides leadership skills and career information to all students interested in information technology. Advisor: Alan Cook, (205) 856-7875

The **Association of Radiologic Technology Students** is an organization for students enrolled in the Radiologic Technology Program. Its purpose is to recognize and promote leadership among students, and to promote the high standards of the profession. Advisor: Christie Bolton, (205) 856-6017

The **BACCHUS Club** develops and promotes positive lifestyles and decision-making skills concerning alcohol. The BACCHUS philosophy ... "Students can play a uniquely effective role-unmatched by professional educators in encouraging their peers to consider, talk honestly about, and develop responsible habits and attitudes toward the use or non-use of alcohol.: It promotes state laws and campus policies related to alcohol use. Advisor: Kelly Long, (205) 856-6079

The **Campus Ministries** provides an opportunity for fellowship, Bible study, service, and leadership development for students interested in Christian activities. Membership is open to all students regardless of denomination or religious background. Advisor, Randell Trammell, (205) 856-6002

The **Diamond Dolls Organization** exists to enhance the overall operation of the athletic program. Each member functions as an ambassador for the entire college community. This club is open to all students who are interested in the athletic program. Advisor: David Russo, (205) 856-8523

The **HPR Majors Club** provides opportunities for those majoring in Health, Physical Education, and Recreation to share their common interests and goals. Members are involved in a wide range of activities including intramural sports, fund raisers, and state and national conferences. Advisor: Bill Pharis, (205) 856-7879

**Intercollegiate Athletics** Jefferson State competes in intercollegiate athletics in baseball and softball. The College has membership in the Alabama Junior and Community College Conference and the National Junior College Athletic Association. The coaches recruit and award an allotted number of scholarships per sport. Tryouts are also conducted for international students. The Alabama State Board of Education requires drug testing for all student athletes. Copies of guidelines related to drug testing are available in the office of the Athletic Director. Advisor: Bill Pharis, (205) 856-7879

**Intramural Sports** are open to all students. The program, which is not based on skill, offers athletic competition in flag football, basketball, softball, soccer, volleyball, badminton, bowling and tennis. Advisor: Rodney Thompson, (205) 856-7914

The **Jefferson State Ambassadors** serve as official hosts and hostesses for college-sponsored events, lead tours of the campus, and serve as student recruiters. Membership information is located in Fitzgerald Student Center, room 300. Advisor: Amy Sipper, (205) 856-7723

The **Jefferson State Association of Nursing Students** is the local chapter of the National Student Nurses' Association and is open to all nursing and pre-nursing students enrolled at Jefferson State. The organization provides an opportunity to practice leadership skills and to participate in activities, which promote high standards in health care and in the profession of nursing. Advisor: Georgia O' Neal, (205) 856-6029

The **Jefferson State College Scholars Team** is composed of academically gifted, full-time students who practice, host and participate in college academic tournaments throughout the state and region. These tournaments place emphasis on the intellectual skills of the participants. The members also assist in staffing area senior high school and college academic tournaments hosted by the college. Advisor: Dr. Patrick Armstrong, (205) 856-6035

The **Jefferson State Singers** is a choral group that performs at college and other functions. Membership is by competitive audition. Advisor: Jessica Hall, (205) 856-7900

**Phi Theta Kappa** is an international honor society that recognizes academic excellence and promotes scholarship, leadership, service and fellowship. Invitations for membership in Jefferson State's award winning Pi Pi (Jefferson Campus) and Beta Lambda Delta (Shelby Campus) Chapters are extended to returning full-time students who have a minimum 3.5 cumulative grade point average. Part-time students with a 3.5 cumulative grade point average who have completed at least 20 semester hours including ENG 101 and are eligible for MTH 112 are also invited for membership. Students are tapped for membership during fall and spring semesters. Pi Pi (Jefferson Campus) Advisor: Kristi Chambers, (205) 856-6039. Beta Lambda Delta (Shelby Campus) Advisor: Liesl Ward, (205) 520-5956.

The **Pioneer News** is a newspaper published five times per year and is for students interested in working in journalism. The newspaper's mission is to serve as a learning laboratory for students and to provide educational, informational, and cultural resources to persons within the college community. Advisor: Ray Edwards, (205) 856-6095

The **Jefferson State Rotaract Club** is a community service club as well as part of a global effort to bring peace and international understanding to the world. Rotaract is an international network of over 5000 clubs sponsored by Rotary International. Students will be provided opportunities to enhance personal development, to address physical and social needs of the community, and to promote better relations between people worldwide through a framework of friendship and service. Membership is open to all students. Advisor: Jeanie Turner, (205) 856-7922

The **Senior Adult Student Club** is composed of students eligible for the Alabama state tuition-free scholarships. This club promotes communication between the senior students and the college community by engaging in service projects, raising funds for a scholarship program, and assisting senior students in developing vocational and leisure interests. Advisor: Jade Beavers, (205) 856-7891

**Sigma Phi Sigma** is a national funeral service fraternity that seeks to promote scholarship, unity and professionalism among its members. Membership to XI Chapter (Jefferson State) is open to all students majoring in Funeral Service Education with a cumulative grade point average of 2.0 after the completion of two terms with emphasis on becoming a licensed funeral director and embalmer. Advisor: William Counce, (205) 856-7844

The **Speech Team (Forensics Team)** is an intercollegiate competition team that represents Jefferson State throughout the Southeast. Students compete in any of 14 different types of speeches or dramatic events. All Jefferson State students are encouraged to participate. The top students represent Jefferson State Community College at the national competition where Jefferson State traditionally places in the top 10. Advisor: Janice Stuckey, (205) 856-7816

The **Student Government Association** serves and represents the student body by working toward the betterment of the college, by providing leadership training, by taking part in community projects, and by other activities which promote a sense of loyalty and school spirit. SGA Executive Council elections are held each spring. Senate elections are held each fall. Advisor: Cathy Brown, (205) 856-6063

**Students in Free Enterprise Team (SIFE)** provides students the leadership experience of teaching others how market economies operate, and how to use this knowledge to better themselves, their communities, and their countries. Students and faculty involve their communities in the free enterprise system by introducing a number of outreach programs to their communities. Membership is open to all students. Advisor: Nancy Beauchamp, (205) 856-8588

**WJSR Radio Club** is for students interested in working in radio and who wish to participate in operating WJSR, the campus FM radio station. The station's mission is to serve as a learning laboratory for students and to provide educational, informational and cultural resources to persons within its coverage area. Advisor: Ray Edwards, (205) 856-6095

The **Writer's Round Table** provides a friendly and supportive atmosphere for students, faculty, and alumni of Jefferson State Community College who have a desire to write. Both novices and experienced writers are invited. Works could include but are not limited to fiction, nonfiction, drama, and poetry. Members are invited to share ideas and information. They will help select submissions, create the layout, and edit Jefferson State's literary magazine, the Wingspan Advisor: Brian Ingram, (205) 856-7827

## ***Student Right-to-Know and Campus Security Act Disclosure***

### ***Student Right-to-Know Disclosure***

#### ***Fall 2000 Cohort***

The federal Student-Right-to-Know (SRK) Act requires colleges to calculate and disclose the graduation and transfer rates for first-time college students who enroll in the fall term as full-time, degree/certificate-seeking students. The rates must be calculated after three years from initial entry, which is 150% of the time for a two-year degree. Of the 5964 students enrolled at Jefferson State Community College in Fall 2000, 646 constitute the SRK 2000 Cohort. Within three years of the initial enrollment of these 646 students, 8% had graduated from Jefferson State Community College and 33% had transferred to another college or university. The college was able to determine the status of additional students by the end of fall 2003, bringing the total who had graduated or transferred to 45%. Also, 13% were enrolled at JSCC during Fall 2003 or Spring 2004. At the close of the follow up in the spring of 2004, a total of 58% had either graduated, transferred to another higher education institution, or continued their enrollment at Jefferson State Community College. The college was unable to obtain information on the current status of 267 (42%) of the cohort.

### ***Campus Crime Statistics***

#### ***Campus Security Policies and Campus Crime Statistics***

The information contained in this disclosure document is provided by Jefferson State Community College in compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the Director of Legal Services/Human Resources, Jefferson State Community College, 2601 Carson Road, Birmingham, Alabama 35215, (205) 853-1200 or (205) 856-7765.

#### ***Campus Crime Statistics Disclosure***

Jefferson State is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The required disclosure information is contained in the *Catalog and Student Handbook*. The Campus Crime and Security Survey as required by the United States Department of Education is available at <http://ope.ed.gov/security>.

The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes which must be reported as defined by the National Association of College and University Attorneys College Law Digest are:

- Murder: the willful (non-negligent) killing of one human being by another.

- **Forcible and nonforcible sexual offenses:** a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.
- **Robbery:** the taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- **Aggravated assault:** an unlawful attack by one person upon another the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
- **Burglary (breaking and entering):** the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense, so long as the entry is unlawful - (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.
- **Motor vehicle theft:** the theft or attempted theft of a motor vehicle.

**Crime Statistics for Reporting Periods:**

01/01/01 01/01/02 01/01/03  
 12/31/01 12/31/02 12/31/03

0	0	0	<b>Murder</b> Incidents classified as murder
<b>Sex Offenses</b>			
0	0	0	Forcible offenses
0	0	0	Nonforcible offenses
0	0	0	Total sex offenses
<b>Robbery</b>			
0	0	0	Robberies involving the use of a weapon
0	0	0	Robberies involving force or threat but no weapon
0	0	0	Total robberies
<b>Aggravated Assault</b>			
0	0	0	Attempted aggravated assaults
0	0	0	Other aggravated assaults
0	0	0	Total aggravated assaults

2	0	0	<b>Burglary</b>
0	0	0	Burglaries of occupied dwelling places
0	0	0	Burglaries of unoccupied dwelling places
2	0	0	Other burglaries
			Total burglaries
0	0	1	<b>Motor Vehicle Theft</b>
0	0	0	Automobile thefts
0	0	1	Other motor vehicle thefts
			Total motor vehicle thefts
0	0	0	<b>Manslaughter</b>
0	0	0	<b>Arson</b>
<b>Hate Crimes</b>			
0	0	0	Race
0	0	0	Gender
0	0	0	Religion
0	0	0	Sexual Orientation
0	0	0	Ethnicity
0	0	0	Disability
0	0	0	Total hate crimes

**Arrest Statistics Relating To Alcohol, Drugs and Weapons**

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations, and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the National Association of College and Universities Attorneys College Law Digest are:

- **Liquor law violations:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness").
- **Drug abuse violations:** violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
- **Weapons possessions:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Arrest Statistics for Reporting Periods:**

01/01/01 01/01/02 01/01/03  
12/31/01 12/31/02 12/31/03

	01/01/01	01/01/02	01/01/03	
	0	0	1	<b>Liquor Law Violations</b>
	0	0	0	Arrests for illegal possession of alcoholic beverages
	0	0	0	Arrests for illegal sale or distribution of alcoholic beverages
	0	0	0	Arrests for public intoxication
	0	0	1	Total liquor law violations
	3	0	0	<b>Drug Abuse Violations</b>
	0	0	0	Arrests for illegal possession of an illicit drug or controlled substances
	0	0	0	Arrests for sale or distribution of drugs or controlled substances
	0	0	1	Arrests for possession, sale, or distribution of drug paraphernalia
	3	0	1	Total drug abuse violations
	0	0	0	<b>Weapons Violations</b>
	0	0	0	Arrests for illegal possession or control of a firearm
	0	0	0	Arrests for illegal possession of explosives
	0	0	0	Arrests for possession or control of weapons other than firearms explosives
	0	0	0	Total weapons violations

Information on registered sex offenders in Alabama may be obtained at: <http://www.dps.state.al.us/>

**Policies****Student Policies**

Academic, student, administrative, and compliance issues are examined through established channels of communication. Based upon the nature of a comment or complaint, the student should select and follow the appropriate channel of communication as listed below.

1. Academic Issues
  - A. Instructor
  - B. Department Chairperson
  - C. Dean/Associate Dean
  - D. Dean of Instruction
  - E. President
2. Student Issues
  - A. Director of Enrollment Services
  - B. Vice President
  - C. President
3. Administrative Issues
  - A. Administrative Supervisor
  - B. Vice President
  - C. President
4. Compliance Issues
  - A. Compliance Officer
  - B. President
  - C. Chancellor, Alabama Department of Postsecondary Education (Title IX complaints only)

For the most direct action, a student should submit a complaint in writing within thirty working days of the action resulting in the complaint. If a student is not satisfied with the initial decision rendered, a written request for review at the next level must be submitted within five days of the date the initial decision is rendered. Request for review of a decision rendered at subsequent levels must be submitted in writing within ten days of the date the decision is rendered.

**Summons to Academic or Administrative Office**

Any student who is requested to report for a conference by an instructor must report as directed or submit a satisfactory explanation as to why he cannot keep the appointment. Any student who refuses or fails to keep an appointment without a justifiable excuse may be referred to the appropriate instructional officer for being insubordinate and failing to cooperate with a reasonable request.

Any student requested to come to an administrative office must report as directed. If the student cannot follow the instruction given, he/she will be responsible for contacting the officer who made the request to arrange an alternate and mutually acceptable time for a conference. If any student ignores or refuses an administrative request, he may subject himself to charges of insubordination and/or failure to cooperate with a reasonable directive. These charges could lead to the student being referred to the College Conduct Committee which could impose disciplinary action of probation or suspension.



## Academic Honesty Code

All students enrolled at Jefferson State Community College are expected to conform to the college's Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his academic work may be charged with a violation of the Academic Honesty Code.

Violations of the Academic Honesty Code include, but are not limited to, the following:

1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator;
2. Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
3. Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
5. Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
6. Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
7. Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
8. Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized; and
10. Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

### Penalties Which May Be Imposed for a Violation of the Academic Honesty Code

1. A student may be assigned a zero on the assignment, test, exam, etc. If the instructor has a policy of dropping a grade when he computes the final average, he shall not drop the zero assigned for academic dishonesty. The zero shall be included in the computation when the final grade is determined.
2. A student may be assigned an "F" in the course.
3. A student may be assigned an "F" in the course along with a notation on his transcript indicating that the "F" was assigned for academic dishonesty. The notation "F Assigned for Academic Dishonesty" shall remain on his transcript for a period of time to be specified at the highest level reached in the appeals process.

4. A student may be placed on probation for one or more terms. Conditions of probation shall be:
  - A. A student on probation shall not participate in inter-collegiate athletics.
  - B. He shall not be a member of any team or group which represents the college (speech team, etc.).
  - C. He shall not hold office in any school club or organization (SGA, The Pioneer newspaper, Phi Theta Kappa, etc.).
  - D. He shall lose any financial aid he is receiving from or through the college (federal financial assistance, scholarships awarded by Jefferson State, etc.).

When such penalty is imposed, it shall be indicated on the student's transcript that probation has been imposed for academic dishonesty. The notation "Probation for Academic Dishonesty" shall remain on the transcript for a period of time to be specified at the highest level in the appeals process.

5. A student may be suspended from the college for one or more terms. When such penalty is imposed, it shall be indicated on the student's transcript that suspension has been imposed for academic dishonesty. The notation "Suspension for Academic Dishonesty" shall remain on the transcript for a period of time to be specified at the highest level reached in the appeals process or permanently.
6. A student may be permanently dismissed from the college. When such penalty is imposed, it shall be indicated on the student's transcript that the student has been expelled for academic dishonesty. The notation "Expulsion for Academic Dishonesty" shall remain on the transcript permanently.

Penalties 1 and 2 may be imposed by the instructor. No one below the level of the dean of instruction may impose a penalty more severe than an "F" in the course. However, the instructor may recommend a penalty more severe than an "F" in the course, and that recommendation shall be considered at every level in the appeals process.

A record of all violations of the Academic Honesty Code shall be maintained in the office of the dean of instruction or at such location as the dean of instruction designates. Those parties with authority to recommend or impose penalties shall, before recommending or imposing a penalty for the current violation, determine whether or not the student has previously been judged guilty of violating the Academic Honesty Code.

Charges of violations of the Academic Honesty Code may be initiated up to mid-term of the semester after the violation has occurred.

### Disciplinary Procedures for a Violation of the Academic Honesty Code

Upon making the judgment that a student has violated the Academic Honesty Code, an instructor shall take one of the following actions:

1. If an instructor believes that a student has violated the Academic Honesty Code during an exam or an in-class assignment, he shall confront the student, take the student's paper and gather any available evidence of academic dishonesty. The instructor shall then inform the student that he must schedule a conference with the instructor to take place within three working days.
2. If an instructor believes that a student is guilty of violating the Academic Honesty Code on an out-of-class assignment, the instructor shall attempt to confront the student and inform the student that the instructor believes that the student may be guilty of academic dishonesty. The instructor shall further inform the student that he must schedule a conference with the instructor to take place within three working days to discuss the matter.
3. If, during the process of grading papers, an instructor finds some indication that a student has violated the Academic Honesty Code, the instructor shall attempt to inform the student that he (the instructor) believes that the student may be guilty of violation of the code and shall attempt to inform the student that he (the student) must schedule a conference with the instructor within three working days of the notification.

After an instructor has taken one of the aforementioned actions, he shall determine by inquiring in the Office of the Dean of Instruction whether the student has previously been found guilty of violating the Academic Honesty Code. (The information shall be relevant only for purposes of determining the penalty which shall be imposed if the student is found to have violated the code.)

During the scheduled conference with the student, the instructor shall complete the form for reporting a violation of the Academic Honesty Code, stating his charge, identifying the specific violation, and specifying his recommendation of the penalty to be imposed.

During the conference, the instructor shall inform the student of the penalty he intends to impose or recommend and shall have the student sign the form for reporting the violation. The instructor shall also inform the student of his right to appeal as set forth in the section of this document outlining the appeals process.

Following the conference, the instructor shall send the completed form for reporting a violation of the Academic Honesty Code to the division chair of the division in which the course where the alleged violation of the code occurred is taught.

In the event that there is no instructor/student conference either because the instructor is unable to contact the student or because the student fails to schedule a conference or to keep an appointment, the instructor shall forward to the division chairperson the form for reporting a violation of the Academic Honesty Code, stating on that form his charge, identifying the specific violation, specifying his recommendation of the penalty to be imposed, and informing the division chairperson of the student's failure to make or keep the appointment to discuss the charges. The division chairperson

shall be responsible for providing the student with a copy of the aforementioned form.

### **Appeals Process**

1. A student charged with violating the Academic Honesty Code shall have the right to appeal. (A recommendation for a penalty may be confirmed, modified, or denied at any step in the appeals process, but either the student or the instructor may demand that the case be carried to the next step in the appeals process.)
2. A student who appeals a charge of academic dishonesty shall within five working days direct his appeal to the chairperson of the division in which the course where the alleged violation of the Academic Honesty Code occurred is taught. That chairperson shall hear, within three working days of the date the appeal is filed, the instructor's charges and the student's response, shall weigh the testimony, and in conference with the instructor and the student, shall offer his recommendation for a resolution of the matter. The division chairperson shall inform the dean of instruction of his recommendation, using the form for reporting a violation of the Academic Honesty Code.
3. In the event the matter is not settled in the conference with the chairperson of the division, either the instructor or the student, or both, shall within five working days give written notice of his desire for an informal hearing before the dean of instruction.
4. The dean of instruction shall have five working days to hear the instructor's charges and the student's response, to review the division chairperson's recommendation, to weigh the testimony, to render a decision, and to inform the parties involved of his decision.
5. In the event either the student or the instructor is not satisfied with the decision of the dean of instruction, either may request within five working days a hearing before the Academic Honesty Committee. The request shall be made in writing to the dean of instruction.
6. Upon the request for a hearing before the Academic Honesty Committee, the dean of instruction shall immediately call for an Academic Honesty Committee to be assembled in accordance with the following plan:

An Academic Honesty Committee shall consist of five members, two of whom shall be students and three faculty. In October of each year, the Student Government Association shall establish a pool of eight students, each of whom shall have a minimum of 45 hours credit excluding institutional credit courses. When an Academic Honesty Committee must be formed, two of those students shall be selected by lottery to serve on that committee. In October of each year, the Faculty Senate shall establish a pool of eight faculty members, each of whom shall be full-time teaching faculty with no administrative duties. When an Academic Honesty Committee must be formed, two of those faculty members shall be selected by lottery to serve on that committee. The fifth member of that committee shall be a faculty member appointed by the president of the College at the time an Academic Honesty Committee is requested. That faculty member shall serve as committee chairperson and shall vote only in case of a tie.

7. The Academic Honesty Committee shall schedule a meeting no later than ten days after that committee is impaneled. That committee shall render a decision within five days after the hearing.
8. At the hearing, both the student and the instructor shall have the right to present oral and/or written testimony pertinent to the issue and shall have the right to present witnesses and/or other evidence and to be present during the presentation of witnesses and of evidence. The student shall have the right to legal counsel present or to designate another representative to act on his behalf. However, the hearing is in the nature of an informal hearing and shall not be subject to the strict rules of evidence. Proceedings before the committee shall be recorded by tape recorder or other mechanical means, and a copy shall be made available to the student and/or the instructor upon request. After the hearing, the Academic Honesty Committee shall conduct its deliberations in a closed and confidential session. When, following its deliberations, the committee reaches a decision, the committee chairman shall inform the dean of instruction and the president of the College of that decision. The dean shall then inform the student and the instructor of the committee's decision.
9. In the event either the student or the instructor disagrees with the verdict of the Academic Honesty Committee, either may within five working days request a review by the president of the college. The request shall be submitted in writing to the Office of the President and a copy of the request shall be submitted to the dean of instruction.
10. Upon the request of either the student or the instructor, the president shall review the decision of the committee and may confirm, modify or deny the decision of the committee. Such review shall not consist of an additional hearing but shall be a review of the facts and of the committee's findings.
11. The president shall render a decision within five working days and shall inform all parties involved of that decision.
12. The decision of the president shall be final.

### **Miscellaneous Provisions**

1. A student charged with a violation of the Academic Honesty Code may continue to be enrolled in the class until such time as the issue is resolved and the appeals process is concluded.
2. In the event a student charged with a violation of the Academic Honesty Code elects to withdraw from the class where the violation occurred or to withdraw from the college, such student shall nevertheless be subject to answering the charges and subject to such penalties as may be imposed at the various levels of the appeals process.

### **Exclusion from Class**

Classes must be informed in writing by the instructor about the specific requirements of that instructor regarding individual classroom policies. When a student is in violation of a classroom or college policy that results in disruption or inter-

ference with the regular operation of a class, an instructor may exclude the student from class pending a conference arranged by the student with the appropriate dean or associate dean. The conference must be held within three calendar days, excluding weekends and holidays, after the exclusion. At the time of the exclusion, the faculty member must inform the student of the time limitation for appealing the exclusion and of the fact that the procedures for appealing are contained in the Jefferson State Community College *Catalog and Student Handbook*.

If the student follows these procedures and the student is reinstated in the class, classes missed during the three-day period will not count as absences. However, if the student fails to appeal to the appropriate dean or associate dean within the three-day period, then the student will have waived his right to further appeal and the exclusion becomes final. Final exclusion from a class will result in the grade of "RW" being assigned for that class. If a grade of "RW" is assigned, the student will not receive a tuition and fees refund.

In the absence of the appropriate dean or associate dean or if the matter is not resolved at the division level, the matter may be taken to the dean of instruction for resolution. The student must request review by the dean of instruction within three days of review at the division level. A decision by the dean of instruction may be appealed to the president of the College for final disposition. The student must request review by the president within three days of review by the dean of instruction.

## **Code of Student Conduct**

Jefferson State Community College recognizes that students are both citizens and members of the academic community. Upon enrolling in the college, each student assumes an obligation to conduct himself in a manner compatible with the College's function as an educational institution. Students are expected to obey both the statutes of local, state, and federal government and the College's policies. The College may discipline a student for violating its standards of student conduct even though the student is also penalized by the local, state, and federal authorities for the same act.

The Code of Student Conduct and established disciplinary procedures apply to individual students, as well as formal groups of students, and state the function of students, faculty, and administrative staff members of the College in disciplinary proceedings. The College has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated the College's policies.

### **Article I: Definitions**

1. The term "College" means Jefferson State Community College.
2. The term "student" generally includes all persons taking courses at the College, both full-time and part-time.
3. The term "faculty member" means any person hired by the College to conduct classroom activities.

4. The term "staff" means any person hired by the College to perform support activities.
5. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
6. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. The vice president shall determine a person's status in a particular situation.
7. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
8. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
9. The term "College Conduct Committee" means an appointed group of College representatives authorized by the director of Enrollment Services or designee to determine whether a student has violated the Code of Student Conduct and to impose sanctions upon students found to have violated the Code of Student Conduct.
10. The term "vice president" means the person authorized by the College President to consider an appeal from a College Conduct Committee's determination that a student has violated the Code of Student Conduct.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The director of Enrollment Services or designee is that person designated by the College President to be responsible for the administration of the Code of Student Conduct. The director of Enrollment Services or designee may simultaneously serve as a judicial officer and the sole member of a judicial body in the case of administrative disposition. Nothing shall prevent the director of Enrollment Services or designee from imposing sanctions in cases of administrative disposition of charges.
14. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the *Code of Student Conduct*, *Student Handbook*, and *College Catalog*.

### **Article II: Judicial Authority**

1. The director of Enrollment Services or designee shall determine the members composition of a College Conduct Committee. A committee is composed of the president or vice president of the Student Government Association, one student-at-large, and three representatives from the faculty or staff appointed by the director of Enrollment Services or designee. The director of Enrollment Services or designee shall appoint the committee chairperson. The minimum attendance to hear a case is four with at least one of that number being a student.
  2. The director of Enrollment Services or designee shall develop procedures for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Code of Student Conduct.
3. Decisions by a College Conduct Committee shall be final, pending the normal appeal process.

### **Article III: Proscribed Conduct**

1. *Jurisdiction of the College*  
Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which occurs while participating in off-campus activities as part of a recognized College group.
2. *Conduct – Rules and Regulations*  
Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
  - A. Acts of dishonesty, including but not limited to the following:
    - i. Furnishing false information to any College official, faculty member or office.
    - ii. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
    - iii. Tampering with the election of any College recognized student organization.
  - B. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or other authorized non-College activities. Classroom and laboratory use of pagers, cellular telephones, and other electronic communication devices is prohibited.
  - C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
  - D. Threatened, attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property; attempted or actual selling of stolen property.
  - E. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
  - F. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - G. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
  - H. Violation of published College policies, rules or regulations.
  - I. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
  - J. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
  - K. Use, possession or distribution of alcoholic beverages.

- L. Possession of firearms, explosives, other weapons, or dangerous chemicals. Duly authorized peace officers, wearing or carrying firearms, are required to display their official badges at all times while on campus or at College-sponsored activities.
  - M. Participation in a campus demonstration which disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  - N. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
  - O. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
  - P. Theft or other abuse of computer resources, including but not limited to:
    - i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - ii. Unauthorized transfer of a file.
    - iii. Unauthorized use of another's identification and/or password.
    - iv. Use of computing facilities to interfere with the work of another student, faculty member or College official.
    - v. Use of computing facilities to send obscene or abusive messages.
    - vi. Use of computing facilities to interfere with normal operation of College operations.
    - vii. Disclosing data in violation of the Family Educational Rights and Privacy Act of 1974.
  - Q. Gambling on the College campus or at any activity approved by the college.
  - R. Abuse of the Judicial System, including but not limited to:
    - i. Failure to obey the summons of a judicial body or College official.
    - ii. Falsification, distortion, or misrepresentation of information before a judicial body.
    - iii. Disruption or interference with the orderly conduct of a judicial proceeding.
    - iv. Institution of a judicial proceeding knowingly without cause.
    - v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    - vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    - vii. Harassment and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    - viii. Failure to comply or violating the terms of any sanction(s) imposed under the Code of Student Conduct.
  - ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.
3. *Violation of Law and College Discipline*
- A. College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this Code of Student Conduct, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
  - B. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Conduct, however, the College may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **Article IV: Judicial Procedures**

1. *Charges*
  - A. Any member of the College community may file charges against any student for misconduct.
  - B. Charges shall be prepared in writing and directed to the director of Enrollment Services or designee responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within ten days of the event.
2. *Accused Student's Rights*

An accused student has certain rights. A written statement outlining these rights shall specify that the student shall:

  - A. Have the right to remain silent.
  - B. Have the right to an advisor.
  - C. Have the right to summon witnesses and present evidence.
  - D. Have the right to be informed that any statements the student may make, oral or written, may be presented to the College Conduct Committee.
  - E. Have the right to a hearing before a College Conduct Committee.
3. *Initial Investigation*
  - A. Upon receipt of a written complaint, the director of Enrollment Services or designee may conduct any investigation to determine if the charge has merit. The director of Enrollment Services or designee may

obtain documents and interview those who might have pertinent information related to the alleged misconduct. The director of Enrollment Services or designee may tape record any proceedings associated with the investigation of a charge.

- B. The director of Enrollment Services or designee shall meet with the accused student and present him with the complaint filed against him. Subject to constitutional restrictions, the student shall be required to attend this conference, generally not less than five nor more than fifteen calendar days after the student has been notified. Time limits for scheduling of conferences may be adjusted at the discretion of the director of Enrollment Services or designee.
  - C. Based on the information established during the initial investigation, the director of Enrollment Services or designee may dismiss the case for reasons of inaccurate charges or insufficient evidence. If sufficient evidence is established, the director of Enrollment Services or designee shall proceed with investigation of the allegations. Nothing in this section IV(C)(3), however, shall prohibit the reconsideration of charges should additional evidence become available.
4. *Administrative Disposition*
    - A. An accused student may request administrative disposition of the charges by waiving the right to a hearing before the College Conduct Committee or by making a voluntary written statement of responsibility and waiving the right to a hearing.
    - B. Should the accused student desire administrative disposition, he shall sign a statement indicating that he understands the formal charges, his rights, and the waiver of the right to a hearing and appeal.
    - C. Upon the request of the accused student, the director of Enrollment Services or designee may administratively dispose of a violation if, in his discretion, it is in the best interest of the College and the parties involved.
    - D. The director of Enrollment Services or designee shall determine responsibility by examination of evidence, testimony, and/or admission of responsibility by the accused student.
    - E. The sanctions imposed by the director of Enrollment Services or designee shall not differ from those sanctions available to the College Conduct Committee.
  5. *Formal Hearing*
    - A. In the event the accused student or the director of Enrollment Services or designee requests a hearing of the charges before the College Conduct Committee, the director of Enrollment Services or designee shall provide the accused student a written statement of the charges. This statement provides reasonable notice of the circumstances on which the alleged violation is based. Said notice shall include the date, time, and place of the hearing. The statement shall advise the accused student that he may appear alone or with an advisor. Additionally, the statement shall set out that the accused student will be provided the opportunity to present evidence in his own behalf.
      - B. The hearing before the College Conduct Committee shall be scheduled as soon as practical, but generally not sooner than seven college working days nor later than fourteen college working days from the date of the student's meeting with the director of Enrollment Services or designee. Time limits for scheduling of the hearing may be adjusted at the discretion of the director of Enrollment Services or designee.
      - C. The accused student may inspect exhibits to be presented to the College Conduct Committee generally at least forty-eight hours prior to the hearing. Time limits for inspection of exhibits may be adjusted at the discretion of the director of Enrollment Services or designee.
      - D. Hearings normally shall be closed to the public. At the request of the accused student and subject to the discretion of the chairperson, the public may be admitted but shall not have the privilege of participating in the hearing.
      - E. In situations involving more than one accused student, the chairperson of the College Conduct Committee, in his discretion, may permit the hearing concerning each student to be conducted separately.
      - F. The complainant and the accused student may be assisted by one advisor each, at their own expense. An advisor may be an attorney. The complainant and the accused student are responsible for presenting their own cases. Therefore, advisors are not permitted to speak or to participate directly in the hearing before the College Conduct Committee. The director of Enrollment Services or designee and College Conduct Committee may also be assisted by advisors they select. These advisors are not permitted to speak or to participate directly in the hearing.
      - G. The complainant, accused student, director of Enrollment Services or designee, and College Conduct Committee shall have the privilege of presenting witnesses, subject to the right of reasonable cross-examination by all parties. The director of Enrollment Services or designee shall make requests for the appearance of witnesses at a hearing.
      - H. The College Conduct Committee shall not have the power to require sworn testimony of witnesses. A requested witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him. A violation of the Code of Student Conduct may never the less be found based upon the evidence presented.
      - I. Written statements from absent witnesses shall be admissible when a witness is unable to attend the hearing. If significant portions of a written statement are challenged, the College Conduct Committee may continue the hearing until the witness may appear for questioning, disregard the challenged portions, or note the challenged portions.
      - J. An accused student's prior record may not be used to prove responsibility. However, the College Conduct

- Committee may consider this prior record when determining the appropriate disciplinary sanction.
- K. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a College Conduct Committee at the discretion of the chairperson. The College Conduct Committee shall not be bound by state or federal rules of evidence but may allow or exclude evidence, including testimony of witnesses, at the discretion of the chairperson.
  - L. All procedural questions are subject to the final decision of the chairperson of the College Conduct Committee.
  - M. After the hearing, the College Conduct Committee shall determine by majority vote of the members present, excluding the chairperson, whether the student has violated each section of the Code of Student Conduct that the student is charged with violating. The chairperson will vote only to break a tie.
  - N. The College Conduct Committee's determination shall be made on the basis of whether it is more likely than not the accused student violated the Code of Student Conduct.
  - O. There shall be a single verbatim record, such as a tape recording, of all hearings before a College Conduct Committee. The record shall be the property of the College.
  - P. Except in the case of a student charged with failing to obey the summons of a College Conduct Committee or College official, no student may be found to have violated the Code of Student Conduct solely because the student failed to appear. In all cases, the evidence in support of the charges shall be presented and considered. Other evidence may also be presented and considered at the discretion of the chairperson.
  - Q. In the event an accused student fails to attend a formal hearing after notification of the designated date, hour and location, he waives the right to appear before the College Conduct Committee. In the absence of the accused student, the Committee's determination shall be based on the evidence and testimony presented. If the accused student is unable to attend the hearing for good cause, he shall make a written request stating the reason for delay at least three college working days prior to the designated date. This request shall be directed to the director of Enrollment Services or designee. The chairperson of the College Conduct Committee shall review the request and determine if an extension will be granted. If approved by the chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the chairperson does not approve the request, the accused student shall be notified of the chairperson's decision to continue to hold the hearing as scheduled. Only one extension shall be granted, thereafter, the accused student has forfeited the right to present a defense and the Committee may proceed with the hearing. The Committee's determination shall be based on the evidence and testimony presented. In extenuating circumstances, this section IV (Q) may be modified at the discretion of the chairperson.
  - R. The College Conduct Committee shall make every effort to hear a case in a timely manner in order to remove any question the accused student has about continuance at Jefferson State Community College. If a student withdraws from the College before appearing before the College Conduct Committee, a hearing date shall be established. Pending the outcome of the hearing, a disciplinary hold shall be placed on the accused student's record. If the Committee determines that a sanction is warranted, the sanction shall become effective upon the date of the student's notification unless the Committee recommends otherwise.
6. *Sanctions*
    - A. The following sanctions may be imposed upon any student found to have violated the Code of Student Conduct. More than one of the sanctions listed below may be imposed for any single violation.
      - i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
      - ii. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
      - iii. Loss of Privileges – Denial of specified privileges for a designated period of time.
      - iv. Restitution – Compensation for damage to a property limited to the actual cost of repair or replacement.
      - v. Discretionary Sanctions – Work assignments, service to the College or other discretionary actions. Discretionary sanctions (must have the approval of the director of Enrollment Services or designee).
      - vi. College Suspension – Separation of the student from the College for a definite period of time, after which the student may be eligible to return. To qualify for readmission the student must apply to the College Conduct Committee. The committee shall consider the student's request and make a recommendation to the vice president. The vice president shall determine if the student is readmitted. Conditions for readmission may be specified.
      - vii. College Dismissal – Indefinite termination of student status from the college for a period of not less than two years. To qualify for readmission the student must apply to the College Conduct Committee. The committee shall consider the student's request and make a recommendation to the vice president. The vice president shall determine if the student is readmitted. Conditions for readmission may be specified.
    - B. Disciplinary sanctions shall be part of the student's educational records. The College Conduct Committee

shall determine if a notation of an imposed sanction shall be placed on the student's academic transcript.

- C. The following sanctions may be imposed upon groups or organizations:
- i. Those sanctions listed above in Section 6 A, i through v.
  - ii. Deactivation – Loss of all privileges, including College recognition, for a specified period of time.
- D. The director of Enrollment Services or designee shall be authorized to determine and impose sanctions in the case of administrative disposition. The director of Enrollment Services or designee shall notify the accused student in writing of the determination and sanction(s), if any. Following a hearing in which the College Conduct Committee shall be authorized to determine and impose sanctions, the chairperson of the College Conduct Committee shall notify the accused student in writing of the Committee's determination and of the sanction(s) imposed, if any. Notification generally shall be provided within thirteen College working days of the conclusion of the disciplinary proceeding. Time limits may be adjusted at the discretion of the chairperson of the College Conduct Committee.

#### 7. *Interim Suspension*

In certain circumstances, the vice president or designee, may impose a College suspension prior to the hearing before a College Conduct Committee.

- A. Interim suspension may be imposed only:
- i. To ensure the safety and well-being of members of the College community or preservation of College property;
  - ii. To ensure the student's own physical or emotional safety and well-being; or
  - iii. If the student poses a definite threat of disruption of or interference with the normal operations of the College.
- B. During the interim suspension, the accused student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the vice president may determine to be appropriate.

#### 8. *Appeals*

- A. A decision reached by the College Conduct Committee may be appealed by the accused student to the vice president within five college working days of receipt of the notification. Such appeals shall be in writing and shall be directed to the vice president.
- B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the formal hearing and supporting documents for one or more of the following purposes:
- i. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures. These procedures shall have provided the complaining party a reasonable opportunity to prepare and present evidence that the Code of Student Conduct was violated and the accused student a reasonable opportunity

to prepare and to present a rebuttal of those allegations.

- ii. To determine whether the decision reached regarding the accused student was supported by the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Code of Student Conduct occurred.
  - iii. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Student Conduct that the student was found to have committed.
  - iv. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
- C. On appeal, the vice president may:
- i. affirm the decision;
  - ii. reverse the decision;
  - iii. remand the matter to the College Conduct Committee for reconsideration of the original determination, sanctions imposed, and/or new evidence.
- D. Review of the sanction(s) by the vice president may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the vice president may, upon review of the case, reduce, but not increase, the sanction(s) imposed by the College Conduct Committee.
- E. The vice president shall issue an opinion generally within ten college working days of receipt of the appeal. The time limit for issuing an opinion may be adjusted at the discretion of the vice president.
- F. An accused student may appeal an opinion of the vice president to the president within five college working days of receipt of the opinion. Such appeals shall be in writing. The president will determine whether the opinion of the vice president is supported by the evidence and may affirm the opinion, reverse the opinion, or remand the case to the vice president for reconsideration.

#### **Article V: Interpretation and Revision**

1. Any question of interpretation regarding the Code of Student Conduct shall be referred to the vice president or designee for final determination.
2. The Code of Student Conduct shall be reviewed every three years under the direction of the director of Enrollment Services or designee.

#### **College Policies Appeals Procedures**

Students who feel that a college policy has been applied unfairly to their situation have the right to appeal. Student appeals may include but are not limited to the following:

- Financial Aid Awards or Loss of Aid
- Traffic Citations and Fines
- Business Office Receivables
- Student Refunds
- Suspensions



- Audit to Credit/Credit to Audit Registrations
  - Returned Checks
1. A student who feels a college policy has been applied unfairly shall request a review of the policy, normally within ten working days, to the supervisor or designee responsible for administering the policy. The supervisor or designee shall meet with the student within five working days to offer a recommendation for resolution.
  2. In the event the matter is not resolved in the conference with the supervisor or designee, the student has five working days to file a written appeal on the College Policies Appeals form. Documentation must be attached to the completed form to support the appeal.
  3. College Policies Appeal Forms are located in Enrollment Services, the Business Office, Campus Security and at the Shelby Campus.
  4. The College Policies Appeals Committee is comprised of two faculty representatives and one staff representative. Committee members and the committee chairperson shall be appointed in October of each year by the vice president. Representatives from Enrollment Services and the Business Office are present at meetings, as needed, to serve in an advisory capacity for appeals relative to their respective areas.
  5. The College Policies Appeals Committee shall meet within ten working days following receipt of an appeal. After rendering a decision, the Committee shall notify the student of the decision within seven working days.
  6. In the event a student disagrees with the Committee's decision, the student may request a review by the vice president. To initiate a review, the student must contact the committee chairperson in writing within five working days of notification of the decision.
  7. The vice president will issue a written opinion concurring with the original decision of the committee or reversing the committee's decision.
  8. The student and the College Policies Appeals Committee shall be notified within seven working days of the vice president's decision.
  9. All decisions are subject to review by the president of the College.

### ***Freedom of Expression***

The college respects the right to freedom of expression for individuals or groups within the college community. The college, however, does have an obligation to protect its facilities and the integrity of the academic process. Therefore, no person, company, or other organization shall distribute literature, material, posters, sell merchandise, or promote religious, commercial, or political activities at the college without first obtaining permission from the Office of Recruiting/Student Activities or the Shelby Campus.

### ***Circulating Petitions***

Any individual desiring to promote petitions of a political, religious, commercial, or other issue-oriented nature is restricted to the walkway area opposite the main entrance to the Fitzgerald Student Center and the walkway area opposite the annex at the Shelby Campus. Petitioning is restricted to one

day with a renewal option on a one-day basis through the Office of Recruiting/Student Activities or the Shelby Campus.

### ***Commercial, Political, Promotional, and Religious Activities***

College facilities and off-campus sites for college activities may be used for commercial solicitation, advertising, political, promotional, and religious activities only when such activities are sponsored and requested by a college employee or an officially recognized student organization. These activities may not interfere with or operate to the detriment of the conduct of college affairs.

All political organizations or persons representing such will be provided space in a designated area of the Fitzgerald Student Center or Shelby Campus. Political activity will be restricted to one day with a renewal option on a one-day basis through the Office of Recruiting/Student Activities or Shelby Campus.

### ***Distribution of Literature and Materials***

Distribution of literature and materials is limited to the main entrance of the Fitzgerald Student Center on the main campus and the annex on the Shelby Campus. A copy of literature and materials to be distributed must be filed with the Office of Recruiting/Student Activities or the Shelby County Campus at least two days prior to distribution. Literature must be placed in racks or holders that are available through the appropriate office. College personnel are not permitted to promote the distribution of literature and materials. All literature and materials must bear the name of the sponsoring organization and/or person. Anonymous literature and materials may not be distributed. Distribution of literature and materials will be limited to one day and may be renewed on a one-day basis by an official of the Office of Recruiting/Student Activities or Shelby Campus.

### ***Guest Speakers***

For the purposes of this handbook, guest speakers are persons invited to Jefferson State by a registered student organization for the purpose of addressing a college audience. The president of the College has the authority to cancel any speaking engagement when the appearance is deemed to constitute a clear and present danger to the orderly operation of the institution.

Registered student organizations must obtain the approval in writing of the club advisor and the director of College and Community Relations when sponsoring a guest speaker. The organization must obtain and submit the required approval form to the director of College and Community Relations before submitting an invitation to the speaker. Responsibility for the selection of appropriate speakers rests with the student organization. When questions of appropriateness are involved, the club advisor and the student organization should confer with the director of College and Community Relations.

No publicity concerning speakers may be released before the director of College and Community Relations has given approval and the event has been scheduled on the student activities calendar. In keeping with the traditions of the community college, guest speakers should, if at all possible, allow a reasonable opportunity to receive and answer questions from the audience.

The speaker alone is responsible for the views presented in his or her address. An invitation to a speaker does not necessarily imply the approval of the expressed views by the sponsoring group, the college, or any official of the college.

### **News Releases and Off-Campus Publicity**

News releases and off-campus publicity regarding upcoming events on campus must be submitted to the director of College and Community Relations at least two weeks prior to the date of the event.

### **Poster Registration**

Bulletins and posters should be displayed only on ceramic tile walls or brick foyers. No bulletins or posters should be placed on doors, glass, ceil-tex, painted surfaces, etc. Under no circumstances may literature and material be distributed on windshields of vehicles. Division chairpersons may give permission for bulletins and posters to be placed on divisional bulletin boards.

All posters that relate to students must be registered with the Office of Recruiting/Student Activities located in FSC 300 or in the office of the director, Shelby Campus, RSH 106. All posters that are to be displayed must bear a stamp indicating registration. Unregistered posters, signs, announcements, etc. are subject to removal. The recommended poster size is 14" x 22"; however, larger posters will be allowed if permission is granted. Appearance of all posters, signs, etc., will be expected to exemplify the members' interest in an organization and the function that they are advertising. Lettering will be expected to be clear and uniform, permitting easy readability. The college reserves the right to refuse to register any poster, sign, etc. which is deemed inappropriate for public display.

No more than two posters for the same event may be placed on the same floor of any building; only one in each stairway on each floor. To eliminate congestion in entrance lobbies of buildings, the number of posters requiring floor space will be determined by the college. Event posters should be displayed for a period not to exceed seven days before the event that they publicize. All posters should be removed by 1:00 p.m. the afternoon following the advertised event. In case of weekend functions, all posters should be removed by 1:00 p.m. the following Monday. Non-event posters also have a seven-day limit.

### **Use of College Equipment or Facilities**

Individuals are prohibited from unauthorized use of the college's equipment or facilities. Equipment may include but is not limited to copiers, duplicating equipment or public

address systems. Authorization for such use must be secured through the Office of Recruiting/Student Activities.

## **Policies and Procedures for Information Technology Resources and Systems**

### **Information Technology Resources Allocation**

Jefferson State Community College acknowledges that Information Technology (IT) resources and services are essential for support of the College's instructional and administrative service functions. Therefore, it is the policy of the College to provide, to the extent that financial resources allow, appropriate technical resources and support to both academic and administrative service areas of the College. To ensure equitable balance between these two areas, priorities for usage have been established. The Management Information System (MIS) Committee is responsible for evaluating these priorities to ensure that academic and administrative needs are adequately served.

The College has a Switched Ethernet Network interconnected by a fiber optic backbone providing high-speed access to applications, email and the Internet. The network serves both academic instruction and administrative computing services. The College provides access to IT resources in offices, instructional classrooms, and open labs for students, faculty and staff.

### **Academic Use**

Priorities of the Network for Academic use are as follows:

1. Development and delivery of classroom instruction and distance learning
2. Computer-assisted instruction and self-paced instruction in open labs
3. Open lab for student use outside of class
4. Library access on campus as well as the Alabama Virtual Library
5. Testing
6. Internet use for research
7. Web access to student records for registration, grades and other individual student information
8. Email access

### **Administrative and Support Areas Use**

Priorities of the Network for Administrative use are as follows:

1. Student information system
2. Student financial aid
3. Financial accounting
4. Payroll/personnel
5. Network file and print services
6. Email access
7. Internet access
8. All other areas of services

The policy regarding priority is to provide the maximum possible service to each area with minimal interruption of service to all areas. There may be times when these priorities may change based on a deadline that must be met in a certain area. These changes are communicated in advance to give areas time to adjust their schedules accordingly.

### **Responsible Computing and Acceptable Use Policy**

The guiding principle of Jefferson State Community College's Information Technology, consistent with the College's vision and statement of philosophy and purpose, is to provide:

- students with the appropriate technology and support to succeed in both learning academic theories and in applying those theories to real-world situations;
- faculty with the appropriate computing tools to succeed in their teaching and research endeavors; and
- staff members with a computing environment that fosters productivity and assists in accomplishing job objectives.

In order to achieve these objectives, it is necessary to set forth policy guidelines for all users of the College's computing resources. This policy is applicable to, but is not limited to, the use of computing resources found in/on student computing labs, desktop workstations, administrative computers and workstations, campus network facilities (such as electronic mail systems, network connections), the World Wide Web, and all other technology-related resources of the College. All users of the computing resources are responsible for reading and understanding this policy.

### **Rights and Responsibilities**

The rights of academic freedom and the freedom of expression apply to the use of Jefferson State Community College's computing resources. Along with these rights there are associated responsibilities and limitations. The College supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. The use of the College's computing resources is subject to College policies, and local, state and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation and harassment.

### **General Rules**

These rules apply to all users of the College's computing resources, whether affiliated with the College or not, and to all uses of those resources whether on campus or from remote locations. Users do not own accounts on College computers but are granted the privilege of using the College computing resources. All users of the Jefferson State Community College's Intranet will be authenticated for security and access rights.

1. Users of College computing resources must comply with federal and state laws, College rules and policies, and the

terms of applicable contracts including software licenses while using the college computing resources. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyrights, trademark, obscenity and child pornography; the Electronics Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the Student Code of Conduct; and the college's Sexual Harassment Policy.

2. Users are responsible for keeping their accounts and passwords secure. Users are responsible for all activities on their user ID or that originate from their systems. It is important to choose a password that is secure. Under no circumstances should users allow anyone else to use their personal account and password.
3. Certain limits are in place for the purpose of ensuring the efficient operation of College computing resources. Users of the computing resources may be asked to limit or refrain from specific uses if, in the opinion of the system administrator, such use interferes with the efficient operations of the computer systems.
4. Users must not use College computing resources to gain unauthorized access to remote computers or to impair or damage the operations of the College's computers, networks and peripherals. This includes, but is not limited to, blocking communication lines and running, installing or sharing virus programs. Deliberate attempts to circumvent data protection or other security measures are not allowed.
5. Users must have the appropriate authorization to use College trademarks and logos while using College computing resources.
6. This policy may be modified as deemed appropriate by the College. Users are responsible for reading and understanding this policy and should periodically review this policy as posted in the *College's Faculty and Staff Handbook*.

### **Enforcement**

The college considers violations of the general rules of acceptable use to be a serious offense. Users who violate this policy may be denied access to College computing resources and be subject to other penalties and disciplinary action, both within and outside the College. Alleged violations will be investigated, and appropriate disciplinary action will be taken. However, the College may temporarily suspend, block, or restrict access to an account or computing resource (i.e. network ports, processes) independently of such procedures, as it deems necessary to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

### **Information Privacy and Security**

1. Under the Electronic Communications Privacy Act of 1986 (Title 18 U.S.C. section 2510 et. Seq.), users are entitled to privacy regarding information contained in their accounts. This act, however, allows system administrators or other College employees to access user files

in the normal course of system management when necessary to protect the integrity of computer systems or the rights or property of the College. At times, system administrators may also need to access files to ensure compliance with College policy. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. System administrators are obligated professionally and morally to maintain the confidentiality of user files, email and activity logs. The College may also specifically monitor the activity and accounts of individual users of computing resources, including individual login sessions and the content of individual files, without notice, when the College determines that:

It is necessary to protect the integrity, security and functionality of College or other computing resources or to protect the College from liability;

- A. There is reasonable cause to believe the user has violated or is violating this policy;
  - B. An account appears to be engaged in unusual or unusually excessive activity; or
  - C. The law otherwise permits it.
2. Although the College considers email to be private, it also recognizes that email facilities are supported on the computing networks, hardware, and software, which are the property and responsibility of Jefferson State Community College. Therefore, as indicated above, the College reserves the right to access and examine email messages in accord with technical support, system maintenance needs, and college policy.
  3. The College employs various measures to protect the information of its computing resources and its user's accounts. Users should be aware that the College cannot guarantee security and confidentiality. Users should engage in safe computing practices by establishing appropriate access restrictions for their accounts, making frequent back-up of critical files, and guarding their passwords.

### **Commercial and Personal Use**

College computing resources are not to be used for personal commercial purposes or for personal financial or other gain. Limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of college equipment.

## **Internet Use Policy**

### **Introduction and Statement of Mission for the Jefferson State Community College Web**

Jefferson State Community College's Internet use is a continuation of the College itself, as a comprehensive, public, two-year, community college that exists to provide an educational environment in which the needs of the individual student, the community, and other target audiences can be met. Consistent with the College vision, Internet use and Web-page development at Jefferson State Community College is intended to put the learner's needs first by being responsive

and innovative, as well as being a catalyst for life-long learning. In addition to facilitating the education process for students, Internet use is intended to support administrative efforts in research, to enhance course delivery and the teaching process for faculty, and to make available more resources for the staff.

The use of information technology must be consistent with the philosophy and purpose of the College. Those who access the Internet with College resources are required to conduct themselves in an ethical and legal manner, and to adhere to the conditions of use set forth in this document.

Eligibility for access and use is a privilege granted by Jefferson State Community College to the students, faculty, staff, and others permitted by the College. The College reserves the right to extend, limit, restrict or deny privileges and access to its information resources. The College recognizes that local, state and federal laws relating to copyrights, security, and other statutes regarding Internet use bind all members of the College.

### **General Guidelines for Web Pages**

All Web pages must bear a direct relationship to the mission and purpose of the College and will conform to all College policies. Responsibility for the content, accuracy, and maintenance of a Web page rests with the developer/author of the page. The Institution reserves the right to periodically review the appropriateness of any Web pages associated with the College.

- **College Related Web Pages**  
For technical guidelines and stylesheet, refer to <http://www.jeffstateonline/webmaster>.
- **Office, Division, or Discipline Web Pages**  
The Division Chair or office administrator is ultimately responsible for the content and maintenance of Web pages representing that office.
- **Student Clubs, Organizations or Program Pages**  
A College-based organization or program Web page will be considered upon the recommendation of the designated faculty or administrative sponsor. The designated faculty or administrative sponsor is responsible for the content and quality of the information presented via the Web.
- **Faculty or Staff Pages**  
The faculty or staff member who develops a Web page is responsible for the content and quality of the information presented via the Web.
- **Other, Related Web Pages**
- **Student Pages**  
A student who develops a Web page is responsible for the content and quality of the information presented via the Web.
- **Community Partner, Association, or other Pages**  
The chief administrator of the community partner is responsible for the content and quality of the information presented via the Web.

## **Responsibilities of Users**

Users of the College's Internet resources are expected to comply with the following criteria for responsible usage:

1. The use of Internet resources should be consistent with the College's mission to further the educational process by facilitating the acquisition and exchange of knowledge, by encouraging collaborative projects, and by supporting research and instruction by administration, faculty, staff and students.
2. The use of Internet resources should conform to any regulations, policies, and procedures established in the *College's Student Handbook*.
3. Individuals must take all reasonable precautions to prevent unauthorized access to Internet accounts or any other unauthorized usage and are expected to report any violations of this policy and/or security problems to appropriate personnel.
4. The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:
  - A. Using the Internet resources in a manner that creates a hostile environment, which may include but is not limited to harassing, threatening, stalking, libeling, or slandering other persons, or in any way that damages community relations.
  - B. Using the Internet resources in a manner that violates the privacy of other users or persons.
  - C. Copyright infringement.
  - D. Using the Internet resources to knowingly upload or download pornography.
  - E. Using the Internet resources to operate or engage in scams, pyramid schemes, or in any commercial venture.
5. Individuals shall refrain from the intentional waste of limited computer resources by engaging in such activities as downloading non-college-related programs or applications.

## **Sanctions**

Use of the College's Internet resources is a privilege, not a right. The College reserves the right to do the following:

1. Alter the provisions of this policy as needed.
2. Change the conditions of use of its Internet resources.
3. Terminate or change, without notice, the nature of access to these resources.

Users who violate College policy or the standards for legal and ethical usage may have the privilege of use revoked without notice. Violators may be reported to appropriate personnel. Those using these resources for illegal acts are subject to prosecution by local, state, or federal authorities.

## **Limitations of Liability**

1. **Access**  
The Internet World Wide Web is a global network unregulated by local, state, federal, or international authority. Materials on the Internet may be controversial, offensive, disturbing, erroneous, or illegal. Because the College has no control over nor does it monitor materials on the

Internet, it can not be held responsible for such material, for controlling access to it, or for protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritativeness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting from the use of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

2. **Links to Internet Sites**  
The College, through its home page, provides links to helpful sites that are consistent with the mission and purpose of the college. However, because of the unregulated nature of the Internet, the College cannot monitor nor be responsible for the content or availability of the sites to which it links, nor for any subsequent links.
3. **Violation of Privacy**  
The College disclaims any liability or responsibility for the violation of privacy of any individual by a user. Such responsibility shall lie solely with the user.
4. **Use of Copyrighted Materials**  
The College disclaims any liability or responsibility for copyright infringement by a user. Such responsibility shall lie solely with the user.
5. **Computer Viruses**  
Because the Internet is unregulated, viruses that are potentially harmful to the user's computer system may be downloaded from the World Wide Web. Responsibility for identifying and eliminating such viruses downloaded in data or files rests with the user. The College disclaims any responsibility for damages resulting from viruses transmitted through data or files obtained through the use of the College's electronic information systems.

## **Email Policies and Guidelines**

### **Purpose**

Jefferson State Community College provides email access to faculty and staff to help them be more effective in performing their work-related duties and to students to assist in achieving their educational goals. The goal of the college email system is to facilitate faster and more efficient communications both internally and externally.

### **General Guidelines**

Users are permitted to use college email for personal correspondence, provided that it is used in a reasonable manner and is not abused.

Users should:

1. Be mindful that any email sent using the College's email system contains the College's domain name and is therefore a reflection of the College as well as the individual sending the email.
2. Send, copy or forward email only to people when reasonably sure that the recipient(s) has/have a need or desire to read it.
3. Be aware before forwarding an email message that the original sender may have considered that email a private

communication. Users should forward an email only when they are certain that they have the original sender's approval.

4. Verify the validity of any email that comes with instructions to forward. Many of the mass emails, warning of some threat such as new virus, offering some incentive for forwarding the email, or requesting help for someone in need, are hoaxes. There are many Internet sites, such as [www.urbanlegends.com](http://www.urbanlegends.com), that have archives where these can be verified.
5. Scan all attachments for viruses before sending or downloading.

### **Policies**

Users must:

1. Obtain approval from the appropriate dean, associate dean or director before sending any college-wide, mass email, i.e. mail that is not targeted to members of a specific, college-defined organizational unit. Examples of a college-defined organizational unit include, but are not limited to, college departments, committees, clubs, and unit heads. A mass distribution email must contain the author's name and title, name of the person authorizing the distribution, and the sender's initials.
2. Refrain from using the college's email system to transmit anything that the recipient might consider obscene, pornographic, threatening, harassing, or otherwise offensive.
3. Adhere to all other college policies pertaining to general computer and Internet usage, in addition to the specific policies stated above.

## **Policies and Procedures for Telecommunications Facilities**

### **Introduction**

Videoconferencing allows users at multiple locations to interact with people at other locations as if they were all in the same room. Developments in compressed video technology and improvements in communications standards allow the College to host conferences between most brands of videoconferencing equipment and at a variety of video transmission rates. Both the Shelby Campus and the Jefferson Campus can host videoconferences for large and small audiences for educational and non-educational uses that are consistent with the College's mission.

Jefferson State Community College is a member of the Intercampus Interactive Telecommunications System (IITS) that is composed of universities, community colleges, high schools, and other agencies. The IITS began in 1991 as an effort to use emerging telecommunications technology to share Alabama's instructional resources and has grown to become Alabama's interactive video network with more than thirty sites.

### **Priorities for Use**

1. Credit courses originating at Jefferson State Community College
2. Credit courses originating at other institutions open to Jefferson State Community College students
3. Credit courses originating at other institutions for students who are not attending Jefferson State Community College
4. Jefferson State Community College non-IITS credit courses
5. Non-credit courses originating at Jefferson State Community College
6. Academic and/or institutional activities
7. Other

### **Origination-Site Policies:**

All courses/activities originating in Jefferson State Community College videoconferencing facilities are subject to the same college and state policies applied to other courses.

### **Receive-Site Policies:**

1. Jefferson State Community College will bill the sponsoring organization for use of the facility as a receive site. Under normal circumstances Jefferson State Community College will not assume responsibility for collecting fees from participants. All monies are to be paid in advance.
2. The College will not register students for courses originating from other institutions. It will be the sponsoring institution's responsibility for registering students, although it may use the site's equipment for this purpose, if needed.
3. As a receive site, the College will provide telephone access, a FAX machine, printer and copier. In addition, a room coordinator will be available for assistance with the equipment and other services as negotiated on a per use basis.

### **Cancellation Policy:**

The Director, Instructional Technology Services should be notified of any cancellation, including class meetings, at least 24 hours prior to the time scheduled. Organizations using the facilities for a non-educational purpose will be charged for the first hour if they do not cancel in time.

### **Class Taping Policy:**

If Jefferson State Community College is the originating site for a class, each class session will be taped and the tapes maintained until after the final exam. If Jefferson State Community College is serving as a receive site, each class period will be taped and maintained for two weeks. Requests for the taped sessions should be directed to Director, Instructional Technology Services.

## Room Scheduling and Rate Information

Contact Person:

Director, Instructional Technology Services  
 Jefferson State Community College  
 2601 Carson Road  
 Birmingham, AL 35215  
 Voice: (205) 856-6057 FAX: (205) 856-7818

## Non-Student/ Non-Employee Policies

### Use of College Resources

Jefferson State Community College extends privileges of access to and use of certain college resources to persons who are neither students nor employees of the college. The college reserves the right to suspend or terminate these privileges as it may determine is in the best interest of the college. Persons should be aware that suspension or termination of privileges related to one resource could result in suspension or termination of privileges related to any or all resources.

### Complaint Procedures for Non-Students and Non-Employees

Persons who are neither students nor employees of Jefferson State Community College may redress issues and other concerns through the following procedures:

1. The person should first bring the issue to the attention of the supervisor or appropriate administrator for the area in which the issue arose.
2. The supervisor/appropriate administrator will attempt to resolve the issue informally and offer a proposed resolution.
3. If the person is not satisfied with the proposed resolution, he or she may submit a written complaint to the vice president within (5) working days of receipt of the supervisor's/appropriate administrator's proposed resolution.
4. The vice president will review the written complaint and proposed resolution and conduct any further investigation, as he or she deems necessary.
5. The vice president will render a decision within ten (10) working days of receipt of the written complaint. The vice president may uphold the decision of the supervisor/appropriate administrator or offer his or her proposed resolution.
6. The decision of the vice president is subject to review by the president.

## Campus Security Policies

### Traffic

Vehicles routinely driven on campus must have a parking decal displayed. Students can obtain a decal at the Campus Police and Visitors Information Center. The decal is issued to

the student to use on any vehicle the student drives on campus. The decal is designed to hang on the inside rear view mirror of a vehicle.

A temporary parking permit must be obtained if a student drives a vehicle on campus without an assigned parking decal displayed. Temporary parking permits are issued at the Campus Police and Visitors Information Center.

Students who lose or misplace their parking decals can purchase a replacement decal for \$5.00.

Visitors to Jefferson State Community College are required to obtain a visitor's permit for their vehicle. Visitors to the Jefferson Campus can obtain a permit at the Campus Police and Visitors' Information Center; visitors to the Shelby Campus can obtain their permit from the Receptionist in Richard M. Scrusby Hall or from the Campus Police.

Please read and observe the following rules:

1. Students, faculty and staff must park in their designated areas. The campus parking plan is as follows:

<b>Curb Color</b>	<b>Type Parking</b>
Unpainted/white	Student/Visitor
Green	Faculty/staff
Yellow	No Parking
Blue	Handicapped

2. Faculty members may not give students permission to use faculty parking areas.
3. Parking is prohibited in loading and no parking zones.
4. All stop signs must be obeyed.
5. Speed on all campus roads is limited to 15 m.p.h. except where posted otherwise, but any speed not safe for the conditions of the road, including vehicular and pedestrian congestion, is prohibited.
6. All parking must conform to marked-off areas. All parallel parking must be within twelve inches of the curb.
7. Vehicles left on campus overnight must be registered with the Department of Campus Safety and Security.
8. Driving and parking on the grass and sidewalks are prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
9. Double parking is prohibited.
10. Blocking driveways, entrances and exits to parking areas or buildings is prohibited.
11. Drivers must yield to pedestrians in designated crosswalks.
12. In all lots that are marked with parking spaces, vehicles must be parked heading into the spaces.

A citation and fine will be issued for each violation. Vehicles may be towed away at the owner's expense in the event of chronic violations. If a vehicle is parked in such a manner that it cannot be towed, the campus police will immobilize the vehicle with a "car boot" to the wheel area. This action will result in an additional fine to the owner/driver of that vehicle.

### Fines

No decal.....	\$8
Improper display of decal.....	\$8
Disregarding stop sign .....	\$20
Handicapped parking area.....	\$20
Student parked in faculty lot .....	\$8
Parked in no parking area.....	\$8
Exceeding speed limit.....	\$20
Other parking violations .....	\$8

Fines may be paid on the Jefferson Campus at the college cashier's office in George Wallace Hall from 8:00 a.m. to 4:30 p.m. Monday through Friday and at the college switchboard in George Wallace Hall from 4:30 p.m. to 6:00 p.m. Monday through Thursday. Fines may also be paid on the Shelby Campus from 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 3:00 p.m. Friday at the Receptionist Desk in the Richard M. Scrusby Hall. Failure to pay fines will result in student registration and graduation holds and may result in towing of the vehicle at the owner's expense.

### Automobile Accidents and Problems on Campus

Jefferson State's Department of Campus Safety and Security has jurisdiction over accidents that occur on campus and will complete the necessary accident reports as required by law. Contact the campus police at (205) 856-6093 in the event of an accident on campus. When possible, campus police will assist students with vehicular problems encountered on campus.

### Campus Security

#### Emergency Messages for Students

According to college policy, classes are not interrupted except for legitimate emergencies. Emergency calls should be directed to the Department of Campus Safety and Security at (205) 856-6093.

#### Lost and Found

Lost and found articles should be taken to the campus police. Articles found and left with the campus police will be inventoried, dated, and held for a period of thirty calendar days. During this time these articles may be claimed upon proof of ownership. After thirty days the college automatically disposes of unclaimed articles.

Cash will be held for sixty days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded). Otherwise, the money will be deposited in miscellaneous revenue.

#### Security of Personal Property

The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents. The campus police recommend that students conceal books, supplies, and other valuables in the trunks of their cars or keep valuables in their possession at all times. Items such as purses, handbags, bookbags, and knapsacks should not be unattended.

### Reporting Criminal Actions or Other Emergencies

It is the policy of Jefferson State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident or other situation that occurs on college property and that may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to public order be reported immediately. An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must: (a) state name; (b) state type of emergency; (c) state location of emergency; and (d) remain in the area until assistance arrives.

1. *Reporting of Emergencies - On Campus*
  - A. Medical Emergencies: In the case of major injury or serious illness, (a) call the paramedics at 911; (b) call the campus police at (205) 856-6093.
  - B. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill, (a) activate the fire alarm or otherwise notify occupants to vacate the building; (b) call the fire department at 911; (c) call the campus police at (205) 856-6093; (d) call maintenance at (205) 856-7998.
  - C. Bomb Threat: In case of a bomb threat, call the campus police at (205) 856-6093.
  - D. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, call the campus police at (205) 856-6093.
  - E. Maintenance Emergencies: In case of maintenance emergencies, (a) call maintenance at (205) 856-7998; (b) call the campus police at (205) 856-6093.
2. *Reporting of Emergencies - Off Campus (Participation at College Functions)*  
In the case of a major injury, serious illness or other emergency involving faculty, staff or students at a college function, (a) call local medical assistance and local law enforcement personnel, if applicable; (b) call Jefferson State's incoming watts number 1-800-239-5900 and notify the appropriate administrator of the injury or illness and the location of the injured party. In the event such occurrence is after normal operating hours, call campus police at (205) 856-6093. Campus police will in turn notify the appropriate administrator.
3. *Reporting of Emergencies - Off Campus Instructional Sites*  
In the case of a major injury, serious illness or other emergency involving faculty, staff or students at an off campus instructional site, (a) call 911, (b) call the campus police at (205) 856-6093. The campus police will notify the appropriate administrator.
4. *Emergency Procedures - Building Evacuation*  
In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.



5. *Emergency Procedures - Tornado Watch*
  - A. Campus police will notify each building representative and maintenance when a tornado watch is issued.
  - B. Building representatives must from that point monitor weather radios until the watch is canceled.
  - C. Classes are not interrupted for a tornado watch.
6. *Emergency Procedures - Tornado Warning*
  - A. Campus police will notify each building representative and maintenance when a tornado warning is issued.
  - B. Building representatives inform building occupants a tornado warning has been issued.
  - C. Building representatives must from that point monitor weather radios and telephones until the warning is canceled.
  - D. Campus police will determine if building occupants should move to the bottom floor of the building in which they are located and advise the building representatives accordingly.
  - E. All occupants should avoid glass areas.
  - F. When the tornado threat is over, the all-clear will be given by the campus police and normal activities will resume.
  - G. Do not send people home during a tornado watch or warning.

### **Sexual Offenses**

Jefferson State places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden at Jefferson State. Both college disciplinary procedures and criminal charges may be applied to sexual offenses. See the "General Information" section of the College Catalog and Student Handbook to review Jefferson State's harassment policy.

1. *Educational Programs*  
Education programs aimed at making the Jefferson State community free from sex offenses are administered by the Department of Campus Safety and Security and the Office of Recruiting/Student Activities on the Jefferson Campus and RSH 106 on the Shelby Campus. These programs include but are not limited to:
  - A. Presentations at orientation by Campus Safety and Security personnel.
  - B. Presentations by Campus Safety and Security personnel as may be requested by college sanctioned clubs and organizations.
  - C. Brochures available in the offices of Safety and Security and Office of Recruiting/Student Activities on the Jefferson Campus and RSH 106 on the Shelby Campus which describe the prevention of sexual assault.
  - D. Posters throughout the campus community to heighten awareness of sexual assault.
2. *Sanctions*  
Upon determination that a student or employee has committed rape, acquaintance rape or another sexual offense, the following sanctions are available:
  - Criminal charges

- Probation
  - Suspension from college and/or employment
  - Expulsion from college
  - Termination of employment
  - Ban from college property
3. *Procedures for Victims*  
In the event you or another person is the victim of sexual assault, it is important to remember details, follow procedures and notify the proper departments. The single most important thing a victim of rape or sexual assault can do is tell someone - the police, a friend, a medical professional, etc. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust and your right to choose. The following are recommended procedures to follow:
    - A. Do not shower, wash or change your clothes.
    - B. Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes.
    - C. If the incident occurs on campus, contact the Department of Safety and Security at (205) 856-6093. If the incident occurs off campus, contact 911.
    - D. Victims may also contact other college officials such as the director of Student Services or the director of Legal Services/Human Resources to get assistance in notifying appropriate law enforcement and medical personnel.
    - E. Seek medical attention immediately. Campus Safety and Security at (205) 856-6093 can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.
    - F. Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained in the Office of Campus Safety and Security.
  4. *Campus Disciplinary Procedures*  
Disciplinary procedures for students in the event of any criminal incident including sexual offenses are outlined in the Code of Student Conduct section. Procedures affecting employees are contained in the *College Handbook*.

In cases involving sex offense, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault.

### **Security of and Access to Campus Facilities**

Jefferson State Community College is committed to providing a healthful, safe and secure environment for all members of the campus community. This commitment is evidenced by the fact the college employs a 365 day, 24 hour per day Police and Security force.

Campus facilities are locked and unlocked by the campus police according to the normal operational hours of the college and scheduled facilities usage. Normal operational hours are:

7:30 a.m.-11:00 p.m. Monday - Thursday  
 7:30 a.m.- 4:30 p.m. Friday  
 7:30 a.m.-5:30 p.m. Saturday  
 (Buildings not scheduled for classes or a special event are closed)

As a rule, no one should be in college buildings after normal operational hours. The campus police have been instructed not to open buildings or allow people to remain in campus buildings after hours. Students, faculty, or staff who need access to campus facilities outside of the hours scheduled above must secure written authorization from the appropriate cost center head or administrator. An approved Request for After-Hour Building Usage form must be submitted to the campus police during normal office hours Monday through Friday. In the event of an unforeseen emergency, please contact the campus police for assistance.

### **Campus Law Enforcement Policies and Procedures**

The following law enforcement policies are in effect at Jefferson State Community College:

1. Staffing will consist of two Lieutenants, Police Officers, a Traffic Control Officer, and Security personnel.
2. Police Officers must be certified by the Alabama Peace Officers Standards and Training Commission, be graduates of a certified police academy, and possess all powers vested in Alabama peace officers.
3. The Lieutenants must ensure personnel assigned to the Department of Campus Safety and Security maintain currency in their assigned responsibilities. This includes, but is not limited to, formal in-service training.
4. The Department of Safety and Security must maintain a 365 day, 24 hour per day work schedule.
5. Police officers must patrol the campus by car and on foot during their assigned shifts.
6. The Lieutenants will promulgate, review, and update as necessary written procedures relative to investigating and reporting campus incidents involving safety and security.
7. The Department of Safety and Security must be equipped with transportation and communication devices necessary to receive reports of and respond to safety and security conditions.

Procedures internal to law enforcement activities are contained in the Safety and Security Rules and Regulations. This document contains detailed policies and procedures relative to:

- The protection of constitutional rights
- Enforcement of institutional regulations
- Enforcement of state and local laws
- The reporting of safety and security hazards
- The public relations aspect necessary to the Department of Campus Safety and Security in dealing with campus and community members
- The use of firearms
- Investigations

- Arrests
- Court attendance

The *Safety and Security Policies and Procedures Manual* is available for inspection upon request.

### **Crime Prevention Programs for Students and Employees**

The Campus Police regularly send safety and security bulletins on the protection of personal property and current crime statistics. Officers regularly conduct safety and maintenance surveys that have led to such improvements as the upgrading of lighting, parking facilities, etc. The foregoing activities are further strengthened by a highly visible police force that is easily accessible to anyone on campus. In addition to their normal police duties, police officers serve as security personnel at on-campus activities such as athletic events and meetings of off-campus groups using the college's facilities. While some of these activities are only indirectly related to crime prevention, they all speak to the issue of visibility and accessibility of police services. This visibility and accessibility are the principal keys to crime prevention. The scope and function of the campus police is published at Jefferson State in such written materials as the Catalog and Student Handbook, and materials included in ORI 101.

### **Reporting Criminal Activity Engaged in by Students at Off-Campus Locations of Student Organizations and Off-Campus Housing Facilities**

Jefferson State Community College is a commuter college and does not sanction off-campus student organizations or housing facilities.

### **College Policies on Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs**

College policies on possession, use, and sale of alcoholic beverages and illegal drugs are found in the *College Handbook for Employees* and the *Catalog and Student Handbook*.

### **Student Handbook Disclaimer**

Failure to read the *Student Handbook* does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the *Student Handbook* are subject to change without prior notice.

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Jefferson State Community College serves the greater Birmingham, Alabama area with five convenient locations including the Jefferson Campus, the Shelby Campus, the St. Clair Center, Warrior Center, Pell City Center, and the Western Center at Hueytown High School.

With a population of nearly one million, Birmingham is a mid-sized city in the heart of one of the largest urban regions in the South. The wonderful climate, tree-blanketed and hilly terrain, rich history and culture, and wonderful hospitality make Birmingham an ideal place to live. Healthcare, banking, insurance, distribution, retail, construction, engineering and a variety of service industries make up an economy that is excellent for business.

Jefferson State's beautifully wooded Jefferson Campus is located in a suburban area northeast of Birmingham and rests on one of the higher elevations in Jefferson County. This 234-acre campus is adjacent to Highway 79 and Carson Road. The Shelby Campus is located on Valleydale Road in Shelby County, the fastest growing county in Alabama. This campus is the site of Scrusby Hall, an outstanding 64,000 square-foot building which opened in fall 2000 next to the original 20,000 square foot building.

Jefferson State follows a policy of non-discrimination on the basis of sex in admission policy and practices, educational programs, activities and employment practices in accordance with Title IX of the Educational Amendments of 1972. The college is an equal opportunity institution, and as such, students are admitted and tested without regard to race, color, national origin, or sex.

The college does not discriminate on the basis of handicap in accordance with Section 504 of the Rehabilitation Act of 1973. No otherwise qualified handicapped person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity including admission or access thereto or in treatment or employment therein by Jefferson State Community College