Jefferson State Community College

2009-2010

CATALOG & STUDENT HANDBOOK

FREQUENTLY CALLED NUMBERS

Jefferson Campus near Center Point
2601 Carson Road
Birmingham, Alabama 35215-3098
205-853-1200

Academic Areas	Phone	FAX
Center for Health and Biological Sciences		
Dean's Office	856-8521	856-8528
Biology Department	856-7792	856-8528
Nursing Department	856-7940	856-7725
Physical Education Department	856-7880	856-8535
Programs of Study		
Biomedical Equipment Technology	856-7940	856-7725
Clinical Laboratory Technology	856-7940	856-7725
EMS/Paramedic	856-7940	856-7725
Center for Professional, Career, & Technical Education		
Dean's Office	856-7701	856-8572
Programs of Study		
Automotive Manufacturing Tech	856-7848	856-7983
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
Interior Design, Retail/Marketing	856-7848	856-8518
Landscape Technology	856-7848	856-8518
Manufacturing and Technology	856-7848	856-7983
Radio & TV Broadcasting	856-7848	856-8518
Veterinary Technology	856-7848	856-8572
Transfer/General Studies Division		
Associate Dean's Office	856-6007	856-7798
Business/Information Systems	856-7864	856-6008
Communications Department	856-8585	856-7828
Liberal Arts Department	856-8585	856-7828
Mathematics/Engineering/ Physical Sciences Department	856-7864	856-7981
ACT Center	**856-7896**	**856-8532**
ADA Office	**856-6077**	**856-7993**
Advising Center	**856-7775**	**856-6070**
Birmingham Educational Tech Center	856-8526	856-8501
Education Talent Search	856-7996	856-8501
Learning Success Center-Jefferson	856-7952	856-8501
Learning Success Center-Shelby	983-5910	
One Stop Center	856-7957	856-6033
Adult Education/GED Preparation	856-7945	856-8027
Business Office	856-7779	856-7781
Campus Tours	856-6063	
Center for Community & Corporate Education	856-7710	
Corporate Training	856-7710	856-7782
Director's Office	856-7728	856-7782
Local Government Leadership Center	856-7710	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	856-7704	856-6070

Shelby-Hoover Campus
4600 Valleydale Road
Birmingham, Alabama 35242
205-983-5900 205-983-5304 FAX

Academic Areas	Phone	FAX
Center for Health and Biological Sciences		
Dean's Office	856-8521	856-8528
Biology Department	983-5948	983-5981
Nursing Department	983-5934	
Programs of Study		
EMS/Paramedic	983-5206	983-5992
Physical Therapist Assistant	983-5995	983-5992
Radiologic Technology	856-7940	856-7725
Center for Professional, Career, & Technical Education		
Hospitality Management/Culinary Apprenticeship	983-5214	856-7751
Transfer/General Studies Division		
Associate Dean's Office	983-5303	983-5304
Business/Information Systems Dept	983-5245	983-5981
Communications Department	983-5980	983-5981
Liberal Arts Department	983-5999	983-5979
Mathematics/Engineering/ Physical Sciences Department	983-5999	983-5979
Enrollment/Business Services	983-5902	983-5906
Learning Resource Center	983-5930	983-5906
Pioneer Bookstore II	983-5925	983-5906

ADDITIONAL LOCATIONS

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

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

St. Clair Center-Pell City Site
500 College Circle
Pell City, AL 35125
(205) 812-2700
(205) 812-2705 FAX

Chilton Clanton Center
1850 Lay Dam Road
Clanton, AL 35045
(205) 280-7380

Jefferson State
COMMUNITY COLLEGE

2009-2010

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 33rd Floor, New York, NY 10006; Telephone number 800/669/1656, ext. 153, FAX 212/812-0390.

The Child Development Program Is accredited by the National Association for the Education of Young Children.

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., 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, Telephone number 816/233-3747, www.abfse.org.

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

The Construction Management Technology Option of the Construction and 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.

The Interior Design Program has been approved by the Alabama State Board of Registration for Interior Design for licensure and registration.

The Veterinary Technology Program is accredited by the Committee on Veterinary Technicians Education and Activities (CVTEA) of the American Veterinary Medical Association.

The Emergency Medical Technician – Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

www.jeffstateonline.com

Volume XXX No. 1
Published annually by Jefferson State Community College
Third class postage paid at Birmingham, Alabama.

Table of Contents

Vision 3

Statement of Philosophy and Purpose 3

General Information 5

Admission to the College 19

Financial Information 31

Support Services 37

Academic Regulations 45

Degree Requirements 53

Academic Inventory 59

University Parallel Programs 67

Career Programs 99

Course Descriptions 161

Advisory Committees 231

Personnel 239

Student Handbook 253

General Index 285

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.

Calendar 2009-2010

Fall Semester 2009

August 17-19 ..... Registration
August 21 ..... Classes Begin
August 21, August 24-26 ..... Schedule Adjustment
September 7 ..... Labor Day Holiday
September 10 ..... Last Day to Withdraw with Partial Refund
November 14 ..... Last Day to Receive Automatic W
November 11 ..... Veterans' Day Holiday
November 23-25 ..... Professional Development
November 26-28 ..... Thanksgiving Holidays
December 12 ..... Saturday Classes - Final Exams
December 14-18 ..... Final Exams

Spring Semester 2010

January 5-6 ..... Registration
January 8 ..... Classes Begin
January 8, 11-13 ..... Schedule Adjustment
January 18 ... Martin Luther King, Jr./Robert E. Lee Holiday
January 28 ..... Last Day to Withdraw with Partial Refund
March 15-20 ..... Spring Holidays
April 3 ..... Last Day to Receive Automatic W
May 1 ..... Saturday Classes - Final Exams
May 5-7 ..... Final Exams
May 7 ..... Graduation

Summer Term 2010

May 11 ..... May Mini - Term Registration
May 12 ..... May Mini - Term Classes Begin
May 19 ..... May Mini - Term Final Exams
May 24-26, ... Registration
May 27 ..... Classes Begin
May 31 ..... Memorial Day Holiday
June 1-2 ..... Schedule Adjustment
June 17 ..... Last Day to Withdraw with Partial Refund
July 5 ..... Independence Day Holiday
July 10 ..... Last Day to Receive Automatic W
August 4-7 ..... Final Exams
August 7 ..... Saturday Classes - Final Exams

College Closed

September 7 ..... Labor Day Holiday
November 11 ..... Veterans' Day Holiday
November 26-28 ..... Thanksgiving Holidays
December 24, 25, 28-30 ..... Christmas Holidays
January 1 ..... New Year's Day
January 18 ... Martin Luther King, Jr./Robert E. Lee Holiday
March 18-20 ..... Spring Break
May 31 ..... Memorial Day
July 5 ..... Independence Day Holiday

Members of the Alabama State Board of Education

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

Governor Bob Riley, President
Bradley Byrne, Chancellor

District 1

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

District 2

Mrs. Betty Peters
3507 Huntington Place
Dothan, AL 36303 (334) 794-8024

District 3

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

District 4

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

District 5

Dr. Ella B. Bell
2634 Airwood Drive
Montgomery, AL 36108 (334) 229-6866

District 6

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

District 7

Mr. Gary Warren
P. O. Box 704
Haleyville, AL 35565 (205) 486-9696

District 8

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

Vision

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

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 Community 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.

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Jefferson State Junior College was established as one of twelve junior colleges authorized by the State Legislature, Act 93, on May 3, 1963. From the outset, Alabama's two-year colleges were designed to provide economic, geographic, and academic access to all citizens. Jefferson State enrolled its first students in September 1965, and patterned its early development to support the clearly articulated state-level goal of extending educational opportunities to the people of Alabama.

The college received initial accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools on December 14, 1968. The college offered both traditional university parallel programs and a range of career programs that had grown out of responsiveness to identified community and workforce needs. On February 23, 1989, the Alabama State Board of Education gave recognition to the scope of programs and services provided by the college by officially changing the name from Jefferson State Junior College to Jefferson State Community College.

The original campus, on 274 acres in northeast Jefferson County (Birmingham, Alabama) is comprised of thirteen buildings that contain 500,000 square feet of classroom, office, and related space. Many buildings on the campus bear the names of community benefactors (H. Y. and Ruby Carson, John B. Bethune, Harvey DeRamus, and Eugene Fitzgerald), elected officials (James B. Allen, George C. Wallace, Lurleen B. Wallace and Harold C. Martin), and former Jefferson State presidents (Leroy Brown and George L. Layton), who were instrumental in the early development of the college.

As the college's academic offerings expanded and became more comprehensive, the college saw a need to refine its programs and engage in deep and candid introspections regarding its mission, purposes, and unique place in the community and in the Alabama Community College System. As a result the college identified two critical community needs: (1) access for Shelby and southern Jefferson Counties and (2) a well-trained workforce.

The college addressed the first need by opening the Shelby Center in January, 1993, in northern Shelby County. In June, 1996, the center was designated a branch campus by the Alabama Commission on Higher Education. The approximately 60-acre Shelby/Hoover Campus now has three multi-purpose buildings that contain a combined total of 211,000 square feet.

The college addressed the second need, a well-trained workforce, by upgrading its career credit programs and investing heavily in specialized training. To insure academic quality at measurable national standards the college made a commitment to pursue appropriate specialized accreditation for applicable programs. See the list of current accreditations on page 1 of this document. In addition to upgrading the college's credit programs, considerable resources have been devoted to specialized training initiatives. The college renovated an existing building to become a manufacturing center and established an ACT Center, a WorkKeys Service Center, and a One-Stop Center for the delivery of workforce training and related support services.

The official service area for the college was revised in 2003 to include the western part of St. Clair County. Classes were offered at the St. Clair Center – Moody (Moody, Alabama) for the first time in Fall 2003. On April 22, 2004, the board approved another instructional site for St. Clair County in Pell City, and the college offered classes at that location in Fall 2004. On August 22, 2004, the St. Clair Economic Development Council deeded approximately 50 acres (located in Pell City, Alabama) to the Alabama State Board of Education for the benefit of Jefferson State Community College. With acceptance of the land, the board made a commitment to the construction of a permanent instructional facility at that location. The college offered classes in that facility, a three-story, 47,500 square foot building, in Fall 2006.

In 2007, the Alabama State Board of Education again revised the service area of JSCC to include Chilton County and approved construction for a multipurpose instructional facility in Clanton, Alabama (Chilton County). This 30,000 square foot building, located on approximately 60 acres, opened in fall of 2008.

Jefferson State Community College has had three presidents: Dr. Leroy Brown (1964-71), Dr. George L. Layton (1971-79), and Dr. Judy M. Merritt (1979-present). These individuals brought unique strengths to bear on the development and maturation process at the particular time in which each served the institution.

For over 40 years, Jefferson State Community College has provided countless opportunities for the greater Birmingham area and is known for its tradition of quality education and cutting-edge technology training.

BUILDINGS AND FACILITIES

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 offices and classrooms for College, Corporate and Community Education.

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

- The **H. Y. Carson Building** contains classrooms and laboratories for physics, chemistry, biology, mathematics, and art.
- 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 the Learning Resource Center for students, faculty, staff and the community. It is a media center furnishing bibliographies, books, journals, newspapers, and audiovisual materials.

- The Learning Resource 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 on the first floor of the 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, Distance Learning, and Child Development.

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.

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 Bettye Fine Collins Senior Adult Center was dedicated in 2001 for the purpose of providing activities and programs for senior adults (ages 60 and over). The Center contains numerous meeting rooms, fitness area, and large meeting room with food service area.

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, and the radio station WJSR, 91.1 FM, 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, building science, and veterinary technology. 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

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. This building also houses the college's mailroom.

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-Hoover Campus

The Shelby-Hoover Campus, located on approximately sixty acres, currently includes three buildings.

The **General Studies Building** 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 Emergency Medical Services Programs, this building includes seventeen other classrooms, science laboratories, computer laboratories, and faculty and administrative offices. The Learning Success Center and Campus Police 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. An open student computer lab with Internet access, Alabama Virtual Library

and Plato computer based tutorial support are housed in the Learning Resources Center.

The **Math-Science Building** is a 20,000 square-foot, multi-purpose classroom building that includes additional instructional space for mathematics, physical and social sciences, and other academic classes as well as adult education classes. Additional offices are also included in this building.

A third building, the **Health Sciences Building**, approximately 127,000 square feet, opened spring 2008. In addition to faculty and administrative offices and general education classrooms, this building includes specialized instructional space for the culinary arts, nursing, radiologic technology, computer science, workforce development, continuing education, and fire science programs as well as biology labs and dedicated space for art and landscape classes. In addition, Pioneer Bookstore II, Enrollment Services, and the cashier are located in this building.

St. Clair Center - Pell City Site

The St. Clair Center - Pell City Site is a permanent facility to meet the needs of those living in the eastern portion of the Jefferson State Community College service area. This St. Clair County Center is located on approximately fifty acres in Pell City and consists of a three story, 47,500 square foot building.

The facility is located near the intersection of Highway 231 and Interstate 20 on land which was donated by the St. Clair County Economic Development Council. The building is within a park planned for the development of healthcare facilities, educational facilities, business and light industry. The St. Clair County Economic Development Council will be located in the facility.

Chilton-Clanton Center

The Chilton-Clanton Center, a permanent facility being developed in partnership with the City of Clanton, is located on sixty acres between Highway 145 and I-65 South. A multipurpose building, which opened In fall 2008, includes science and computer labs, two tiered classrooms, and general purpose classrooms. It also includes a media center and administrative and faculty offices.

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:

1. 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.
2. 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."
3. 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 ex-

cluded 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 300, 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 division or department by any employee, student, agent or nonemployee 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 Community College System.

A nondiscriminatory environment is essential to the mission of Jefferson State Community College and the Alabama Community 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:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or
3. 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:
   A. Touching, patting, pinching, hugging, or brushing against another's body;
   B. Commentary of a sexual nature about an individual's body or clothing;
   C. Remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not; or
8. 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 campus 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 Enrollment Services 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:
   - A. 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;
   - B. Assist with any additional investigation that may be required;
   - C. Maintain permanent records relevant to the hearing;
   - D. Notify all witnesses to appear at the hearing;
   - E. Coordinate the hearing activities;
   - F. Secure a court reporter;
   - G. Assist the president in distributing, as appropriate, Complaint Resolution-Form B; and
   - H. 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:
   - A. 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.)
   - B. 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.
   - C. 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.
   - D. 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.
   - E. 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.
   - F. 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 com-

plaints and decisions involving Title IX violations.

G. 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 Community 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 Dean of Instruction
   B. Learning Resources Centers
   C. Human Resources
   D. Office of the Associate Director of Admission & Retention (in Enrollment Services, both campuses)
   E. 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 Policies and Procedures for Information Technology Resources and Systems in the "*Student Handbook*" section of the *Catalog and Student Handbook*.)

Family Educational Rights 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 di-

rectory information released to representatives independent of the college should complete a Non-Disclosure Information Form in Enrollment Services, on the Jefferson or Shelby-Hoover Campus, or at the 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. Students requesting information must present photo identification before the information will be released to them.
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.
6. Jefferson State Community College complies with the provisions of the *Family Educational Rights and Privacy Act of 1974 (FERPA), 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 affords students certain rights with respect to their educational records and includes, but is not limited to, the right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure.

   The College recognizes that the National Student Clearinghouse, a not-for-profit corporation organized under the laws of Virginia, provides a nationwide, central repository for information on the enrollment status of postsecondary education students. Jefferson State plans to appoint the Clearinghouse its agent for purposes of reporting information on the enrollment status of its students to Eligible Requestors. In accordance with the Family Educational Right and Privacy Act of 1974 and the Student Right-to-Know and Campus Security Act of 1990, the college will provide the Clearinghouse with an electronic listing containing the enrollment status of all its students.

   Students who do not want 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-Hoover Campus, or at the St. Clair Center.

   *The Family Educational Rights and Privacy Act of 1974 (FERPA) and the Student-Right-to-Know and Campus Security Act of 1990 are available in their entirety in the offices of the deans and Enrollment Services.

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 2005 cohort are published in the *2009-20010 Catalog and Student Handbook.*

Graduation and transfer-out rates for students who received athletically-related financial aid are available in the Athletic Office, Leroy Brown Health, Physical Education and Recreation Building, Room 301, Jefferson Campus. Prospective student athletes, their parents, coaches and counselors are given a copy of the annual disclosure information, by race, gender and sport, at the time they are being recruited. The disclosure is also available on the Athletic Department website at http://www.jeffstateonline.com/Baseball.

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-Hoover 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-Hoover Campus (GSB 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.

Smoke-Free Campus

Each of Jefferson State's campuses and instructional sites are smoke-free. Smoking is prohibited inside all campus buildings and in the areas immediately surrounding them. Smoking is permitted exclusively in the parking lots inside private automobiles. Appropriate containers for disposing of smoking materials are provided, and students and visitors are expected to use them.

ADMISSION TO THE COLLEGE

ADMISSIONS POLICIES

Admissions Requirements

For admissions to an Alabama Community College System institution an applicant must provide:

One primary form of documentation such as an unexpired Alabama driver's license: an unexpired Alabama identification card: an unexpired U. S. passport: an unexpired U.S. permanent resident card; OR

Two secondary forms of documentation, one which must be a photo identification card other than those specified and one additional form of identification such as a Certificate of Naturalization: a Social Security card: a certified copy of a U.S. birth certificate; OR

For admissions to an Alabama Community College System institution, all international applicants must provide: a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript: a minimum score on an approved English as a Foreign Language exam as specified in the guidelines: signed, notarized statement verifying adequate financial support: and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

An applicant who fails to satisfy the requirements above will not be admitted to the institution. Please refer to the guidelines associated with this policy for a complete list of acceptable primary and secondary form of identification and VISA information. Students enrolled in an Alabama Community College System institution prior to the implementation of this policy will not be affected by the requirements of this section.

Applicants must submit the documentation in person or through a notarized copy by U.S. Mail by the end of the institutions published drop/add period.

For the protection of the public and to assist in maintaining state and local security persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the office of the Attorney General of the United States, pursuant to the section 113 of the *Aviation Transportation and Security Act*, regulations of the Immigration and Naturalization Service, and all other applicable directives.

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 of the Code of Alabama of 1974 (as amended).

First-Time College Students

Applicants who have not previously attended a duly 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:

1. Applicants who hold The Alabama High School Diploma as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to The Alabama High School Diploma as defined by the Alabama State Board of Education, or an equivalent diploma issued by a non-public regionally and/or State accredited high school are eligible for admission.
2. Applicants who hold a high school diploma equivalent to The Alabama High School Diploma as defined by the Alabama State Board of Education, issued by a non-public high school. Applicants must also have a minimum ACT score of 16 or a score of 790 on the SAT.
3. Applicants who have attended a non-public high school may be admitted upon presentation of a diploma equivalent to The Alabama High School Diploma as defined by the Alabama State Board of Education. Applicants must also have passed the Alabama Public High School Graduation Exam.
4. 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 a score of 790 on the SAT.
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 or the applicant holds an Alabama Occupational Diploma as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has not achieved a minimum ACT or SAT score.

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 as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to The Alabama High School Diploma as defined by the State Board of Education, 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 as defined by the Alabama State Board of Education issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination.
3. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma as defined by the State Board of Education issued by a non-public high school and documentation of a minimum ACT score of 16 or a score of 790 on the SAT.
4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma as defined by the Alabama State Board of Education, 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 a score of 790 on the SAT.
5. An official GED transcript issued by the appropriate state education agency.
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.

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 semester 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 duly 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 duly accredited postsecondary institutions attended and any other documents required for any first time student.

Note: If the student intends to obtain a degree from Jefferson State, transcripts from all institutions must be submit-

ted 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

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."
6. 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 institution 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

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 may check their transfer credits online through their Jefferson State student account.
2. Transfer credit will be awarded based on the following criteria.
   A. 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 duly accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
   B. A transfer student from a collegiate institution not accredited by the appropriate regional association or duly accredited postsecondary institution may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
   C. 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.
3. 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.
4. 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 chairperson/associate dean/dean and the dean of instruction.

5. 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. To contact ECE for further information, call (414) 289-3400 or e-mail eval@ece.org.
6. 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.
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 from the written TOEFL exam. A score of 173 or better is required from the computerized TOEFL exam. A score of 61 or better is required from the Internet-based 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. In addition, an original bank statement from the sponsor's financial institution showing the balance in the sponsor's bank account is required.
4. All high school/secondary school certificates from abroad 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. Students must obtain a general evaluation report from Educational Credential Evaluators, Inc. (ECE), P.O, Box 514070, Milwaukee, WI 53203-3470. Students may contact ECE at eval@ece.org or by calling at (414) 289-3400.

   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.

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 be covered by adequate accident, life, and health insurance. This coverage must be maintained during all periods of enrollment, including annual vacations. Students must purchase insurance through the health insurance company that our institution has chosen; no other type of insurance will be accepted. No refunds will be issued for health insurance.

Please contact the International Student Services Office to receive an admission package.

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 postsecondary 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 Program

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) 856-7723.

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, EMS).

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 CLT and PTA programs. An overall grade-point average of 2.50 on all college work completed is required for admission to the Nursing and RAD programs. A grade point average of 2.50 on prerequisite general education courses in the Physical Therapist Assistant Program is also required for admission to the PTA program. 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 and may include background screening, are in addition to those of Jefferson State and its individual programs of study.

Progression Requirements

In order to successfully progress through and 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.

Nursing or Allied Health students who fail to comply with the above listed requirements may be "out of progression."(temporary suspension) or dismissed from the program. 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, and remediation or skills validation may be required.

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. 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 institution during 1-3 terms provided the student has taken a minimum of 18 semester credit hours of coursework at any regionally accredited postsecondary institutions 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 institutions since the forfeit term(s) occurred.
2. Forfeiture may be applied to credit earned at regionally or Council on Occupational Education accredited postsecondary institution 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

Application Procedures

Students Entering College for the First Time

1. Applicants must complete an application form available in Enrollment Services at the Jefferson or Shelby-Hoover Campus, Pell City and Moody Sites, Chilton Clanton

Center or online at 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-Hoover Campus, Pell City and Moody Sites, Chilton Clanton Center or online at 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

1. Transient students must complete an application form available in Enrollment Services at the Jefferson or Shelby-Hoover Campus, Pell City and Moody Sites, Chilton Clanton Center or online at 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 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

Note: 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 three or more consecutive terms will be required to complete a new application form. If these students have attended other duly accredited postsecondary institutions during this period, official transcripts must be sent to Enrollment Services.

Community and Corporate Education Courses

Information about community and corporate education courses may be secured from the Center For Community and Corporate Education at (205) 856-7710.

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:

Subject Examination	JSCC Equivalent	Semester Hours Awarded
History and Social Sciences		
Principles of Accounting	BUS 241, 242	6
American Government	POL 211	3
American Literature	ENG 251	3
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	ECO 231	3
Management, Principles	BUS 275	3
Marketing, Principles of	BUS 285	3
Microeconomics, Principles	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:

AP Course and Exam	JSCC Equivalent	Semester Hours Awarded
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
Music Theory	MUS 111S	3
Music Listening and Literature	MUS 101	3
Physics B	PHY 201, 202	8
Psychology	PSY 200	3
Spanish Language		
Score of 3	SPA 101	4
Score of 4	SPA 102	4
Score of 5	SPA 102	4

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 and Community College of the Air Force

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/Corrections Academy

Official certification of completion of police/corrections 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.

Emergency Medical Services (EMT Basic)

Upon completion of six semester hours of approved EMP courses at Jefferson State, students may be awarded ten (10) semester hours credit for a current State of Alabama EMT-Basic license. To receive credit, students must submit a copy of their current, valid license for verification to the Enrollment Service office. Students will be awarded credit for:

EMS 116 EMS Basic Theory and Lab 9
EMS 117 EMS Basic Clinical Competencies 1

Fire Academy

Official certification of completion of approved fire acad-

emy work must be sent to Enrollment Services. Certification must be either an academic transcript from an accredited college, certificate of completion, 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 101 Introduction to the Fire Service 3
FSC 220 Fire Extinguishment..... 3

Apparatus Operator Certification
FSC 280 Fire Apparatus and Equipment..... 3

Additional credit will be granted for fire service certifications that meet relevant national standards. They include:

Hazmat Technician Certification
FSC 104 Hazardous Materials II 3

Fire Instructor I Certification
FSC 205 Fire Instructor I 3

Fire Instructor II Certification
FSC 206 Fire Instructor II..... 3

Fire Instructor III Certification
FSC 207 Fire Instructor III 3

Fire Investigator Certification
FSC 241 Arson Investigation 3

Fire Inspector I Certification
FSC 250 Fire Prevention Inspection 3

Fire Officer I Certification
FSC 292 Fire Service Supervision..... 3

Fire Officer II Certification
FSC 293 Fire Service Administration 3

Fire Officer III Certification
FSC 294 Fire Department Management..... 3

Fire Department Safety Officer Certification
FSC 297A Fire Department Safety Officer..... 3

Fire Inspector II Certification
FSC 297B Fire Inspector II..... 3

Fire Inspector III Certification
FSC 297C Fire Inspector III 3

Fire Officer IV Certification
FSC 297D Fire Officer IV..... 3

Public Fire and Life Safety Educator I; Public Information Officer Certification
FSC 297E Public Education and Information I 3

Public Fire and Life Safety Educator II & III Certification
FSC 297F Public Education and Information II.... 3

Rescue Technician: Confined Space Certification
FSC 297H Rescue Tech: Confined Space..... 3

Rescue Technician: Trench Certification
FSC 297J Rescue Technician: Trench 3

Rescue Technician: Rope Certification
FSC 297K Rescue Technician: Rope..... 3

Rescue Technician: Structural Collapse Certification
FSC 297L Rescue Tech: Structural Collapse 3

Rescue Technician: Vehicle and Machinery Certification
FSC 297M Rescue Tech: Vehicle & Machinery 3

Credit for all certifications cannot exceed a total of 20 semester hours. Determination of credit for additional certifications will be made by the program coordinator.

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
HMM 105S Principles of Management 3

Center for Financial Training

Students who have previously completed appropriate course work from the Center for Financial Training (CFT) may be awarded credit toward Jefferson State's Banking & Finance Administration certificate and degree. Official certification indicating completion of courses accredited by the American Council on Education (ACE) must be received by Enrollment Services from the Center for Financial Training. Upon completion of the following prerequisite requirement consisting of twelve semester credit hours of course work at Jefferson State Community College, students will be able to transfer certain course work completed with the Center for Financial Training.

Prerequisite Requirements

Please note that the four below listed classes totaling twelve credit hours must be completed at Jefferson State Community College. The below listed classes may not be transferred from CFT.

The following four courses must be completed before any CFT credits are transferred:

MTH 100	Intermediate College Algebra
ENG 101	English Composition I
BUS 241	Principles of Accounting I
BUS 242	Principles of Accounting II

Transfer of CFT Course Work

No more than 20 credit hours of non-traditional credit may be transferred into the Banking and Finance Administration degree program:

JSCC Equivalent	CFT Course Title	Semester Hours Awarded
BFN 100	Principles of Banking	2
BFN 236	Analyzing Financial Statements	2
BFN 136	Commercial Lending	2
BFN 147	Consumer Lending	2
BFN 101	Law and Banking: Principles	2
BFN 102	Law and Banking: Applications	2
BFN 110	Marketing for Bankers	2
BFN 205	Money and Banking	3
BFN 288	Residential Mortgage Lending	2
BFN 167	Supervision	2
BFN 177	Trust Business	2

CFT courses not listed above are not part of the Articulation Understanding. Acceptance of CFT transferred 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.

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:

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

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.

FINANCIAL INFORMATION

TUITION AND FEES*

	Tuition/Fees per credit hour
In-State Students	
Internet	$102
Other courses	$102
Out-of-State Students	
Internet/telecourses	$192
Other courses	$173
Senior Adult Fees	
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 dean of Enrollment Services or the dean of instruction or designee.

Additional Fees

Late registration fee (non-refundable) $25
Returned check (non-refundable) $30

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 will not be allowed to continue to attend class until registration is completed. 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 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 Application Procedures

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, Jefferson State Community College offers a variety of aid, such as grants, loans, scholarships, and work study to assist as many qualified students as possible.

In order to be considered for federal student aid, students must be unconditionally admitted into an eligible degree-seeking program.

Most aid programs are based on the individual need of the applicant and/or parent. Demonstrated financial need is determined by completing a Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.ed.gov. The school code for Jefferson State Community College is 001022. If the paper version is needed, one may be obtained at the Financial Aid Office at any of our campus locations.

We advise that you complete your Federal tax returns (student, parent, or spouse if applicable) before filling out the FAFSA. Students and parents are cautioned to complete all forms as honestly and accurately as possible. Incomplete or estimated tax information on the FAFSA will result in corrections that will delay your application. The Federal Processor takes approximately 3 weeks to process the FAFSA on the web and 6 weeks for a paper FAFSA that is mailed. Jefferson State has established May 1 as their priority deadline. Please be advised that there are other deadlines and stipulations each semester that students must meet to have aid available for each semester.

How Awards are Determined

Once the student submits the FAFSA, it is processed by the U. S. Department of Education. In approximately three to six weeks, JSCC and the student will receive a Student Aid Report (SAR). Please note that JSCC will contact the student via U.S. Mail concerning institutional documentation but it is the student's responsibility to contact the Financial Aid Office after receiving their SAR. Students are also reminded that they may be asked to substantiate information they submit on the FAFSA. Awards are determined using the "Expected Family Contribution" (EFC) found on the SAR; this is the amount that the student and his family should be able 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 students EFC to Jefferson State's cost of attendance to determine the student's eligibility for federal financial aid.

Federal Pell Grant payments are prorated according to the number of hours a student takes each semester.

- Students receive 25% of award when taking less than 6 semester hours.
- Students receive 50% of award when taking 6-8 semester hours.
- Students receive 75% of award when taking 9-11 semester hours.
- Students receive 100% of award when taking 12 or more semester hours.

Students will not receive financial aid for classes outside their program of study. Financial aid does not pay for classes when a student has made a "C" or better previously in the class.

Transient Students

A transient student is a student who attends another college and will be in attendance at Jefferson State one semester and then return to their home institution. Transient students are not eligible to receive financial aid at Jefferson State.

Deadlines

The financial aid award year begins with the fall semester. May 1 is Jefferson State's priority deadline for all students planning to enroll for fall. Although applications are processed on a rolling basis, students should be advised that each semester has a priority deadline. Students' who have complete files on or before May 1 will receive priority consideration for financial aid funds. Certain funds are limited.

If a student requires financial funds to pay tuition and fees, their file must be complete in the Admission Office as well as the Financial Aid Office at least 6 weeks prior to registration. A completed financial aid file includes the students SAR, copy of tax returns (students, parents, and spouse if applicable), in-

house papers, official transcripts (from all previously attended colleges) and any other required forms, if applicable, by the deadline each semester.

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.

If a student completely withdraws during the first 60 % of a semester, the student will have to return some of the financial aid money back to the college or the U. S. Department of Education. Each student who owes a repayment will be notified in writing by the Jefferson State Financial Aid Office of the requirement to repay Title IV funds. Failure to repay funds will result in the termination of eligibility for federal financial aid at any institution. If a student completely withdraws after 60 % of the semester is complete, the student most likely will not owe a repayment.

We highly recommend all students contact the Financial Aid Office before withdrawing.

Standards of Satisfactory Academic Progress for Financial Aid

Federal regulations require that students receiving financial assistance must maintain satisfactory academic progress toward completion of a degree or certificate. A student must maintain satisfactory academic progress as defined by the standards of progress policy located in the section entitled "Academic Regulations" of this catalog.

Satisfactory progress is not to be confused with "good standing". A student can meet the Jefferson State Community College requirements of "good standing" and be allowed to enroll but not meet the minimum standards to receive financial aid while enrolled. All students will be monitored for compliance with Federal Requirements for Satisfactory Academic Progress at the end of each semester. After 33 credit hours are attempted the student must maintain a 2.0 GPA.

Once a student has attempted 33 semester hours they must have passed at least 67% of these attempted hours. All F, W, and IP grades count against the passing percentage required. If a student is transferring hours from another college, these hours will also be included in the attempted hours for Jefferson State. Any student placed on academic suspension, whether it is the first or second suspension, will not be eligible to receive federal financial aid. In order to be eligible to receive financial aid again, the student must enroll at his own expense, and attempt at least 12 hours in one term, complete at least 2/3 of those hours, and earn a GPA of a 2.0 or greater for the term.

In addition to the above procedures, the maximum length of a student's program may not exceed 150% of the minimum length required to complete the program. All hours attempted whether paid by the student or federal aid must be included.

Examples:

- If your degree is a 60 hour degree: 60 x 150% = 90 hours maximum time frame. You are eligible for only the first 90 hours of attendance.
- If a student transfers into JSCC and has attempted 40 hours at another institution, these hours will go against the hours needed for the student's degree. The student who has attempted the 40 hours at the first institution and is attempting to complete a 60 hour degree program at Jefferson State must consider the hours they have left to complete their degree : 60 x 150% = 90 - 40 = 50 hours maximum time allowed for degree funding.

A change in program of study will be allowed; however, aid will be granted only for additional required hours as determined by comparison of the two programs of study.

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

Appeals

A student who loses financial aid because he/she fails to make satisfactory academic progress may appeal one time. Appeals must be made in writing to the Director of Financial Aid. The appeal must clearly state the reasons the student did not achieve the requirements AND the reasons why the 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. Appeals will be accepted each semester beginning on the first day of early registration through the first day of regular registration.

FINANCIAL AID PROGRAMS

Federal Pell Grants

The Federal Pell grant is considered to be the "foundation" of a student's financial aid to which aid from other Federal and non-Federal sources may be added. The actual size of a grant award will depend upon the EFC number and enrollment status. Pell Grant does not have to be repaid except in cases involving a student's complete withdrawal. To apply students must complete a "FAFSA" application.

Federal Supplemental Educational Opportunity Grants (SEOG)

SEOG is similar to the Federal Pell Grant in that it does not have to be repaid except in cases involving a student's complete withdrawal. SEOG funds are extremely limited and are distributed to the students with the most need based on the student's EFC number. A student must be eligible for a Federal Pell Grant in order to be considered for a Federal Supplemental Educational Opportunity Grant. There is no special application for these funds; completion of the FAFSA is all that is required to apply for SEOG.

Academic Competitiveness Grant (ACG)

ACG is a new grant which is limited to students who have completed a rigorous secondary school program of study in high school. A student must be enrolled full-time (12 or more credit hours per semester) and be eligible for Federal Pell Grants. There is no special application for these funds; completion of the FAFSA is all that is required to apply for ACG.

Leveraging Educational Assistance Partnership Program (LEAPP)

LEAPP is an Alabama student assistance program. Funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled at least half time. Students must be eligible for Federal Pell Grant to be considered for the LEAP grant. There is no special application for these funds; completion of the FAFSA is all that is required to apply for LEAP.

Federal Direct Loan Program

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. Repayment normally begins six months after the student completes their program of study or ceases to be enrolled as at least a half-time. A freshman student may borrow up to $3500 per year. Sophomore students may borrow up to $4500 per year. Jefferson State Community College has a life-time loan limit of $16,000. This includes loans received at previous institutions. There is no special application for these funds; completion of the FAFSA is all that is required to apply.

Federal Direct Subsidized Loans: provides students the opportunity to borrow funds for education costs at low interest rates. For students with a defined need, the federal government subsidizes the interest during the certain specified periods.

Federal Direct Unsubsidized Loans: is not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If the interest is allowed to accumulate it will be added to the principal amount of your loan. A student must be enrolled in at least 6 credit hours to be eligible for a loan. Additionally, a borrower must maintain a 2.0 GPA. A first-time student cannot receive a check until 30 days into the enrollment period.

Emergency Loans

Students who face financial emergencies may apply for an emergency loan. Emergency loans can not exceed the cost of 6 credit hours and can be used to cover tuition and fees only. Students must meet the following requirements:

- Have a co-signer who is gainfully employed
- Maintain a minimum 2.0 GPA
- Be able to repay loan within 60 days

SCHOLARSHIPS

Jefferson State Community College scholarships are open to students entering as freshman, currently enrolled students and to students who transfer to other colleges and universities. Either the donor or the student assistance and scholarship committee establishes the selection criteria.

In order to apply for a JSCC academic scholarship, a student may pick-up an application on file in the Financial Aid Office during the months of January and February. The annual scholarship application deadline is March 1. Scholarships are then awarded for the following fall semester.

JSCC offers numerous scholarships in the form of tuition waivers. The information for these scholarships are available at the respective divisions.

Senior Adult Scholarships

The Alabama State Board of Education has made it possible for persons age sixty and over to attend class 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 EDUCATIONAL ASSISTANCE PROGRAMS:

- Montgomery G.I. Bill/Active Duty Educational Assistance Program (Title 38, U.S. Code, Chapter 30) - student must provide copy of DD-214
- Vietnam Era Veterans' Educational Assistance Program (Title 38, U.S. Code, Chapter 34)- student must provide copy of DD-214
- Montgomery G.I. Bill/Selected Reserve Educational Assistance Program (Title 10, U.S. Code, Chapter 1606) - student must provide copy of Notice of Basic Eligibility (NOBE)
- Montgomery G.I. Bill/Reserve Educational Assistance Program (Title 10, U.S. Code, Chapter 1607 - REAP) - student must provide copy of DD-214 and orders to active duty
- Post-Vietnam Veterans' Educational Assistance Program (VEAP) (Title 38, U.S. Code, Chapter 32) - student must provide copy of DD-214
- Survivors' and Dependents' Educational Assistance Program (Title 38, U.S. Code, Chapter 35)
- Vocational Rehabilitation (Chapter 31) - student must contact a Vocational Rehabilitation counselor

Students interested in applying for one of these benefits should contact the VA Certifying Official located in the Financial Aid Office.

Certification of Courses

- Admissions to the college must be completed before an enrollment certification can be submitted.
- Each student must submit a Request for Certification of Educational Benefits form to the Certifying Official each semester that he or she wishes to receive VA benefits. Certifications will not be submitted until this form has been received.
- Students that have received college credit at other institutions are certified only for courses necessary to complete the declared program of study at Jefferson State Community College. All students are required to have an official transcript on file with Admissions. Enrollment is certified to the VA for only two semesters until prior transcripts are received and evaluated.
- Certification is granted only for courses that are required by the declared program of study. Any deviation must be approved in writing by an academic advisor or dean of instruction.
- Certification is granted only for hours required to complete the selected program of study. However, certification may be granted for remedial and developmental course credit if such courses are necessary for the student to reach his or her objective.
- Courses that award audit credit, no credit, or are not required by the student's declared program of study cannot be certified. Also, courses for which a student has already received a passing grade will not be certified unless a minimum grade requirement exists.
- Should a student receiving VA Educational Benefits register for a course that is not required by the declared program of study or a course for audit credit or no credit, his or her benefits may be reduced at any time during the semester. This action may occur without notification to the student.
- Certification of enrollment will not take place until after the last day of late registration. Students should allow 2-3 weeks for certifications to be submitted. All students receiving VA Educational Benefits are responsible for payment of tuition at the time of registration. Enrollment certifications will not be submitted until payment has been received.
- 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 of tuition and fees only)	5 or fewer

Required Standards of Satisfactory Academic Progress to Receive VA Educational Benefits

All students receiving VA Educational Benefits must meet the same Standards of Progress applicable to all students at the institution. Any student that has been terminated due to lack of academic progress must enroll at their own expense.

Schedule Adjustment Policy

It is the student's responsibility to notify the VA Certifying Official when an adjustment to his or her schedule is made. Failure to do so may result in an overpayment of educational benefits. If a veteran withdraws from a course that has been used in determining enrollment status the VA may require repayment of all benefits received for that course.

Each student receiving VA educational benefits should be aware that it is the responsibility of the student to comply strictly with the policies and procedures which govern the receipt of these benefits. Any overpayment created through non-compliance with these policies is subject to repayment by the student.

SUPPORT SERVICES

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-Hoover Campus either in Enrollment/Business Services (HSB 134), 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 on the Jefferson Campus 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 students with documented disabilities. In order to initiate a request for accommodations, the student must obtain and complete a Student Special Accommodations Request (Form #1). Information is available at the Jefferson Campus in the ADA Accommodations Office (Fitzgerald Student Center 300) or at the Shelby-Hoover Campus in the library and in the *Catalog and Student Handbook* on jeffstateonline.com. Upon completion of Form #1, students must contact the ADA Accommodation office for an appointment, which may be scheduled at the Jefferson, Shelby-Hoover Campus or the Pell City or Clanton instructional site. 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 Resource Centers

The goals of the Learning Resource Centers 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 Learning Resource Centers are located in the top floor of the James B. Allen Library Building at the Jefferson Campus, room 122 of the General Studies Building at the Shelby-Hoover Campus, and at the St. Clair Center-Pell City Site.

The Learning Resource Centers combined collections consist of over 110,000 books, bound periodicals, and United States Government documents, audio-visual materials, and microforms. The Centers also provide access to the Alabama Virtual Library as well as numerous full text electronic resources. These resources and our complete catalog are available online. Our collections are continually evaluated and students and faculty are encouraged to suggest new materials.

Photocopiers, study tables and carrels, and audio-visual equipment are available in the Learning Resource Centers. Computers are provided for access to the internet and electronic information resources, particularly the Alabama Virtual Library. With the AVL, every citizen of Alabama has 24-hour access to thousands of reliable resources including full-text journals, reference books, encyclopedias, medical information, statistical resources, and homework aids. The Alabama Virtual Library can be accessed from any of the Learning Resource Centers; it is also accessible off-campus via username and password provided at any of the Learning Resource Centers.

All materials except reference books and journals circulate and are located in open stacks. Audio-visual materials may be viewed in the Learning Resource Centers (equipment is available) or checked out. A computer lab is also available at the Shelby-Hoover Campus LRC.

Professional librarians are available at all sites to assist students in using the library's services. Instruction in using the library's resources is provided to both classes and individuals. Requests for information may be made electronically by email.

The Learning Resource Centers' facilities and privileges are extended to all students, faculty, support personnel, and administrators of the College. Persons in the community may use the facilities and services with the exception of the checkout of materials. The Learning Resource Centers also have cooperative lending and borrowing agreements with the University of Alabama at Birmingham, Birmingham-Southern College, Miles College, Lawson State Community College, and the Pell City Public Library.

Off-Campus Programs

Jefferson State operates the following off-campus centers: The St. Clair Center-Pell City Site located near the intersection of highway 231 and 20; The St. Clair Center-Moody Site at 2603 Moody Parkway, Moody, AL.; The Chilton Center - Clanton at 1850 Lay Dam Road, Clanton, 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 Blackboard via the College's homepage at www.jeffstateonline.com. These courses are equivalent to on-campus courses and typically require a textbook and occasional on-campus meetings for labs, exams, study sessions, and/or presentations. 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 online 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 the Distance Education Department at (205) 856-7824.

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) 726-2955 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) 934-8749 for further information.

STUDENT SERVICES

Birmingham Educational Technology Center

The Birmingham Educational Technology (BET) Center offers tutorial, computer and other services to members of the local community. The Center offers computer-based instruction and reinforcement for a variety of topics. Personnel are available in the BET Center for group tutoring sessions. 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 math, English, chemistry, and biology departments are available in the LSC for regularly scheduled 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) 856-7957.

- 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. English as a second language (ESL) classes, are available to adults whose primary language is not English. All 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, including on-line computer study, free of charge. Sites are available in Jefferson County, Shelby County and St. Clair County. The adult education office is located in Lurleen Wallace Hall, room 107, and may be contacted at (205) 856-7945.

Educational Talent Search

Educational Talent Search is a federally funded instructive outreach program dedicated to students in grades 6 through 12. Talent search uses an application process to identify qualified

students with the potential for postsecondary enrollment. Perspective participants must be low-income and/or potential first generation college students. Talent Search provides assistance to students and families through middle school tutoring, high school exit exam and ACT preparation, academic and career counseling, and financial aid counseling. Talent Search is located in Lurleen Wallace Hall, room 247 and may be contacted at (205) 856-7996.

Center for Community and Corporate Education

The primary purpose of the Center for 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 business community. Offerings are for credit, non-credit, or Continuing Education Units (CEUs), and they are provided on-campus, at the workplace, or through distance learning capabilities. Certificates of completion are provided to participants who successfully meet all requirements of specific programs, course work, and/or training. Corporate Education also provides the following:

- Customized Training at the Worksite
- Industry-Specific Training
- Management and Leadership Training
- Staff Development
- Environmental Health and Safety Training
- Job Profiling
- Skills Assessment
- Instructional Support
- Personal Enrichment/Community Courses
- Computer Hardware and Software Training
- 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 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. The Metropolitan Manufacturing Technology Center, though not a component of the college's Corporate Education division, is integral to the division's efforts in providing 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 the Center for Community and Corporate Education. Additional goals are to provide something for everyone: youth programs, senior adult courses, professional and technical training, personal enrichment courses, computer training, and other opportunities. Thus, an employer seeking to increase profits and productivity, an employee seeking to improve or upgrade job skills, individuals seeking skill specific short-term training or a high school student preparing for the ACT exam, should contact the Center For Community and Corporate Education at Jefferson State Community College to inquire about the many different offerings.

For further details, visit www.jeffstateonline.com or contact the Center for Community and Corporate Education.

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 Center for Community and Corporate Education at (205) 856-7710.

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 Community 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 098 or MTH 116
  ACT math score of 16 -19
  SAT math score of 370 -470
- MTH 100
  ACT math score of 20 - 23
  SAT math score of 480 - 540
- MTH 110, MTH 112, MTH 115S, 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.
- 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.

Additional Tests

- 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 the General Studies Building for the Shelby-Hoover 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 registration. 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) 856-7957.

Myers Briggs Interest Inventory

The Myers Briggs Type Indicator shows how a person 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) 856-7957.

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 (CEUs)

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.

Continuing Education Units (CEUs) are granted for participation in an organized continuing education course under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units 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 CEUs 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 the Center For Community and 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.

ACADEMIC REGULATIONS

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

A transient student is a student who attends another college and will be in attendance at Jefferson State and then return to their home institution. 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:

Credit-Hour Loads	Semester Hours
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)	12-15
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 Admissions and Retention 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

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

Grades

Letter grades are assigned according to the following system for all courses for which students have registered except NUR and PTA 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 (SA, SB, SC)
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 courses below the 100 level.

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 (12th) 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
WF	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. 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 or changed by an instructor after that time unless there is a recording error or an extenuating circumstance.

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 unoffi-

cial 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 "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 "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 Admissions and Retention or designee 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.

Once a degree or certificate has been posted a student cannot bankrupt any terms prior to and including the term the award was posted.

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.

Once a degree or certificate has been posted a student cannot receive course forgiveness for any term(s) prior to and including the term the award was posted.

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

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

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

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.

DEGREE REQUIREMENTS

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 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 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" section of the *Catalog and Student Handbook* 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 requirements 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" 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 Art	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 Finite Math Level 3
- 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).

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 Community 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 Community 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.

ENG 101 English Composition I 3
Appropriate score on Reading WorkKeys required.

MTH Elective MTH 100 or MTH 116 or higher level math course 3
Appropriate score on Math WorkKeys required.

Humanities and Fine Arts Elective..... 3
(art, humanities, religion, theater arts, philosophy, literature, music, foreign language, speech)

Natural Science, Computer Science and Mathematics 3
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 29 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 Concentraion, and Electives .....29 - 20
Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Maximum Program Semester Credit Hours 29

CAREER READINESS CERTIFICATE (CRC)

The Alabama Career Readiness Certificate (CRC) is an assessment-based credential issued by the Alabama Department of Workforce Development. The CRC serves to validate that an individual has certain skills that are essential across a range of jobs in the workplace. The Gold, Silver, or Bronze Career Readiness Certificate may be awarded to eligible students or individuals who score at certain levels on three ACT WorkKeys assessments – Applied Mathematics, Reading for Information, and Locating Information. This certificate is based on the ACT WorkKeys Assessment system, a highly recognized system that measures "real world" skills that employers believe are critical to job success. Let employers know that you have the skills they need by earning your Alabama Career Readiness Certificate.

For additional information on how to earn your Career Readiness Certificate, contact Jefferson State's Office of Career Readiness at 205-856-7942, e-mail crc@jeffstateonline.com, or you may visit www.careerreadyalabama.com.

GRADUATION GPA

Calculation of the graduation grade point average (GPA) shall include only college level courses completed at Jefferson State. Developmental and grades for transfer courses will not be included in the graduation GPA.

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 graduation GPA for the degree 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

Note: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the graduation GPA for the 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.

GRADUATION CEREMONY

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 March 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

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.

Area I Written Composition 6

Area II Humanities and Fine Arts..... 12

Area III Natural Science and Mathematics 11

Area IV History, Social and Behavioral Sciences..... 12

A list of approved "discipline templates" and articulation guides may be found on our web site at 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. 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 advisor, chairperson/associate dean/dean 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

Transfer/General Studies Division

The Transfer/General Studies 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 Transfer/General Studies 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 Community 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 develop in students a desire for excellence in scholarship, an ability to communicate effectively and an appreciation for the humanities. 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 communication 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, EMS/Paramedic, 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 edu-

cational 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 68 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:

Automotive Manufacturing Technology
Banking and Finance
Construction and Building Science Technology
Call Center/Customer Service
Child Development
Criminal Justice-Law Enforcement
Fire Science
Funeral Service
Hospitality Management/Culinary Apprenticeship
Landscape Technology
Manufacturing and Technology
Radio and TV Production and Broadcasting
Veterinary Technology (Distance Learning)

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.

Distance Education Division

The mission of the Distance Education Division is to increase access to high-quality college courses by utilizing educational technologies and emerging content delivery methods that reduce, and in some cases eliminate, the need for students to be in particular locations at set times to receive instruction.

The division strives to accomplish this mission by:

- Overseeing development and design of transfer, career and developmental courses to insure comparability

of distance education courses with courses delivered in the traditional manner.
- Making effective and innovative use of educational hardware, software and web services to develop and deliver Internet, web-enhanced and interactive videoconference courses.
- Scheduling flexible learning opportunities that meet the needs of students with constraints that prevent them from attending traditional classes.
- Promoting faculty development and training in the use of educational technologies and alternative methods of delivering instruction.
- Coordinating dual enrollment courses for qualified high school students.

Distance education courses follow the same course outlines as course delivered in the traditional manner and are taught by qualified Jefferson State instructors. Upon successful completion of these courses, students receive credit equivalent to traditional courses.

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

- Biomedical Science (USA)
- Clinical Laboratory Science/Medical Technology
- Cytotechnology (UAB)
- Health Information Management (UAB)
- Health Science (Athens)
- Health Sciences (UAB)
- 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) 856-8521
Shelby-Hoover Campus
(205) 983-5934

- Biology
- Environmental Science
- 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-Hoover Campus
(205) 983-5245

- Advertising (UA)
- Business
- Business Huntingdon
- Computer Science
- Consumer Science (UA)
- Economics B.A.
- Family and Consumer Sciences (JSU, UM)
- Health Promotion (AU)
- Human Environmental Science (UNA)
- Poultry Science (AU)
- Public Administration (AU)
- Public Safety and Health Administration (Athens)

Communications Department

Jefferson Campus (205) 856-8585
Shelby-Hoover Campus
(205) 983-5980

- Communication Studies
- English B.A. or B.S.
- Foreign Language
- Speech
- Speech Pathology

Liberal Arts Department

Jefferson Campus (205) 856-8585
Shelby-Hoover Campus
(205) 983-5999

- Anthropology
- Art History B.A.
- Art Studio B.A.
- Art Studio B.F.A.
- Associate in Arts
- Behavioral Science (Athens)
- Dance (UA)
- Human Development and Family Studies (AU and UA)
- Geography
- Graphic Design (AU)
- History
- Human Services (TSU)
- Interdisciplinary Studies (Samford Adult Degree Program)
- International Studies (UAB)
- Liberal Arts
- Liberal Studies (Athens)
- Music

Philosophy
Political Science
Psychology B.A. or B.S.
Public Relations
Religious Studies
Social Science
Social Work
Sociology

Math/Engineering/Physical Sciences Department

Jefferson Campus (205) 856-7864
Shelby-Hoover Campus
(205) 983-5999

Applied Mathematics (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

Nursing Department

Jefferson Campus (205) 856-7940
Shelby-Hoover Campus
(205) 983-5934

Capstone Nursing (UA)
Nursing

Physical Education Department

Jefferson Campus (205) 856-7880

Adult Education (AU)
Art Education
Athletic Training
Biology Ed:Middle/High School
Business Ed:Middle/High School
Career Technical Education (Athens)
Chemistry Ed:Middle/High School
Elementary/Early Childhood Education
English/Language Arts Ed:Middle/High School
Exercise Science and Wellness (JSU)
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 (UNA)
History Ed:Middle/High School
Math Ed:Middle/High School
Music Ed:Middle/High School
Physical Education
Physics Ed:Middle/High School
Recreation Leadership (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) 856-7848

Agribusiness Economics (AA&MU)
Agricultural Economics (AU)
Agronomy and Soils (AU)
Animal Science/Animal and Dairy Sciences
Apparel and Textiles (UA)
Apparel Merchandising, Design, & Production Management (AU)
Architecture (AU)
Building Science (AU)
Criminal Justice
Criminology (AU)
Emergency Management (JSU)
Food and Nutrition (UA)
Forestry (AU
Horticulture (AU)
Hotel & Restaurant Management (AU)
Industrial Design (AU)
Industrial Hygiene (UNA)
Instrumentation (Athens)
Interior Architecture (AU)
Interior Design (AU and UA)
Journalism
Nutrition and Food Science (AU)
Restaurant, Hotel & Meetings Management (UA)
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

Clinical Laboratory Technology
Emergency Medical Technician Paramedic

Shelby-Hoover Campus (205) 983-5243

Physical Therapist Assistant
Radiologic Technology
Emergency Medical Technician Paramedic

Business/Information Systems Department

Jefferson Campus (205) 856-7864
Shelby-Hoover Campus
(205) 983-5245

Accounting
- Accounting
- Computerized 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-Hoover Campus (205) 983-5243

Nursing

Professional, Career and Technical Education Department

Jefferson Campus (205) 856-7848

Automotive Manufacturing Technology
Construction and Building Science Technology
- Architectural/Civil Design Tech
- Construction Management Tech

Business Management
- Business Management
- Real Estate Marketing
- Call Center/Customer Service
- Marketing/Retailing

Child Development
- Child Development Educarer
- Child Development Administrator
- Child Development Afterschool

Finance Administration
Fire Science
Funeral Service Education
Hospitality Management
- Culinary Apprentice
- Foodservice/Culinary Management
- Hotel-Motel Management
- Baking/Pastry

Landscape Technology
- Plant Production
- Landscape Horticulture
- Turfgrass Management

Law Enforcement
Manufacturing and Technology
- Biomedical Equipment Technology
- Industrial Maintenance
- Automated Manufacturing
- Electronics
- Computer Aided Drafting/Design
- Telecommunications (Outside Plant Design)
- Tool and Die Maintenance Technology

Radio and Television Production and Broadcasting
Veterinary Technology

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

Emergency Medical Technician
- Paramedic

Business/Information Systems Department

Jefferson Campus (205) 856-7864
Shelby-Hoover Campus
(205) 983-5245

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

Nursing Department

Jefferson Campus (205) 856-7940

Licensed Practical Nursing

Professional, Career and Technical Education Department

Jefferson Campus (205) 856-7848

Construction and Building Science Technology
- Architectural/Civil Design Tech
- Construction Management Tech

Child Development Certificate
- Child Development Educarer
- Child Development Administrator
- Child Development Afterschool

Finance Administration
Fire Science
Funeral Service
Hospitality Management
- Baking/Pastry
- Foodservice/Culinary Management
- Hotel-Motel Management

Manufacturing and Technology
- Biomedical Equipment Technology
- Industrial Maintenance
- Automated Manufacturing
- Electronics
- Computer Aided Drafting/Design
- Telecommunications Outside Plant Design)
- Tool and Die Maintenance Technology

Landscape Technology
- Landscape Design
- Landscape Technician
- Sports Turf Technician

Law Enforcement
Radio and Television Production and Broadcasting

UNIVERSITY PARALLEL PROGRAMS

JEFFERSON STATE'S ALABAMA GENERAL STUDIES COMMITTEE (AGSC) APPROVED COURSE LISTING

Area I: Written Communication 6

ENG 101	English Composition I
ENG 102	English Composition II

Area II: Humanities and Fine Arts 12

*Literature 3

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

Arts 3

ART 100	Art Appreciation (A)
ART 203	Art History I (A)
ART 204	Art History II (A)
MUS 101	Music Appreciation (A)
THR 120	Theatre Appreciation (A)
THR 126	Introduction to Theatre (A)

Additional Humanities and Fine Arts 6

HUM 299-1	PTK Honors Course I
HUM 299-2	PTK Honors Course II
HUM 299-3	PTK Honors Course III
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

Area III: Natural Sciences and Mathematics 11

Mathematics 3

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

Natural Sciences 8

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
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

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

*History 3

HIS 101	Western Civilization I
HIS 102	Western Civilization II
HIS 201	United States History I
HIS 202	United States History II

**Additional History, Social, and Behavioral Sciences 9

ANT 200	Introduction to 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

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

**No more than 6 hours of history may be taken for Area IV.

Many of these courses are offered though distance education. Please refer to the online class schedule for a listing of available sections.

ADVERTISING
(UNIVERSITY OF ALABAMA ONLY)

Program Code - AS_T006

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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.

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

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 course options.

ANIMAL/DAIRY SCIENCE

Program Code - AS_T013

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 11-12

Complete MTH 113 or 115S		3-4
BIO 103	Principles of Biology	4
BIO 104S	Principles of Biology II	4

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

*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 course options.

ART EDUCATION

Program Code - AS_T023

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

ART 113	Drawing I	3
ART 114	Drawing II	3
ART 121	Two-dimensional Comp I	3
ART 127	Three-Dimensional Comp II	3
ART 203	Art History	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 course options.

ART HISTORY B.A.

Program Code - AS_T024

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
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

Area III: Natural Sciences and Mathematics 11

+Mathematics	3
+Natural Sciences	8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

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 course options.

ART STUDIO B.A. OR B.F.A.

Program Code - AS_T025 (B.A.)
Program Code - AS_T026 (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)

Area I: Written Communication..... 6

Area II: Humanities and Fine Arts 12

*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

Area III: Natural Sciences and Mathematics 11

+Mathematics	3
+Natural Sciences	8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

Area IV: History, Social, and Behavioral Science 12

*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

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 course options.

ASSOCIATE IN ARTS

Program Code - AA_T027

Associate in Art

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

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 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 (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

Additional Hours	19-23

Complete 19-23 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 course options.

ATHLETIC TRAINING

Program Code - AS_T028

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	
SPH 116	Intro. to Interpersonal Communications	

Area III: Natural Sciences and Mathematics 11

MTH 112	Precalculus Algebra	3
BIO 103	Principles of Biology I	4
PHY 201	General Physics	4

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

*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.

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

BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
HED 221	Personal Health	3
**NUR 206	Advanced Nutrition Concepts	3
***Additional Hours		5-9

****Course not taught at JSCC but may be completed at JSU (within a one-year period) and transferred back 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 Athletic Training. Students must print and retain the articulation guide for Athletic Training. Failure to do so may result in the program not being transferable.**

Note: Admission to Athletic Training is highly competitive. Contact the school you plan to transfer as early in the freshmen year as possible for additional information.

BIOLOGY

Program Code - AS_T033

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 (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.

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 course options.

BIOLOGY EDUCATION: MIDDLE/HIGH SCHOOL

Program Code - AS_T034

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 104	Principles of Biology II	4

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

*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

CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
Complete 1 hr from Areas II - IV if your transfer institution requires 120 hrs in this program (4 hrs if 128 hrs are required).		
**Additional Hours		7-10

****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 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.**

BIOMEDICAL SCIENCE (UNIVERSITY OF SOUTH ALABAMA ONLY)

Program Code - AS_T037

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
SPH 107	Fundamentals of Public Speaking	3
+Additional Humanities and Fine Arts		3

Area III: Natural Sciences and Mathematics 11

MTH 125S	Calculus I	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4

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

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

Area V: Pre-Professional, Major and Elective Courses 22

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.

BUILDING SCIENCE (AUBURN UNIVERSITY ONLY)

Program Code - AS_T039

No Degree Awarded

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
PHL 206	Ethics and Society ***or***	3
PHL 106	Introduction to Philosophy	

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 Sequence		6
ECO 232	Principles of Microeconomics	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)		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 13

Complete one of the following:		3
SPH 106	Fundamentals of Oral Communication	
SPH 107	Fundamentals of Public Speaking	
BUS 146	Personal Finance	3
BUS 241	Introduction to Accounting I	4

Students should contact an Auburn building science advisor during their first semester at Jefferson State and plan to transfer after 1 year at Jefferson State. Students should print the Area 5 page for more information.

+Refer to AGSC transfer guide for course options.

BUSINESS: ACCOUNTING, FINANCE, MARKETING, MANAGEMENT, MANAGEMENT INFORMATION SYSTEMS

Program Code - AS_T040

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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/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	

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 course options.

BUSINESS
(HUNTINGDON COLLEGE ONLY)

Program Code - AS_T041

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		6
Arts (A)		3
**Complete one course from the following:		3
SPH 106	Fundamentals of Oral Communications	
SPH 107	Fundamentals of Public Speaking	

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

Area III: Natural Sciences and Mathematics 11

MTH 112	Precalculus Algebra	3
+Natural Sciences		8

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

History		6
**ECO 231	Principles of Macroeconomics	3
**ECO 232	Principles of Microeconomics	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 21

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
Complete four courses from the following:		12
HIS 101-202, SOC 200-247, PSY 200-230, ANT 200-230, BUS 275		
**Complete one course from the following:		3
CIS 130	Introduction to Information Systems	
CIS 146	Microcomputer Applications	

*** Indicates courses required for admission into the School of Business and Professional Studies program (SBPS).**

**** Indicates courses required for admission into the School of Business and Professional Studies program and which are not offered through SBPS.**

CAPSTONE NURSING
(UNIVERSITY OF ALABAMA ONLY)

Program Code - AS_T045

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	Ethics and Society	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
PSY 210	Human Growth and Development	3
Complete one course from the following:		3
SOC 200	Introduction to Sociology	
ANT 220	Cultural Anthropology	

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
NUR 242	Advanced Pharmacology	2
BUS 271	Business Statistics I	3
SPA 101	Introductory Spanish I ***and***	4
SPA 102	Introductory Spanish II	4

(Note: Completion of BUS 271 or 272 after spring 1999 will satisfy the CIS requirement.)

+Refer to AGSC transfer guide for course options.

Note: Students must complete SPH 106 or 107 to satisfy the oral communication competency as a requirement for graduation at Jefferson State.

CAREER TECHNICAL EDUCATION (ATHENS UNIVERSITY ONLY)

Program Code - AS_T046

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
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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.

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.

+Refer to AGSC transfer guide for course options.

CHEMISTRY

Program Code - AS_T047

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 (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 one of the following: 8
(check with your transfer institution)

PHY 201	General Physics I ***and***	
PHY 202	General Physics II ***or***	
PHY 213S	General Physics w/Calculus I ***and***	
PHY 214S	General Physics w/Calculus II	
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.**

CLINICAL LAB SCIENCES/ MEDICAL TECHNOLOGY

Program Code - AS_T052

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
SPH 107	Fundamentals of Public Speaking	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 (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.

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.**

COMMUNICATION STUDIES

Program Code - AS_T054

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	
SPH 116	Intro. to Interpersonal Communications	

Area III: Natural Sciences and Mathematics 11

MTH 112	Precalculus Algebra	3
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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.

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

**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 course options.

COMPUTER SCIENCE

Program Code - AS_T057

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

MTH 112	Precalculus Algebra	3
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

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.**

CRIMINAL JUSTICE

Program Code - AS_T061

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

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 course options.

ELEMENTARY/ EARLY CHILDHOOD EDUCATION

Program Code - AS_T068

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

****If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.**

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

*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 one additional Area III science course from BIO, CHM, PHY, AST or PHS 111	4
Three MTH courses from MTH 112, 113, 115S, 120, 125S, 231, 232 or from Area III not already taken.	9
***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 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 course options.

EMERGENCY MANAGEMENT (JACKSONVILLE STATE UNIVERSITY)

Program Code - AS_T222

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	
SPH 116	Intro. to Interpersonal Communications	

Area III: Natural Sciences and Mathematics 11

MTH 112	Precalculus Algebra	3
+Natural Sciences Sequence		8

Select from BIO 103 & 104; CHM 111 & 112, PHY 201 & 202; PHY 213S & 214S.

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

History Sequence		6
PSY 200	General Psychology	3
Complete one course from the following:		3
ANT 200	Introduction to Anthropology	
ECO 231	Principles of Macroeconomics	
ECO 232	Principles of Microeconomics	
GEO 100	World Regional Geography	
POL 211	American National Government	
PSY 210	Hunan Growth and Development	
SOC 200	Introduction Sociology	

Area V: Pre-Professional, Major and Elective Courses 21-22

CIS 146	Microcomputer Applications	3
MTH 100	Intermediate College Algebra	3
BUS 271	Business Statistics I	3
*PST 115	Emergency Medical Dispatching	3
*PST 220	Technologies in Public Safety Safety Communication and 911	3
*PST 221	Role in Hostage Negotiations	3
*PST 222	Handling of Hazardous Materials Event	3
*PST 226	Advanced Public Safety Communications	3
*PST 227	Location Identification	3

***Course not taught at JSCC. Course may be completed at JSU (within a one-year period) and transferred back to JSCC to receive a degree.**

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 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 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.

Aerospace major

Program Code - AS_T069

Area V: Pre-Professional, Major and Elective Courses 24

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	3

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

---Engineering continued on next column ---

ENGINEERING – *continued from previous column*

Chemical major

Area V: Pre-Professional, Major and Elective Courses 27

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

Program Code - AS_T071

Area V: Pre-Professional, Major and Elective Courses 25

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

Program Code - AS_T072

Area V: Pre-Professional, Major and Elective Courses 24

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.

---Engineering continued on next column ---

ENGINEERING – *continued from previous column*

Computer Science major

Program Code - AS_T073

Area V: Pre-Professional, Major and Elective Courses 24

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

Program Code - AS_T074

Area V: Pre-Professional, Major and Elective Courses 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
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

Program Code - AS_T075

Area V: Pre-Professional, Major and Elective Courses 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
CHM 112	College Chemistry II	4
CIS 251	C++ Programming	3

Students must print and retain the articulation guide for Industrial, Materials, or Mechanical Engineering. Failure to do so may result in the program not being transferable.

ENGINEERING – *continued from previous column*

Materials major

Program Code - AS_T076

Area V: Pre-Professional, Major and Elective Courses 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
CHM 112	College Chemistry II	4
CIS 251	C++ Programming	3

Students must print and retain the articulation guide for Industrial, Materials, or Mechanical Engineering. Failure to do so may result in the program not being transferable.

Mechanical major

Program Code - AS_T077

Area V: Pre-Professional, Major and Elective Courses 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
CHM 112	College Chemistry II	4
CIS 251	C++ Programming	3

Students must print and retain the articulation guide for Industrial, Materials, or Mechanical Engineering. Failure to do so may result in the program not being transferable.

ENGLISH LANGUAGE ARTS EDUCATION: MIDDLE/HIGH SCHOOL

Program Code - AS_T078

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

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, ENG 252, ENG 271 ENG 272

**Additional Hours	10-11

****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.**

****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 course options.

FOREIGN LANGUAGE

Program Code - AS_T093

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

Students must take an introductory foreign language sequence form 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 course options.

FORESTRY
(AUBURN UNIVERSITY ONLY)

Program Code - AS_T095

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 sequence		6
Arts (A)		3
Complete one course from the following:		3
PHL 106	Introduction to Philosophy	
PHL 206	Ethics and Society	

Area III: Natural Sciences and Mathematics 11

MTH 125S	Calculus I	3
BIO 103	Principles of Biology I	4
BIO 104S	Principles of Biology II	4

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

History sequence		6
ECO 232	Principles of Microeconomics	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)		3

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

SPH 107	Fundamentals of Public Speaking	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
BUS 271	Business Statistics I ***or***	3
MTH 265	Elementary Statistics	
Complete one course from PHY 201, PHY 213S, BUS 241		3-4
**CIS Elective		3

**** This course will not transfer to Auburn. Course required for graduation from JSCC to meet computer competency.**

Students transferring to Auburn University seeking a degree in Forestry are allowed to transfer no more than 18 hours from Area V. Students transferring more than 30 hours should contact the Student Services Office in the School of Forestry and Wildlife Sciences before completing the 30 hours to make sure they meet the course requirements for Summer Practicum (daysara@auburn.edu or the webpage http://www.sfws.auburn.edu/SSO). Summer Practicum is the beginning of the professional degree program with specific course requirements and serves as a prerequisite for all the required courses in the junior and senior years.

+Refer to AGSC transfer guide for course options.

GENERAL SCIENCE EDUCATION: MIDDLE/HIGH SCHOOL

Program Code - AS_T100

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 115S	Precalculus Algebra & Trigonometry ***or***	
MTH 125S	Calculus I	4
This requirement may be fulfilled by completing both MTH 112 & 113.		
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 (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.**

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

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 course options.

GRAPHIC DESIGN (AUBURN UNIVERSITY ONLY)

Program Code - AS_T226

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
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

Area III: Natural Sciences and Mathematics 11

+Mathematics	3
+Natural Sciences	8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

Area IV: History, Social, and Behavioral Science 12

*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

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 Auburn. Please refer to Auburn's institutional home page or catalog for a major in Graphic Design. Students must print and retain the articulation guide for Graphic Design. Failure to do so may result in the program not being transferable.**

+ Refer to AGSC transfer guide for course options.

HEALTH EDUCATION: MIDDLE/HIGH SCHOOL

Program Code - AS_T105

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

Area IV: History, Social, and Behavioral Sciences 12

*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

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 course options.

HEALTH INFORMATION MANAGEMENT (UNIVERSITY OF ALABAMA AT BIRMINGHAM ONLY)

Program Code - AS_T106

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
SPH 107	Fundamentals of Public Speaking	3

Area III: Natural Sciences and Mathematics 11

+Mathematics		3
+Natural Science		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

Area IV: History, Social, and Behavioral Sciences 12

*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.**

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

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
**Additonal Hours		3
Complete 1 UAB online course from AHS 318, 320, 330		3
Complete 3 hours from Areas II-IV		

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 course options.

HEALTH SCIENCES (UNIVERSITY OF ALABAMA AT BIRMINGHAM ONLY)

Program Code - AS_T109

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
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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

Area IV: History, Social, and Behavioral Sciences 12

*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

BUS 241	Principles of Accounting I	3

Students preparing to pursue the Bachelor of Science in Allied Health degree may take 20 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.

+Refer to AGSC transfer guide for course options.

HISTORY

Program Code - AS_T111

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*History sequence	6
+Additional History, Social, and Behavioral Sciences	6

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
Complete 3 hrs from Areas II - IV if your transfer institution requires 120 hrs in this program (6 hrs if 128 hrs are 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 course options.

HISTORY EDUCATION:MIDDLE/ HIGH SCHOOL

Program Code - AS_112

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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
Complete 3 hrs from Areas II - IV if your transfer institution requires 120 hrs in this program (6 hrs if 128 hrs are required).		
**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 course options.

HORTICULTURE (AUBURN UNIVERSITY)

Program Code - AS_T113

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)

Area I: Written Communication 6

Area II: Humanities and Fine Arts 12

Literature		3
Arts (A)		3
+Additional Humanities and Fine Arts		3

Area III: Natural Sciences and Mathematics 11-12

MTH 113	Precalculus Trigonometry ***or***	3-4
MTH 115	Precalculus Algebra and Trigonometry	
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		6
ECO 232	Principles of Microeconomics	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.**

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

CIS 146	Microcomputer Applications	3
CHM 111	College Chemistry I	4
Complete one course from the following:		3
SPH 106	Fundamentals of Oral Communications	
SPH 107	Fundamentals of Public Speaking	

Students must complete 9 hours from the following:

Check with Auburn for courses required for your track.

CHM 112	College Chemistry II	4
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
SPA 101	Introductory Spanish 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 course options.

HOTEL & RESTAURANT MANAGEMENT (AUBURN UNIVERSITY)

Program Code - AS_T114

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)

Area I: Written Communication 6

Area II: Humanities and Fine Arts 12

ENG 251	American Literature I	3
ENG 252	American Literature II	3
Arts (A)		3
*Complete one course from the following:		3
SPH 106	Fundamentals of Oral Communications	
SPH 107	Fundamentals of Public Speaking	

*Speech is a requirement for graduation from Jefferson State and is not required at Auburn.

Area III: Natural Sciences and Mathematics 11-12

MTH 113	Precalculus Trigonometry ***or***	3-4
MTH 115	Precalculus Algebra and Trigonometry	
Complete BIO 101 & 102 or BIO 103 & 104S		8

Area IV: History, Social, and BehavioralSciences..... 12

History Sequence		3
PSY 200	General Psychology	3
ECO 232	Principles of Microeconomics	3

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

Complete no more than 21 hours from the following.

SPA 101	Introductory Spanish I	3
BUS 271	Business Statistics I	3
CUA 111	Foundations in Nutrition	3
CUA 101 or HMM 105S		1 or 3
CUA 110, 112S & 201		7
PHL 206	Ethics and Society	3
BUS 241 & 242	Accounting I & II	6
ECO 231	Principles of Macroeconomics	3

Complete 6 hours from the following: CUA 115, 130,140, 165, 204, 205,208, 216,260, 261, HSM 122, and HMM 190 (Counts toward professional elective hours at AU)

A maximum of 62 credit hours may be transferred to AU in the HRTMT program.

+Refer to AGSC transfer guide for course options.

INTERDISCIPLINARY STUDIES
(SAMFORD UNIVERSITY ADULT DEGREE PROGRAM ONLY)

Program Code - AS_T225

Associate in Science

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 ..... (60-62 semester hours)

Area I: Written Communication 6

Area II: Humanities and Fine Arts 13

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	
SPH 107	Fundamentals of Public Speaking	3
SPA 101	Introductory Spanish I	4

Area III: Natural Sciences and Mathematics 11

MTH 110	Finite Mathematics	3
Complete two courses from the following:		8
AST 220, BIO 101, BIO 102, BIO 103, BIO 104S, CHM 104, CHM 105, CHM 111, CHM 112, PHS 111, PHS 112, PHY 201, PHY 202, PHY 213S, PHY 214S		

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

PSY 200	General Psychology	3
POL 211	American National Government	3
History - Complete a sequence from the following:		6
HIS 101	Western Civilization I	
HIS 102	Western Civilization II	
HIS 201	United States History I	
HIS 202	United States History II	

Area V: Pre-Professional, Major and Elective Courses 19-21

Complete 19-21 hours from the following.		
SOC 200	Introduction to Sociology	3
MTH 265	Elementary Statistics	3
REL 151	Survey of the Old Testament	3
REL 152	Survey of the New Testament	4
MTH 265	Elementary Statistics	3
SPA 102	Introductory Spanish II	4
*Complete 1 from the following:		
ART 100, MUS 101, THR 120		3
Complete a maximum of 2 PED activity courses		2

***Cannot count the same course for Area II and Area V.**

INTERIOR DESIGN
(AUBURN UNIVERSITY ONLY)

Program Code - AS_T130

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 Sequence		6
ART 203	Art History I	3
Complete SPH 106 or 107		3

Area III: Natural Sciences and Mathematics 11

MTH 113	Precalculus Trig	3
Complete one of the following sequences		8
CHM 111	College Chemistry I ***and***	
CHM 112	College Chemistry II ***or***	
PHY 201	General Physics I ***and***	
PHY 202	General Physics II	

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

History		6
ECO 232	Principles of Microeconomics	3
Complete one course from:		3
ANT 220, GEO 100, PSY 200, SOC 200		

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

ART 204	Art History II	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 271	Business Statistics I	3
BUS 263	Legal and Social Environment of Business	3
Complete PHL 106 or 206		3
ECO 231	Principles of Macroeconomics	3

Admission of on- and off-campus transfer students into the INDS program is competitive and limited based on space available. Students should contact the Department of Consumer Affairs for an application, procedures, and additional information about admission criteria prior to beginning their collegiate course work. Applicants for the INDS program are admitted only in fall term.

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 course options.

JOURNALISM

Program Code - AS_T134

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

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 course options.

LIBERAL STUDIES (ATHENS STATE UNIVERSITY ONLY)

Program Code - AS_T143

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 (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

Complete one course from the following:		3
CIS 130	Introduction to Information Systems	
CIS 146	Microcomputer Applications	
**Additional Hours		16

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 course options.

MATHEMATICS

Program Code - AS_T149

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
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

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

*****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 course options.

METEOROLOGY (UNIVERSITY OF SOUTH ALABAMA ONLY)

Program Code - AS_T152

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 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 12

*History		3
GEO 100	World Regional Geography	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.**

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

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
***Additional Hours		2-6

****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.**

*****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 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 course options.

NUCLEAR MEDICINE TECHNOLOGY (UNIVERSITY OF ALABAMA AT BIRMINGHAM ONLY)

Program Code - AS_T161

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)

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 113	Precalculus Trigonometry	3
CHM 104	Introduction to General Chemistry	4
CHM 105	Introduction to Organic Chemistry	4

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

*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.**

Area V: Pre-Professional, Major and Elective Courses 25

BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
OAD 211	Medial Terminology	3
MTH 265	Elementary Statistics	3
PHY 201	General Physics I	4
PHY 202	General Physics II	4

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 course options.

NURSING

Program Code - AS_T155

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
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

Area III: Natural Sciences and Mathematics 11

MTH 112	Precalculus Algebra	3
CHM 104	Introductory to Inorganic Chemistry	4
+Natural Sciences		4

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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 either in literature or in history.**

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

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 course options.

PHARMACY
(SAMFORD UNIVERSITY ONLY)

Program Code - AS_T169

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	
Additional Area II Humanities and Fine Arts		3
(Choose from literature, foreign language, or philosophy)		
SPH 107	Fundamentals of Public Speaking	3

Area III: Natural Sciences and Mathematics 12

MTH 125S	Calculus I	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	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	
Complete one course from the following:		3
PSY 200	General Psychology	
SOC 200	Introduction to Sociology	
Additional History, Social, and Behavioral Sciences		6
Complete two courses from the following:		
(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. Students may take HIS 201 and 202 if completing a history sequence. If completing a literature sequence, students must complete HIS 101 or 102.**

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

BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
MTH 265	Elementary Statistics	3

PHYSICAL EDUCATION

Program Code - AS_T171

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
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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 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 course options.

POLITICAL SCIENCE

Program Code - AS_T177

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

**Additional Hours		13
POL 211	American National Government	3
POL 220	State and Local Government	3

****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.**

+Refer to AGSC transfer guide for course options.

PSYCHOLOGY B.A. OR B.S.

Program Code - AS_T179

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

PSY 200	General Psychology	3
Complete 6 hours from Areas II-IV for 120-hour program (9 hours if 128 required).		
**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 course options.

PUBLIC RELATIONS

Program Code - AS_T181

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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.**

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 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 course options.

RADIOLOGIC SCIENCES (UNIVERSITY OF SOUTH ALABAMA)

Program Code - AS_T184

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

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.

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

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

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 course options.

RESTAURANT, HOTEL AND MEETINGS MANAGEMENT (UNIVERSITY OF ALABAMA)

Program Code - AS_T224

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
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*History	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	9

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

HMM 105S	Principles of Hospitality Management	3
CUA 110	Basic Food Preparation	3
CUA 111	Foundations in Nutrition	3
CUA 112S	Sanitation, Safety and Food Service	2
**Additional Hours		9

The following courses will be accepted for elective credit providing the associate degree is awarded from Jefferson State and a "B" is earned in the course.

Complete 9 hours from the following:
HMM 251, CUA 115, CUA 213, HMM 106, HSM 122, BUS 263, HMM 190, HSM 240, HMM 105S.

SOCIAL STUDIES EDUCATION: MIDDLE/HIGH SCHOOL

Program Code - AS_T196

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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 course options.

SOCIAL WORK

Program Code - AS_T197

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		4
Complete one course from the following:		4
BIO 101	Introduction to Biology I	
BIO 103	Principles of Biology I	

If you take BIO 103, you cannot take BIO 101.

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

*History		3
Complete SOC 200 or SOC 210.		3
Complete one course from the following:		3
PSY 200	General Psychology	
PSY 210	Human Growth and Development	
Additional course from ANT, GEO, POL 211 or HIS		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 course options.

SOCIOLOGY

Program Code - AS_T198

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 Literature, Humanities and 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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*History		3
SOC 200	Introduction to Sociology	3
SOC 210	Social Problems	3
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)		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

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 course options

SPECIAL EDUCATION

Program Code - AS_T200

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
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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 one additional Area III science course from BIO, CHM, PHY, AST or PHS 111	4
Three MTH courses from MTH 112, 113, 115S, 120, 125S, 231, 232.	9
**Additional Hours	12-16

****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 course options.

SPEECH

Program Code - AS_T201

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	
SPH 116	Intro. to Interpersonal Communications	

Area III: Natural Sciences and Mathematics 11

MTH 112	Precalculus Algebra	3
+Natural Sciences		8

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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.**

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

**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 course options.

SPEECH PATHOLOGY

Program Code - AS_T202

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
BIO 103	Principles of Biology I	4
+Natural Sciences		4

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

PSY 200	General Psychology	3
PSY 210	Human and Growth Development	3
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. 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 course options.

TELECOMMUNICATION AND FILM OR BROADCASTING

Program Code - AS_T207

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

If you take BIO 103, you cannot take BIO 101. If you take BIO 104, you cannot take BIO 102. If you take CHM 111, you cannot take CHM 104. If you take CHM 112, you cannot take CHM 105. If you take PHY 213, you cannot take PHY 201. If you take PHY 214, you cannot take PHY 202.

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

*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

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 course options.

CAREER PROGRAMS

AAS COURSE ATTRIBUTES

AAS Humanities and Fine Arts Elective (AHUM)..... 3

ART 100	Art Appreciation
ART 109	Art Museum Survey
ART 113	Drawing I
ART 114	Drawing II
ART 121	Two Dimensional Composition
ART 127	Three Dimensional Composition
ART 143	Crafts
ART 173	Photography I
ART 174	Photography II
ART 203	Art History I
ART 204	Art History II
ART 220	Introduction to Computer Graphics
ART 221	Computer Graphics I
ART 233	Painting I
ART 234	Painting II
ART 253	Graphic Design I
ART 254	Graphic Design II
ART 283	Graphic Animation
ART 284	Graphic Animation II
ENG 251	American Literature I
ENG 252	American Literature II
ENG 261	English Literature I
ENG 262	English Literature II
ENG 271	World Literature I
ENG 272	World Literature II
HUM 106	Humanities Through the Arts
HUM 298	Directed Studies in the Humanities
MUS 101	Music Appreciation
MUS 110	Basic Musicianship
MUS 111S	Music Theory I
MUS 112S	Music Theory II
PHL 106	Introduction to Philosophy
PHL 116	Logic
PHL 206	Ethics and Society
REL 151	Survey of the Old Testament
REL 152	Survey of the New Testament
SPA 101	Introductory Spanish I
SPA 102	Introduction to Spanish II
SPA 201	Intermediate Spanish I
SPA 202	Intermediate Spanish II
THR 120	Theatre Appreciation
THR 126	Introduction to Theatre
THR 131	Acting Techniques I
THR 132	Acting Techniques II

AAS Mathematics Elective (AMTH) 3

MTH 100	Intermediate College Algebra
MTH 110	Finite Mathematics
MTH 112	Precalculus Algebra
MTH 113	Precalculus Trigonometry
MTH 115S	Precalculus Algebra and Trigonometry
MTH 118	Technical Mathematics
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
MTH 250	Discrete Mathematics
MTH 265	Elementary Statistics
MTH 270	Probability and Statistics Concepts

AAS Mathematics Elective (A116) 3

MTH 100	Intermediate College Algebra
MTH 116	Mathematical Applications
MTH 110	Finite Mathematics
MTH 112	Precalculus Algebra
MTH 113	Precalculus Trigonometry
MTH 115S	Precalculus Algrebra and Trigonometry
MTH 118	Technical Mathematics
MTH 120	Calculus and its Applications
MTH 125S	Calculus I
MTH 126S	Calculus II
MTH 227	Calculus III
MTH 231	Math for the Elementary Teacher I
MTH 232	Math for the Elementary Teacher II
MTH 237	Linear Algebra
MTH 238	Applied Differential Equations I
MTH 250	Discrete Mathematics
MTH 265	Elementary Statistics
MTH 270	Probability and Statistics Concepts

AAS Lab Science Elective (ASCI) 4

AST 220	Introduction to Astronomy
BIO 101	Introduction to Biology I
BIO 102	Introduction to Biology II
BIO 103	Principles of Biology I
BIO 104S	Principles of Biology II
BIO 201	Human Anatomy and Physiology I
BIO 202	Human Anatomy and Physiology II
BIO 220	General Microbiology
BIO 230	Human Pathophysiology
CHM 104	Introduction to Inorganic Chemistry
CHM 105	Introduction to Organic Chemistry
CHM 111	College Chemistry I
CHM 112	College Chemistry II
CHM 221	Organic Chemistry I
CHM 222	Organic Chemistry II
CHM 220	Quantitative Analysis
PHS 111	Physical Science
PHS 112	Physical Science II

PHY 115	Technical Physics
PHY 201	General Physics I
PHY 202	General Physics II - Trig Based
PHY 213S	General Physics with Calculus I
PHY 214S	General Physics with Calculus II
PHY 218	Modern Physics

AAS Social & Behavioral Science Elective (ASOC)..... 3

ANT 200	Introduction to Anthropology
ANT 220	Cultural Anthropology
ANT 226	Culture and Personality
ANT 230	Introduction to Archaeology
ECO 231	Principles of Macroeconomics
ECO 232	Principles of Microeconomics
GEO 100	World Regional Geography
HIS 101	Western Civilization I
HIS 102	Western Civilization II
HIS 201	United States History I
HIS 202	United States History II
HIS 256	African American History
HIS 260	Alabama History
IDH 206	Political and Intellectual Forces in the 20th Century
POL 211	American National Government
POL 220	State and Local Government
PSY 200	General Psychology
PSY 207	Psychology of Adjustment
PSY 210	Human Growth and Development
PSY 220	Human Sexuality
PSY 230	Abnormal Psychology
SOC 200	Introduction to Sociology
SOC 208	Introduction to Criminology
SOC 209	Juvenile Delinquency
SOC 210	Social Problems
SOC 247	Marriage and the Family

Many of these courses are offered though distance education. Please refer to the online class schedule for a listing of available sections.

CAREER READINESS CERTIFICATE (CRC)

The Alabama Career Readiness Certificate (CRC) is an assessment-based credential issued by the Alabama Department of Workforce Development. The CRC serves to validate that an individual has certain skills that are essential across a range of jobs in the workplace. The Gold, Silver, or Bronze Career Readiness Certificate may be awarded to eligible students or individuals who score at certain levels on three ACT WorkKeys assessments – Applied Mathematics, Reading for Information, and Locating Information. This certificate is based on the ACT WorkKeys Assessment system, a highly recognized system that measures "real world" skills that employers believe are critical to job success. Let employers know that you have the skills they need by earning your Alabama Career Readiness Certificate.

For additional information on how to earn your Career Readiness Certificate, contact Jefferson State's Office of Career Readiness at 205-856-7942, e-mail crc@jeffstateonline.com.

ACCOUNTING

Jefferson Campus
Wanda Smith, program assistant/advisor
Ruby Carson Hall, room 116-D
(205) 856-7806
wssmith@jeffstateonline.com

Jesse Bryson, advisor
Ruby Carson Hall, room 116-B
(205) 856-7845
jbryson@jeffstateonline.com

Shelby-Hoover Campus
Barrett Cummings, program assistant/advisor
Health Sciences Building, room 429
(205) 983-5987
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.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Accounting Certificate (STC C001)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 113	Spreadsheet Software Applications (Excel)	3
ACT 145	Basic Accounting Procedures	3
ACT 249	Payroll Accounting	3
ACT 115	Introduction to Accounting Computer Resources	3
BUS 241	Principles of Accounting I	3
*Electives		5
Total Credit Hours		26

*ACT, BUS, MST, or CIS courses listed from the AAS selected option.

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 understanding of the role of accounting in business operations. Specifically, the program provides specialized knowledge of accounting practice and theory augmented with the microcomputer. 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

- Accounting Option (AAS C001)
- Computerized Accounting (AAS C058)

General Courses ..... (24 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking **or**	3
SPH 106	Fundamentals of Oral Communication	
MTH 100	Intermediate College Algebra	3
CIS 113	Spreadsheet Software Applications (Excel)	3
ECO 231	Principles of Macroeconomics **or**	3
ECO 232	Principles of Microeconomics	4
Lab Science Elective: (ASCI) (astronomy, biology, chemistry, physical science, physics)		
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3
PED/HED		2

Major Courses..... (21 hours)

ACT 145	Basic Accounting Procedures	3
ACT 115	Introduction to Accounting Computer Resources	3
ACT 253	Individual Income Tax	3
ACT 249	Payroll Accounting	3
BUS 241	Principles of Accounting I	3

BUS 242	Principles of Accounting II	3
ACT 252	Accounting Case Studies **or**	3
ACT 195	Accounting Co-op	

Courses specific to each option.

Accounting Option ..... (21 hours)

Course	*Title*	*Sem Hrs*
BUS 100	Introduction to Business	3
BUS 146	Personal Finance	3
BUS 215	Business Communication	3
BUS 248	Managerial Accounting	3
BUS 263	Legal and Social Environment of Business	3
MST 201	Human Resource Management **or**	3
MST 111	Elements of Supervision	
MST 215	Small Business Management	3
	Total Credit Hours	66

Computerized Accounting Option ..... (21 hours)

Course	*Title*	*Sem Hrs*
ACT 246Q	Microcomputer Accounting (Quickbooks)	3
ACT 247P	Advanced Accounting Applications on the Microcomputer (Peachtree)	3
BUS 248	Managerial Accounting	3
CIS 130	Introduction to Information Systems	3
CIS 117	Database Management Software Applications	3
CIS 207	Introduction to Web Development	3
CIS 250	E-Commerce	3
	Total Credit Hours	66

AUTOMOTIVE MANUFACTURING TECHNOLOGY

Jefferson Campus
Andy Hatley, director, Manufacturing Technology
Jefferson State Manufacturing Center, room 102
(205) 856-8517
ahatley@jeffstateonline.com

Christina Oliver, instructor/advisor
Jefferson State Manufacturing Center, room 104
205-856-7985
cmoliver@jeffstateonline.com

THE AUTOMOTIVE MANUFACTURING PROGRAM IS CURRENTLY UNDERGOING REVISION. PUBLISHED GUIDELINES AND REQUIREMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. UPDATED INFORMATION WILL BE POSTED ON THE JEFFERSON STATE WEB SITE AS AVAILABLE.

Automotive Manufacturing Technology is the field of study designed to prepare students for employment in automotive manufacturing and the industries that support automotive manufacturing. The Automotive Manufacturing Technology degree focuses on the skills needed for the high-tech processes associated with modern manufacturing. Upon graduation, students will have the skills and training needed to work in the automotive field. Topics include: Computer Aided Drafting, Electronics, Fluid Power, Automotive Fundamentals, Robotics, Programmable Logic Controllers, and others approved by an advisor. Upon completion of the required classes, the student will be awarded an Associates in Applied Science in Automotive Manufacturing 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 university.

Courses required for:
Automotive Manufacturing Technology Degree (AAS C220)

General Courses ..... (22 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 107	Fundamentals of Public Speaking	3
PHY 115	Technical Physics	4
CIS 146	Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3
Social and Behavioral Science Elective: (ASOC) (anthropology, geography, history, economics, political science, sociology, psychology)		3

Major Courses..... (43 hours)

Course	*Title*	*Sem Hrs*
AUT 100	Introduction to Automotive Concepts	3
AUT 102	Manufacturing Fundamentals	3
AUT 104	Blueprint Reading for Manufacturing **or**	3
DDT 114	Industrial Blueprint Reading	
AUT 112	Principles of Industrial Electricity **or**	3
ELM 200	Electric Circuits I	
AUT 114	Programmable Logic Controllers I **or**	3
ATM 211	Programmable Logic Controllers I	
AUT 116	Introduction to Robotics	3
AUT 120	Industrial Controls I **or**	4
ELM 215	Industrial Controls I	
AUT 164	Mechanical Tools **or**	4
MET 190	Mechanical Tools I	
*AUT Electives		14
	Total Credit Hours	**62**

*Electives: (must choose minimum of 14 hours)

AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics **or**	3
ELM 210	Fluid Power I	
AUT 161	Die Maintenance and Repair **or**	3
ATM 281D	Special Topics, Die Maintenance	
AUT 166	Blue Print Reading for Machinists **or**	3
DDT 115	Blue Print Reading for Machinist	
AUT 167	Geometric Dimensioning and Tolerancing	2
AUT 169	Basic CAD **or**	3
MET 201	Basic Computer-Aided Drafting	
AUT 221	Advanced Programmable Logic Control Applications and Design **or**	3
ATM 212	Programmable Logic Controllers II	
AUT 230	Preventive and Predictive Maintenance	3
AUT 238	Advanced Motor Drives **or**	3
ATM 220	Advanced Motor Drives	
AUT 265	Materials **or**	3
MET 233	Materials	
AUT 267	Quality Auditing	3
AUT 270	Advanced CAD **or**	3
MET 202	Advanced Computer-Aided Drafting	
AUT 272	Advanced Solid Modeling **or**	3
MET 211	Advanced Computer-Aided Modeling	
AUT 278	Robotic Programming and Welding	3

BANKING AND FINANCE

Jefferson Campus
Jesse Bryson, program coordinator/advisor
Ruby Carson Hall, room 116-B
(205) 856-7845
jbryson@jeffstateonline.com

This program is offered in conjunction with the Center for Financial Training (CFT) for students who currently work in banking or students who wish to begin or 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.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Finance Administration Certificate (STC C087)

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	2
BFN 102	Law and Banking: Applications	2
BFN 205	Money and Banking	3
BFN 216	Understanding and Selling Bank Products	2
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
CIS 146	Microcomputer Applications	3
	Total Credit Hours	**26**

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 (AAS C087)

General Courses ..... (45 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking **or**	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
BUS 100	Introduction to Business	3
BUS 275	Principles of Management	3
CIS 146	Microcomputer Applications	3
CIS 113	Spreadsheet Software Applications **or**	3
CIS 117	Database Management Software Applications	
MTH 100	Intermediate College Algebra	3
Lab Science Elective: (ASCI) (astronomy, biology, chemistry, physical science, physics)		4
Social and Behavioral Science Elective: (ASOC) (anthropology, geography, history, economics, political science, sociology, psychology)		3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3
PED/HED	Electives	2

Major Courses..... (17 hours)

Course	*Title*	*Sem Hrs*
BFN 100	Principles of Banking	2
BFN 101	Law and Banking: Principles	2
BFN 102	Law and Banking: Applications	2
BFN 216	Understanding and Selling Bank Products	2
BFN 167	Supervision	2
BFN 205	Money and Banking	3
Electives*		4
	Total Credit Hours	**62**

The student should take BFN 100 and ECO 231 before taking BFN 205.

*BFN Electives

BFN 110	Marketing for Bankers	2
BFN 136	Commercial Lending	2
BFN 147	Consumer Lending	2
BFN 236	Analyzing Financial Statements	2
BFN 280	Real Estate Finance	2
BUS 215	Business communications	3
BUS/ACT/BFN/MST courses as approved by advisor		2-3

Specific courses may be required for CFT diplomas or certificates. Please check with the CFT staff (205-913-1584) for further details.

BUSINESS MANAGEMENT

Jefferson Campus
Wanda Smith, program assistant/advisor
Ruby Carson Hall, room 116D
(205) 856-7806
wssmith@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, advisor
Marketing/Retailing Program
Harold Martin Building, room 117
(205) 856-7892 - Jefferson Campus
(205) 983-5988 - Shelby-Hoover Campus
sockwell@jeffstateonline.com

Shelby-Hoover Campus
Barrett Cummings, program assistant/advisor
Health Sciences Building, room 429
(205) 983-5987
bschober@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 (STC C043)
- Real Estate Marketing Option (STC C186)
- Call Center/Customer Service Option (STC C044)
- Marketing/Retailing Option (STC C147)

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.
- For Real Estate Marketing, Call Center/Customer Service and Marketing/Retailing Options: Make an appropriate score on WorkKeys Reading and Math and be eligible for ENG 101 and MTH 100 or 116 or complete 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	(A116) MTH 100 **or** MTH 116 **or** 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 **or**	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:	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CIS 146	Microcomputer Applications	3

ACT 145	Basic Accounting Procedures **or**	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	(A116) MTH 100 **or** MTH 116 **or** 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	(A116) MTH 100 **or** MTH 116 **or** 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 (AAS C043)
- Real Estate Marketing Option (AAS C186)
- Call Center/Customer Service Option (AAS C044)
- Marketing/Retailing Option (AAS C147)

General Courses ..... (18 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking **or**	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
Lab Science Elective (ASCI):	(astronomy, biology, chemistry, physical science, physics)	4
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
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 **or**	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 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
BUS,ACT,CIS,MST or OAD Elective		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)

Course	*Title*	*Sem Hrs*
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
	Total Credit Hours	**62**

CHILD DEVELOPMENT

Kathi Wales, program coordinator/advisor
Bethune-Deramus Hall, room 111
(205) 856-6047 - Jefferson Campus
Shelby-Hoover Campus
General Studies Building, room 214
kwales@jeffstateonline.com

Jefferson Campus
Heather Seagle, instructor/advisor
Bethune-Deramus, room 113
(205) 856-7821
hseagle@jeffstateonline.com

"Positively Imprinting Young Children's and Families' Lives Through Education"

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 program is the first in Alabama to be accredited by the National Association for the Education of Young Children's (NAEYC).

The Child Development Program seeks to provide students with a well-rounded, specialized, quality education to excel professionally with the skills and knowledge to work effectively with young children (Birth to Age 5 and Afterschoolers) and their families. Graduates may be employed as educarers (teachers of young children) in private and not-for-profit early care and education programs, as assistant teachers in state pre-kindergarten 4, administrators in child care programs, professionals in before and after school programs, or aides in public school systems.

The Child Development program has specialized short certificates designed to provide incremental steps of recognition. All courses in the certificate are part of the corresponding degree specialization.

Child Development Courses are aligned with the National Association for the Education of Young Children's Associate Degree Program Standards and more than meet the specific training requirements for the Alabama Department of Human Resources Minimum Standards.

Alabama Act 200-775 requires criminal history check on all current and prospective early care and education teachers, directors, and any additional staff working with young children. Students entering this program must undergo the required checks including but not limited to background and health checks as required by law. For more information contact the Alabama department of Human Resources at 334-242-1425 or visit their website at: www.dhr.state.al.us

Prior to taking courses, the student should meet with an advisor and develop a comprehensive plan for satisfying program requirements. 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. Students are required to participate in on-site, directed field experiences in each course and should plan accordingly.

Upon entering the Child Development program, students will be required to complete observations and field experience embedded within each course. More information regarding this program can be found online at: www.jeffstateonline.com/ChildDevelopment/

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 each specialized certificate program will apply to the corresponding degree option.

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.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:

Child Development Certificate

- Child Development Educarer Track (STC C050)
- Child Development Administrator Track (STC C049)
- Child Development Afterschool Track (STC C216)

Complete one of the following tracks.

Child Development Educarer Track

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective:	(A116) MTH 100 **or** MTH 116 **or** 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 206	Children's Health and Safety	3
	Total Credit Hours	**27**

Child Development Administrator Track

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective:	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CHD 201	Child Growth and Development Principles	3
CHD 203	Children's Literature and Language Development	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
BUS 263	Legal and Social Environment of Business	3
	Total Credit Hours	**27**

Child Development Afterschool Track

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CHD 230	Introduction to School-Age Programs	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 206	Children's Health and Safety	3
	Total Credit Hours	**27**

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.

It is the responsibility of graduating students from the Child Development Program to be 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.

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. However, continued education is strongly recommended and encouraged and course options for transfer have been identified and can be found at

the Child Development website. Students transferring into an elementary 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 (AAS C050)
- Administrator Track (AAS C049)
- Afterschool Track (AAS C216)

General Courses ..... (28 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MTH Elective:	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
SPH 107	Fundamentals of Public Speaking	3
	Lab Science Elective: (ASCI) (astronomy, biology, chemistry, physical science, physics)	4
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3
PSY 200	General Psychology	3
General Elective		3
Computer Elective		3

Complete one of the following tracks.

Educarer Track ..... (33 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 214	Families and Communities	3
CHD 215	Supervised Practical Experience in Child Development	3
	Total Credit Hours	**61**

Administrator Track ..... (35 hours)

Course	*Title*	*Sem Hrs*
CHD 201	Child Growth and Development Principles	3
CHD 203	Children's Literature and Language Development	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 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	**63**

Afterschool Track ..... (36 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 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	**64**

Courses needed to meet the educational component for Child Development Associate (CDA) Credential** awarded by the Council for Professional Recognition.

Students interested in meeting the educational component of the nationally recognized CDA credential and receive college course credit may take the following three sequential child development courses for college credit. These courses satisfy the functional areas of study identified by the Council.

NOTE: Additional CDA credential requirements are the responsibility of the student.

CHD 100	Introduction to Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3

*Credential and credential fees are administered by the Council for Early Childhood Professional Recognition.

**The CDA credential and/or the JSCC Child Development certificate are the current minimum requirements for Assistant Teachers in the expanding Alabama PreK.

CLINICAL LABORATORY TECHNOLOGY

Jefferson Campus
Candy Hill, program coordinator/advisor
George Layton Building, room 223
(205) 856-6031
chill@jeffstateonline.com

Wendy Sweatt, 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:

Trinity Medical Center
UAB Medical West
Cooper Green Hospital
LabCorp/Brookwood Medical Center
Baptist Medical Center, Shelby
Baptist Medical Center - Princeton
Baptist Medical Center - Jasper
St. Vincents, Birmingham
St. Vincents, East
St. Vincents, Blount
Northport Medical Center
DCH Regional Medical Center
Childrens Hospital
Southern Diagnostics

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 pre-nursing and allied health advisor in Enrollment Services 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. A background screen will also be required prior to assignment for clinical experiences. The cost of this screen must be paid by the student.

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 Admission Requirements for Allied Health Programs 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 (AAS C053)

General Courses ..... (23 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** 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 **or**	3
SPH 106	Fundamentals of Oral Communication	
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3

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	Immunohematology	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
Wade Crawford, advisor
Teresa Hitt, advisor
Ruby Carson Hall, room 118
(205) 856-7864
adarden@jeffstateonline.com

Shelby-Hoover Campus
Hal Harris, Jr., advisor
Web Technologies Program
Health Sciences Building 433
(205) 983-5950

Tommy Battles, advisor
Programming Program
Health Sciences Building 427
(205) 983-5977

Linda Dobyns, advisor
Networking Program
Health Sciences Building 423
(205) 983-5951

Robin Guinn, Office Manager
Health Sciences Building 432
(205) 983-5245
rguinn@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.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:

Computer Information Systems Technology Certificate

- Microcomputer Applications Option (STC C158)
- Computer Programming Option (STC C056)
- Networking Option (STC C160)
- Web Technologies Option (STC C213)

Note for all options: CIS 110 has been renumbered to CIS 150. CIS 273 has been renumbered to CIS 161.

Microcomputer Applications Option

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 161	Introduction to Networking Communications	3
*Two Electives from:		6
OAD 125W	Word Processing (Word)	
CIS 113	Spreadsheet Software Applications (Excel)	
CIS 117	Database Management Software Applications (Access)	
	Total Credit Hours	**27**

Computer Programming Option

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 161	Introduction to Networking Communications	3
*Two Electives from:		6
CIS 251	C Programming (C++)	
CIS 212S	Visual Basic Programming (Visual Basic .Net)	
CIS 255	Java Programming	
	Total Credit Hours	**27**

Networking Option

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 161	Introduction to Networking Communications	3
*Two Electives from:		6
CIS 275	Workstation Administration	
CIS 276	Server Administration	
CIS 277	Network Services Administration	
	Total Credit Hours	**27**

Web Technologies Option

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 161	Introduction to Networking Communications	3
*Two Electives from:		6
CIS 207	Introduction to Web Page Development	
CIS 208	Intermediate Web Page Development	
CIS 250	E-Commerce	
	Total Credit Hours	**27**

CIS 130 Introduction to Information Systems is required for students without basic computer skills.

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 (AAS C158)
- Computer Programming Option (AAS C056)
- Networking Option (AAS C160)
- Web Technologies Option (AAS C213)

General Courses ..... (24 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking **or**	3
SPH 106	Fundamentals of Oral Communication	
MTH 100	Intermediate College Algebra	3
Lab Science Elective: (ASCI)		4
	(astronomy, biology, chemistry, physical science, physics)	
Social and Behavioral Science Elective: (ASOC)		3
	(anthropology, geography, history, economics, political science, sociology, psychology)	
Humanities and Fine Arts Elective: (AHUM)		3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
One elective from:		3
	ACT 246Q (OAD 137), ACT 249, ACT 253, ART 220*, ART 221*, BUS 241, BUS 242, BUS 248, BUS 275	
HED, PED, or RER Elective		2

Major Courses:..... (15 hours)

Course	*Title*	*Sem Hrs*
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 161	Introduction to Networking Communications	3

Note: CIS 110 has been renumbered to CIS 150. CIS 273 has been renumbered to CIS 161.

Complete one of the following options:

Microcomputer Applications Option ..... (27 hours)

Course	*Title*	*Sem Hrs*
OAD 125W	Word Processing - Word	3
CIS 113	Spreadsheet Software Applications (Excel)	3
CIS 117	Database Management Software Applications (Access)	3
CIS 207	Introduction to Web Development	3
CIS 208	Intermediate Web Development	3
OAD 230	Computerized Desktop Publishing	3
OAD 246	Office Graphics and Presentations	3
CIS 281	System Analysis and Design	3
CIS 291A	Case Study in Computer Science - Applications **or**	3
CIS 284A	CIS Internship - Applications	
	Total Credit Hours	**66**

Computer Programming Option..... (27 hours)

Course	*Title*	*Sem Hrs*
CIS 207	Introduction to Web Development	3
CIS 222	Database Management Systems	3
CIS 251	C++ Programming	3
CIS 212S	Visual Basic Programming (Visual Basic .Net)	3
CIS 213	Advanced Visual Basic Programming (Adv. Visual Basic .Net)	3
CIS 255	Java Programming	3
CIS 285	Object-Oriented Programming (Advanced Java)	3
CIS 281	System Analysis and Design	3
CIS 291P	Case Study in Computer Science - Programming **or**	3
CIS 284P	CIS Internship - Programming	
	Total Credit Hours	**66**

Networking Option..... (27 hours)

Course	*Title*	*Sem Hrs*
CIS 250	E-Commerce	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
CIS 278	Directory Services Administration	3
CIS 279S	Network Infrastructure Design	3
CIS 280	Network Security	3
CIS 294Q	Special Topics - SQL Server	3
CIS 291N	Case Study in Computer Science - Networking **or**	3
CIS 284N	CIS Internship - Networking	
	Total Credit Hours	**66**

Web Technologies Option ..... (27 hours)

Course	*Title*	*Sem Hrs*
CIS 207	Introduction to Web Development	3
CIS 208	Intermediate Web Development	3
CIS 209	Advanced Web Development	3
CIS 222	Database Management Systems	3
CIS 250	E-Commerce	3
CIS 255	Java Programming	3
CIS 276	Server Administration	3
CIS 279S	Network Infrastructure Design	3
CIS 291W	Case Study in Computer Science - Web Technologies **or**	3
CIS 284W	CIS Internship - Web Technologies	
	Total Credit Hours	**66**

CIS 130 Introduction to Information Systems is required for students without basic computer skills.

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.

CONSTRUCTION AND BUILDING SCIENCE TECHNOLOGY

Jefferson Campus
Micah Kaufhold, program coordinator/Advisor
Harold Martin Building, room 222
(205) 856-7847
mkaufhold@jeffstateonline.com

Murray Jones, instructor/advisor
Harold Martin Building, room 219
(205) 856-7908
mjones@jeffstateonline.com

Structures are developed in three phases: (1) the conceptional 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 Construction and Building Science Technology offers the following options that cover the continuum from the conceptional 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 Construction and 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 Reading and be eligible for ENG 101 or complete ENG 101.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:

Construction and Building Science Technology Certificate

- Architectural/Civil Design Technology Option (STC C020)
- Construction Management Technology Option (STC C059)

Architectural/Civil Design Technology Option

Course	*Title*	*Sem Hrs*
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 **or**	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
AET 241	Building and Zoning Codes	3
CIS 146	Microcomputer Applications	3
CMT 102	Construction Blueprint Reading	3
CMT 105	Construction Materials and Methods	3
CMT 281S	Spec Topics in CMT: Construction Safety I	1
CMT 206S	Construction Estimating	3
MST 111	Elements of Supervision **or**	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:

Construction and Building Science Technology Degree

- Architectural/Civil Design Technology Option (AAS C020)
- Construction Management Technology Option (AAS C059)

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 **or**	3
SPH 106	Fundamentals of Oral Communication	
CIS 146	Microcomputer Applications	3
PHY 115	Technical Physics	4
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3

Major Courses..... (29 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 181P	Special Topics in CMT - Problem Solving	1
CMT 209	Electrical and Mechanical Equipment in Buildings	4

Courses specific to each option.

Architectural/Civil Design Technology Option . (19-20 hours)

Course	*Title*	*Sem Hrs*
AET 103	Working Drawings	3
AET 200	Advanced Architectural CAD	3
CDT 221	Structural Drafting for Technicians	4
CDT 222	Structural Steel Detailing or	3-4
AET 281	VIZ Rendering	
AET 181A	Special Topics in Architectural Engineering Technology: Architectural Desktop **or**	3
CDT 281	Special Topics in Civil Design Technology	
Social and Behavioral Science Elective: (AS0C) (anthropology, geography, history, economics, political science, sociology, psychology)		3
	Total Credit Hours	**67-68**

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 **or**	3
ECO 232	Principles of Microeconomics	
MST 111	Elements of Supervision **or**	3
MST 215	Small Business Management	
	Total Credit Hours	**71**

EMERGENCY MEDICAL SERVICES

Jefferson Campus
Charles Morton, director/advisor, Emergency Services
George Layton Building, room 247
(205) 856-6066
chmorton@jeffstateonline.com

Shelby-Hoover Campus advisor
James Norris, clinical skills coordinator/advisor
General Studies Building, room 316D
(205) 983-5206
jnorris@jeffstateonline.com

Emergency Medical Services Technician

Emergency Medical Technicians are licensed medical professionals who provide emergency medical care to the sick and injured in an effort to promote health, alleviate suffering and conserve human life.

Jefferson State Community College offers two levels of EMS training and education. The EMT-Basic level is a one semester program which may be taken for credit or non-credit. Upon completion of these courses, students will be awarded a certificate of completion and are eligible to sit for the National Registry examination and apply for a State of Alabama EMT-Basic license.

Students who enroll in the EMT-Paramedic program may pursue a course of study which leads to either a Paramedic Certificate or an Associate in Applied Science degree. Upon successful completion of either program track the graduate may take the National Registry exam and apply for licensure as an EMT-Paramedic.

These programs are not designed to transfer to a four-year institution. Students planning to transfer to a four-year program should notify the advisor upon entry into the program.

Admission to the EMS Program

Admission to the college is required before a student can enter the EMS Program. Applications can be downloaded from the Jefferson State web site at www.jeffstateonline.com or picked up at the Enrollment Services Office at any Jefferson State Campus. Completed applications must then be turned in to the Enrollment Services Office at any Jefferson State campus/site. This requirement applies to Basic EMT and Paramedic.

Requirements for Licensure

According to the National Registry of Emergency Medical Technicians and the Alabama Department of Public Health Office of EMS and Trauma, grounds for denial of a license include, but are not limited to: conviction of a felony or certain other criminal offenses; inability to meet the essential functions of an EMT; and other reasons authorized by law or regulations. Additional information about licensure requirements may be found in the information and admission packets that are available by contacting Ginger Stockley at 856-7940. Packets are also available at the Enrollment Services office at the Shelby-Hoover Campus.

Grading Scale

Letter grades for all EMS/EMP 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

A GRADE OF "C' OR BETTER IS REQUIRED FOR SUCCESSFUL COMPLETION OF ALL EMS/EMP COURSES.

EMT Basic

Emergency Medical Technician - Basic is designed for students wishing to begin their career in Emergency Medical Services. This course qualifies students to work or volunteer as an Emergency Medical Technician (EMT) for a fire department, ambulance service or in private industry.

EMT Basic is taught as a block course consisting of EMS 116, and 117. These courses may be taken for credit or non credit. Students who wish to enroll in this program must submit a program application. If enrolling for credit students must also complete an application to the college and submit transcripts from previously attended schools. Information and admission packets are available by contacting Ginger Stockley at 856-7940. Packets are also available at the Enrollment Services office at the Shelby-Hoover Campus.

All students successfully completing the EMT Basic course, whether credit or non-credit, will have the opportunity to take the National Registry of EMT's Examination, which is used by the State of Alabama Department of Public Health to grant an EMT license.

Emergency Medical Services Technician

Courses Required for:
EMT Basic (NDS 223)

Course	*Title*	*Sem Hrs*
EMS 116	EMS Basic Theory and Lab	9
EMS 117	EMS Basic Clinical Competencies	1
	Total Credit Hours	**10**

EMT Paramedic

EMT-Paramedics are trained to start intravenous lines, administer emergency medications, and perform advanced airway management procedures. They are primarily employed by ambulance services, fire departments and hospitals.

The training will consist of three semesters of classroom work along with clinical rotations that occur both in the field and at hospital emergency rooms and critical care units.

Admission to the Program

In order to be considered for admission to the Paramedic Program, the student must:

1. Possess a current Alabama license as an EMT-Basic or must have successfully completed a National Standard Training Curriculum (NSTC) EMT-Basic course.
2. Be unconditionally admitted to the College.
3. Take the Career Readiness Certificate Exams (WorkKeys) and achieve a score of 4 or higher on the Applied Mathematics, Reading for Information, and Locating Information assessments.
4. Be eligible for ENG 101 and MTH 116.
5. Meet other requirements as outlined in the information and admission packets.

Admission to the EMT Paramedic program is based on a priority system, in which applicants are considered depending upon educational background and work experience. Completion of admission requirement certifies eligibility, but in no way implies or guarantees admission into the Paramedic program.

Certificate Requirements

The course of study for the Paramedic Certificate consists of 56 semester hours after obtaining a State of Alabama Basic EMT License. Prior to program enrollment 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.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Emergency Medical Technician Paramedic Certificate (CER C221)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
SPH 106	Fundamentals of Oral Communications	3
CIS 146	Microcomputer Applications	3
EMP 189	Applied Anatomy and Physiology for the Paramedic	4
EMP 191	Paramedic Preparatory	2
EMP 192	Paramedic Operations	3
EMP 193	Patient Assessment and Management	3
EMP 194	Paramedic General Pharmacology	2
EMP 196	Advanced Trauma Management B	3
EMP 197	Paramedic Clinical Competencies I	3
EMP 198	Medical Patient Management I	3
EMP 199	Cardiovascular Electrophysiology	3
EMP 201	Medical Patient Management IIB	3
EMP 202	Paramedic Clinical Competencies II	3
EMP 203	Cardiovascular Patient Management	3
EMP 205	Paramedic Terminal Competencies	2
EMP 206	Paramedic Field Preceptorship	6
EMP 207	Paramedic Team Leadership Preceptorship	1
	Total Credit Hours	**56**

Associate in Applied Science Degree Requirements

The Associate in Applied Science degree in Emergency Medical Services consists of 76 semester hours of study. All work completed as part of the Paramedic Certificate also applies to the EMS degree.

To be eligible for an Associate in Applied Science Degree a student must:

- Complete the following courses.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Emergency Medical Technician Paramedic Degree (AAS C221)

General Courses .....(22 Hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
Humanities and Fine Arts Elective		3
*BIO 103	Principles of Biology I	4
SPH 106	Fundamentals of Oral Communications	3
CIS 146	Microcomputer Applications	3
PSY 200	General Psychology	3

*A higher level Biology course will satisfy this requirement.

Major Courses.....(54 Hours)

Course	*Title*	*Sem Hrs*
EMS 116	EMS Basic Theory and Lab	9
EMS 117	EMS Basic Clinical Competencies	1
EMP 189	Applied Anatomy and Physiology for the Paramedic	4
EMP 191	Paramedic Preparatory	2
EMP 192	Paramedic Operations	3
EMP 193	Patient Assessment and Management	3
EMP 194	Paramedic General Pharmacology	2
EMP 196	Advanced Trauma Management B	3
EMP 197	Paramedic Clinical Competencies I	3
EMP 198	Medical Patient Management I	3
EMP 199	Cardiovascular Electrophysiology	3
EMP 201	Medical Patient Management IIB	3
EMP 202	Paramedic Clinical Competencies II	3
EMP 203	Cardiovascular Patient Management	3
EMP 205	Paramedic Terminal Competencies	2
EMP 206	Paramedic Field Preceptorship	6
EMP 207	Paramedic Team Leadership Preceptorship	1
	Total Credit Hours	**76**

FIRE SCIENCE

Jefferson Campus
Roger Dale Wyatt, program coordinator/advisor
Harold Martin Building, room 220
(205) 856-8022
rwyatt@jeffstateonline.com

James A. Mulkey, instructor/advisor
Harold Martin Building, room 221
(205) 856-8570
jmulkey@jeffstateonline.com

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. Students planning to transfer to a four-year program should notify the advisor upon entry into the program.

Note: Prior to taking courses the student should meet with an advisor to develop a plan for satisfying the program requirements.

Certificate Requirements

The Fire Science Certificate program is designed as an intermediate recognition step or as a second credential. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Fire Science. Prior to seeking admission to this program, the student should meet with an advisor and develop a plan for satisfying the following requirements.

To be eligible for a certificate, students must:

- Complete the following courses.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Fire Science Certificate (STC C088)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
FSC 101	Introduction to the Fire Service	3
Fire Science Electives		18
	Total Credit Hours	**27**

Associate in Applied Science Degree Requirements

Courses required for:
Fire Science Degree (AAS C088)

General Courses ..... (31 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
*SPH 107	Fundamentals of Public Speaking	3
MTH Elective:	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
**Lab Science Elective	(biology, chemistry, physical science)	4
Complete one course from the following:		3
MST 111	Elements of Supervision	
MST 201	Human Resource Management	
BUS 275	Principles of Management	
FSC 292	Fire Service Supervision	
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
Social and Behavioral Science Elective: (ASOC)	(anthropology, geography, history, economics, political science, sociology, psychology)	3
CIS Elective		3
General Elective		3
HED or PED Elective	(HED 231 recommended, requirement may be waived if student holds an EMT license issued by the Alabama Department of Public Health)	3

Major Courses..... (15 hours)

Course	*Title*	*Sem Hrs*
FSC 101	Introduction to the Fire Service	3
FSC 200	Fire Combat Tactics and Strategy	3
FSC 220	Fire Extinguishment Agents	3
FSC 205	Fire Instructor I	3
FSC 299	Legal Aspects of the Fire Service	3

FSC Electives ..... (15 hours)

Complete five courses from the following:

Course	*Title*	*Sem Hrs*
FSC 104	Hazardous Materials II (Hazmat Technician)	3
FSC 120	Fire Hazards	3
FSC 206	Fire Instructor II	3
FSC 207	Fire Instructor III	3
FSC 210	Building Construction for the Fire Service	3
FSC 230	ISO Standards	3
FSC 240	Fire Cause Determination	3
FSC 241	Arson Investigation (Fire Investigator)	3
FSC 250	Fire Prevention Inspection (Fire Inspector I)	3
FSC 260	Special Service Hazards	3
FSC 270	Fire Protection Systems	3
FSC 280	Fire Apparatus and Equipment	3
FSC 292	Fire Service Supervision (Fire Officer I)	3
FSC 293	Fire Service Administration (Fire Officer II)	3
FSC 294	Fire Department Management (Fire Officer III)	3
FSC 297	Select Topics in Fire Service Operations	3
FSC 297A	Fire Department Safety Officer	3
FSC 297B	Fire Inspector II	3
FSC 297C	Fire Inspector III	3
FSC 297D	Fire Officer IV	3
FSC 297E	Public Education and Information I (Public Fire and Life Safety Educator I; Public Information Officer)	3
FSC 297F	Public Education and information II (Public Fire and Life Safety Educator II and III)	3
FSC 297H	Rescue Technician: Confined Space	3
FSC 297J	Rescue Technician: Trench Rescue	3
FSC 297K	Rescue Technician: Rope	3
FSC 297L	Rescue Technician: Structural Collapse	3
FSC 297M	Rescue Technician: Vehicle and Machinery Rescue	3
	Total Credit Hours	**61**

*Students planning to transfer should complete ENG 102 instead of SPH 107. See your advisor.

**Students planning to transfer should complete a second Lab Science course

FUNERAL SERVICE EDUCATION

Venus Smith, program coordinator/advisor
Harold Martin Building, room 011
(205) 856-7841
vriley@jeffstateonline.com
Jefferson Campus
Jzyk Ennis, advisor
Harold Martin Building, room 010
(205) 856-7852
jennis@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.)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
ENG 102	English Composition II **or**	3
SPH 106	Fundamentals of Oral Communication **or**	
SPH 107	Fundamentals of Public Speaking	
MTH 100	Intermediate College Algebra **or**	3
MTH 110	Finite Mathematics **or**	
MTH 116	Mathematical Applications	
PSY 200	General Psychology **or**	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

This program is designed for students who are full-time funeral home employees. 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, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506, (816) 233-3747. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).

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. If a student receives a "D" or "F" at any time during the three semester extension, the student will not be allowed to continue in the program. Students must apply for the extension during registration of their fifth consecutive semester. Students who do not complete the Distance Learning Option within four semesters may not enroll in distance learning courses. Students enrolled in distance learning courses may transfer to on campus courses at any time. Once a student elects to take on campus courses that student may not take distance learning courses except in the case of extreme hardship. Hardships must be submitted to the Program Coordinator in writing and must meet the approval of all faculty who teach FSE courses. Work schedules will not be considered as hardships. 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 two options for completion of the Program:

1. Four semesters, two days per week.
2. Four semesters, computer based instruction. (Distance Learning).

Attendance is mandatory for all orientation sessions. Orientation sessions will be posted in semester schedules and on the FSE Website. 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 (AAS C098)

General Courses ..... (15 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
ENG 102	English Composition II **or**	3
SPH 107	Fundamentals of Public Speaking **or**	
SPH 106	Fundamentals of Oral Communication	
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
PSY 200	General Psychology **or**	3
SOC 200	Introductory Sociology	
Humanities and Fine Arts Elective: (AHUM) (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.)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** 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.
- 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 (STC C097)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition	3
MTH 100	Intermediate College Algebra **or**	3
MTH 116	Mathematical Applications **or** approved MTH elective (A116)	
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.

HOSPITALITY MANAGEMENT

Culinary Arts/Pastry/Baking Hotel/Motel Management

Jefferson Campus
Todd Jackson, department chair /advisor
Fitzgerald Student Center, room 100-C
(205)-856-7737
tjackson@jeffstateonline.com

Shelby Hoover Campus
Joseph Mitchell, director/advisor
Health Sciences Building, room 122
(205) 983-5212
jmitchell@jeffstateonline.com

The Hospitality/Culinary 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 four options: Culinary Apprentice, Foodservice/ Culinary Management, Baking/Pastry and Hotel-Motel Management. Check with your four-year institution for the transferability of courses in this program.

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
HMM 105S	Principles of Management	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 Reading and Math and be eligible for ENG 101 and MTH 100 or 116 or complete ENG 101 and MTH 100 or 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:

Hospitality Management Certificate

- Foodservice/Culinary Management Option (STC C092)
- Hotel/Motel Management Option (STC C115)
- Baking/Pastry Option (STC C030)

Foodservice/Culinary Management Option

Course	*Title*	*Sem Hrs*
CUA 101	Orientation to the Hospitality Profession	3
HMM 105S	Principles of Management	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 120	Basic Food Preparation Lab	2
CUA 115	Advanced Food Preparation	3
CUA 201	Meat Preparation and Processing	2
CUA 204	Foundations of Baking	3
CUA 210	Beverage Management	2
	Total Credit Hours	**29**

Hotel/Motel Management Option

Course	*Title*	*Sem Hrs*
CUA 101	Orientation to the Hospitality Profession	3
HMM 105S	Principles of Management	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/Social Environment of Business	3
HSM 122	Hospitality Tech / Computer Application	3
HMM 190	Hotel/Motel Internship	6
	Total Credit Hours	**28**

Baking/Pastry Option

Course	*Title*	*Sem Hrs*
CUA 101	Orientation to the Hospitality Profession	3
CUA 110	Basic Food Preparation	3
CUA 112S	Sanitation, Safety, and Food Service	2
CUA 120	Basic Food Preparation Lab	2
CUA 130	Chocolate and Truffles	3
CUA 142	Specialty Breads	2
CUA 165	Cake Decorating and Design	3
CUA 204	Foundations of Baking	3
CUA 208	Advanced Baking	2
CUA 213	Food Purchasing and Cost Control	3
CUA 216	Plated Dessert Design	3
	Total Credit Hours	**29**

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 degree program in Foodservice/ Culinary Management. A student gains admission to the Culinary Apprentice and the Hotel-Motel Management Options by completing the following requirements or by permission of the program coordinator.

To be eligible for an Associate in Applied Science Degree students must:

- Complete ENG 101.
- Complete MTH 100 or MTH 116 or a higher level math.
- Complete CUA 101, CUA 110, and CUA 112S 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 (AAS C062)
- Hotel/Motel Management Option (AAS C115)
- Foodservice/Culinary Management Option (AAS C092)
- Baking/Pastry Option (AAS C030)

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 **or**	3
HED 231	First Aid and CPR	
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CIS 130	Introduction to Information Systems **or**	3
CIS 146	Microcomputer Applications	
Lab Science Elective: (ASCI) (astronomy, biology, chemistry, physical science, physics)		4
Social and Behavioral Science Elective: (ASOC) (anthropology, geography, history, economics, political science, sociology, psychology)		3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3

Major Courses..... (16 hours)

Course	*Title*	*Sem Hrs*
CUA 101	Orientation to the Hospitality Profession	3
CUA 110	Basic Food Preparation	3
CUA 120	Basic Food Preparation Lab	2
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/Culinary 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 Culinarian. A Certified Culinarian is the first level of certification.

Grade of "C" required in each course.

Course	*Title*	*Sem Hrs*
HMM 105S	Principles of Management	3
CUA 115	Advanced Food Preparation	3
CUA 180	Special Topics in Commercial Food Services	1
CUA 201	Meat Preparation and Processing	2
CUA 204	Foundations of Baking	3
CUA 205	Introduction to Garde Manger	3
CUA 208	Advanced Baking	2
CUA 210	Beverage Management	2
*CUA 260	Internship for Culinary Arts Apprentice	6
CUA 261	Culinary Apprentice Practicum	1
	Total Credit Hours	**67**

Hotel/Motel Management Option..... (27 hours)

Grade of "C" required in each course.

Course	*Title*	*Sem Hrs*
HMM 105S	Principles of Management	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 Applications	3
HMM 190	Hotel/Motel Internship**	6
	Total Credit Hours	**68**

Foodservice/Culinary Management Option ..... (24 hours)
Grade of "C" required in each course.

Course	*Title*	*Sem Hrs*
HMM 105S	Principles of Management	3
CUA 114	Meal Management	3
CUA 115	Advanced Food Preparation	3
CUA 180	Special Topics in Commercial Food Services	1
CUA 201	Meat Preparation and Processing	2
CUA 204	Foundations of Baking	3
CUA 210	Beverage Management	2
CUA 205	Introduction to Garde Manger	3
FSM 250	Field Experience**	6
CUA 261	Culinary Practicum	1
	Total Credit Hours	**65**

Baking/Pastry Option..... (27 hours)
Grade of "C" required in each course.

Course	*Title*	*Sem Hrs*
HMM 105S	Principles of Management	3
CUA 180	Special Topics in Commercial Food Services	1
CUA 204	Foundation of Baking	3
CUA 208	Advanced Baking	2
CUA 110	Basic Food Preparation	3
CUA 130	Chocolate and Truffles	3
CUA 142	Specialty Breads	2
CUA 165	Cake Decorating and Design	3
CUA 216	Plated Dessert Design	3
CUA 261	Culinary Practicum	1
FSM 250	Field Experience**	6
	Total Credit Hours	**68**

*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

Dr. Carolyn Sockwell, program coordinator/advisor
Harold Martin Building, room 117
(205) 856-7892 Jefferson Campus
(205) 983-5988 Shelby-Hoover Campus
sockwell@jeffstateonline.com

Jefferson State's Interior Design Program is being discontinued effective immediately. Only those students who have already begun the sequence of IND courses at Jefferson State prior to summer term, 2008 may register for IND courses. No new students will be admitted to the Interior Design Program or be allowed to take IND courses. Current IND students should contact the program coordinator, Carolyn Sockwell, at (205) 856-7892 or 956-7848 or by email at sockwell@jeffstateonline.com to develop a plan to complete graduation requirements.

LANDSCAPE TECHNOLOGY

Jefferson Campus
Stephen Strong, program coordinator/advisor
Harold Martin Building, room 114
(205) 856-7846
ssstrong@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 Reading and Math and be eligible for ENG 101 and MTH 100 or 116 or complete ENG 101 and MTH 100 or 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:

Landscape Technology Certificate

- Landscape Design Option (STC C136)
- Landscape Technician Option (STC C138)
- Sports Turf Technician Option (STC C203)

Complete one of the following options.

Landscape Design Option

Course	*Title*	*Sem Hrs*
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
	Total Credit Hours	**26**

Landscape Technician Option

Course	*Title*	*Sem Hrs*
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
	Total Credit Hours	**26**

Sports Turf Technician Option

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
	Total Credit Hours	**26**

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 Option. A student gains admission to the Associate in Applied Science program (Landscape Horticulture Option and Turfgrass Management Option) by completing the certificate program. A student gains admission to the Plant Production Option 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.

Courses required for:

Landscape Technology Degree

- Landscape Horticulture Option (AAS C137)
- Plant Production Option (AAS C175)
- Turfgrass Management Option (AAS C211)

General Courses ..... (22 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking **or**	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
Lab Science Elective: (ASCI) (astronomy, biology, chemistry, physical science, physics)		4
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3
Social and Behavioral Science Elective: (ASOC) (anthropology, geography, history, economics, political science, sociology, psychology)		3
Computer Elective		3

Landscape Core ..... (26 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)	3
AGR 191	Landscape Practicum	2

Landscape Horticulture Option..... (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	**68**

Turfgrass Management Option ..... (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	**68**

Plant Production Option..... (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	**68**

LAW ENFORCEMENT

Jefferson Campus
Cecilia Tubbs, program coordinator/advisor
George Layton Building, 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.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Law Enforcement Certificate (STC C140)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** 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. Students transferring into a criminal justice baccalaureate program should follow the Associate in Science in Criminal Justice degree plan in the "University Parallel Program" section of the *Catalog and Student Handbook*. Also, see our web site at www.jeffstateonline.com or 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 (AAS C140)

General Courses ..... (22 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking **or**	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CIS Elective		3
Lab Science Elective: (ASCI)	(astronomy, biology, chemistry, physical science, physics)	4
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
Social and Behavioral Sciences Elective: (ASOC)	(anthropology, geography, history, economics, political science, sociology, psychology)	3

General Education Electives..... (18 hours)

(Transferable Core Courses are recommended; see AGSC Approved Course Listing, University Parallel section of Catalog)

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 Corporate and Community Education (205) 856-7710.

**Must have sophomore status, minimum of 2.00 GPA and permission of program coordinator.

For information regarding Police/Corrections Academy Credit, refer to the "Admission to the College Section", Credit for Non-Traditional Academic Work section of the *Catalog and Student Handbook*.

MANUFACTURING AND TECHNOLOGY

Jefferson Campus
Andy Hatley, director, Manufacturing Technology
Jefferson State Manufacturing Center, room 102
(205) 856-8517
ahatley@jeffstateonline.com

Fred Spencer, program coordinator/advisor
Biomedical Equipment Technology
George Layton Building, room 214
(205) 856-8516
fspencer@jeffstateonline.com

Christina Oliver, instructor/advisor
Jefferson State Manufacturing Center, room 104
205-856-7985
cmoliver@jeffstateonline.com

Manufacturing and Technology is a field of study designed to prepare technically oriented individuals for employment in industries such as industrial and automotive manufacturing, equipment technology and maintenance, tool and die maintenance, biomedical equipment technology, industrial and commercial electronics, and computer aided drafting/design (CADD). Manufacturing and Technology offers seven options that cover these areas: (1) Industrial Technology, (2) Biomedical Equipment Technology (3) Tool and Die Technology, (4) Automated Manufacturing, (5) Electronics, (6) Computer Aided Drafting/Design (CADD), and (7) Telecommunications (Outside Plant Design.) Electives allow those students to pursue Advanced Welding, and CNC Machining competencies.

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.
- Make an appropriate score on WorkKeys Reading and be eligible for ENG 101 or complete ENG 101.

- Make an appropriate score on WorkKeys Math and be eligible for MTH 100 or complete MTH 100 (not required for Telecommunications Option).
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:

Manufacturing and Technology Certificate

- Industrial Technology Option (STC C124)
- Tool and Die Maintenance Technology Option (STC C157)
- Biomedical Equipment Technology Option (STC C036)
- Automated Manufacturing Option (STC C029)
- Electronics Option (STC C067)
- Computer Aided Drafting/Design Option (STC C055)
- Telecommunications (Outside Plant Design) Option (STC C206)

Industrial Technology Option

Course	*Title*	*Sem Hrs*
ATM 181W	Special Topics, Welding Basics	3
ATM 220	Advanced Motor Drives	3
ELM 200	Electric Circuits I	3
ELM 210	Fluid Power I	3
DDT 114	Industrial Blue Print Reading	3
MET 190	Mechanical Tools I	4
MET 193	Introduction to Robotics	4
MET 220	Mechanical Systems I	3
	Total Credit Hours	**26**

Tool & Die Maintenance Technology Option

Course	*Title*	*Sem Hrs*
ATM 181D	Special Topics, Basic Die Construction	3
ATM 181W	Special Topics, Welding Basics	3
DDT 115	Blue Print Reading for Machinists	3
MET 201	Basic CAD	3
MET 192	Machinery's Handbook Functions	3
MET 237	Inspection Principles	3
MET 190	Mechanical Tools I	4
MET 191	Mechanical Tools II	4
	Total Credit Hours	**26**

Biomedical Equipment Technology Option

Course	*Title*	*Sem Hrs*
ELM 200	Basic Electricity DC	3
ELM 201S	Basic Electricity AC	3
BET 211	Electronic Systems I	3
ELM 202	Digital Circuits I	3
BET 222	Medical Communications Systems	3
ELM 205	Electronics I	3
ELM 206S	Electronics II	3
BET 240	Clinical On-Site Study	3
BET 241	The Law and Legal Issues in Biomed	2
	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 181W	Special Topics, Welding Basics	3
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
ELM 210	Fluid Power I	3
	Total Credit Hours	**27**

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
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
MET 190	Mechanical Tools I	4
	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 Technology Option (AAS C124)
- Tool and Die Maintenance Technology Option (AAS C157)
- Biomedical Equipment Technology Option (AAS C036)
- Automated Manufacturing Option (AAS C029)
- Electronics Option (AAS C067)
- Computer Aided Drafting/Design Option (AAS C055)
- Telecommunications (Outside Plant Design) Option (AAS C206)

General Courses ..... (36 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 107	Fundamentals of Public Speaking **or**	3
SPH 106	Fundamentals of Oral Communication	
CIS 146	Microcomputer Applications	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
ELM 215	Industrial Controls I	4
MET 190	Mechanical Tools I	4
PHY 115	Technical Physics **or**	4
BIO 103	Principles of Biology (biomed students only)	
Social and Behavioral Science Elective: (ASOC) (anthropology, geography, history, economics, political science, sociology, psychology)		3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3

Courses specific to each option.

Industrial Technology Option..... (25 hours)

Course	*Title*	*Sem Hrs*
ATM 181W	Special Topics, Welding Basics	3
DDT 114	Industrial Blueprint Reading	3
ELM 210	Fluid Power I	3
AUT 278	Robotic Programming and Welding	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
	Total Credit Hours	**61**

Tool & Die Maintenance Technology Option..... (36 hours)

Course	*Title*	*Sem Hrs*
ATM 181D	Special Topics, Basic Die Construction	3
ATM 181W	Special Topics, Welding Basics	3
ATM 281D	Special Topics, Die Maintenance	3
DDT 114	Industrial blue Print Reading	3
DDT 115	Blue Print Reading for Machinists	3
ELM 210	Fluid Power I	3
MET 191	Mechanical Tools II	4
MET 192	Machinery's Handbook Functions	3
MET 201	Basic CAD	3
MET 233	Materials	3
MET 237	Inspection Principles	3
MET 239	Geometric Dimensioning & Tolerancing	2
	Total Credit Hours	**72**

Biomedical Equipment Technology Option..... (33 hours)

Course	*Title*	*Sem Hrs*
BIO 201	Human Anatomy & Physiology I	4
BET 211	Biomedical Electronic Systems I	3
BET 222	Medical Communications Systems	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
ELM 202	Digital Circuits I	3
ELM 205	Electronics I	3
ELM 206S	Electronics II	3
HED 231	First Aid	3
	Total Credit Hours	**69**

Automated Manufacturing Option..... (25 hours)

Course	*Title*	*Sem Hrs*
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
DDT 114	Industrial Blueprint Reading	3
ELM 202	Digital Circuits I	3
MET 193	Introduction to Robotics	4
ATM 231	Robotics Project	3
	Total Credit Hours	**61**

Electronics Option..... (28 hours)

Course	*Title*	*Sem Hrs*
ATM 211	Programmable Logic Controllers I	3
ATM 220	Advanced Motor Drives	3
DDT 114	Industrial Blueprint Reading	3
ELM 202	Digital Circuits I	3
MET 201	Basic CAD	3
ELM 205	Electronics I	3
ELM 210	Fluid Power I	3
MET 193	Introduction to Robotics	4
ATM 231	Robotics Project	3
	Total Credit hours	**64**

Computer Aided Drafting/Design Option..... (26 hours)

Course	*Title*	*Sem Hrs*
ATM 181W	Special Topics, Welding Basics	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 220	Mechanical Systems I	3
ELM 210	Fluid Power I	3
ATM 211	Programmable Logic Controllers I	3
DDT 114	Industrial Blueprint Reading	3
	Total Credit Hours	**63**

Telecommunications (Outside Plant Design) Option(28 hours)

Course	*Title*	*Sem Hrs*
CMT 105	Construction Materials and Methods	3
DDT 114	Industrial Blueprint Reading	3
ELM 190	Emerging Technologies, History, and Basics of Telecommunications	4
ELM 202	Digital Circuits I	3
ELM 205	Electronics I	3
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

Total Credit Hours 64

NURSING EDUCATION

Registered Nursing Degree

- Traditional Program Track
- Night/Weekend Program Track

Jefferson Campus
Kathleen Johnson, advisor
Allen Library, room 101P
205-856-7947
ktjohnson@jeffstateonline.com

Shelby-Hoover Campus
Tiffany Lane, advisor
Health Sciences Building, room 137
205-983-5902
tconnell@jeffstateonline.com

The Nursing Education Program supports the mission and goals of the Alabama Community College System and 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 administrators and faculty of the Nursing Education Program 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 organizing framework are available upon request.

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama Community College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

Maslow's theory is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial, and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one's health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual's experiences throughout the lifespan.

Health, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

Nursing is an art, as well as, a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills, The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, life long learning and client advocacy.

The teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a life long process which promotes professionalism and is beneficial for the learner and society.

Approvals and Accreditation

The Registered Nursing 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 Registered Nursing 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 director 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 health care agencies. The college does not provide transportation to off-campus facilities.

THE NURSING EDUCATION PROGRAM IS CURRENTLY UNDERGOING REVISION. PUBLISHED GUIDELINES AND REQUIREMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. UPDATED INFORMATION WILL BE POSTED ON THE JEFFERSON STATE WEB SITE AS AVAILABLE.

Admission Procedures/Requirements

Students are admitted to the Nursing Education Program each term. Please contact the Nursing Advisors in Enrollment Services 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 Enrollment Services for an appointment with a nursing advisor to develop a plan to meet admission requirements.

Students are admitted based on their overall academic record, which should indicate continuous progress and a 2.50 grade point average on the last 24 hours of college credit attempted. Students are ranked for admission based on a formula using the Compass or ACT reading scores and the grades in selected college or high school courses. Minimum admission standards for the Associate Degree Nursing Program include:

1. Unconditional admission to the college
2. Submit the "Application to the Nursing Program", which is available on-line, from the Nursing Department on the Jefferson and Shelby-Hoover Campus, and in Enrollment Services by the deadline.
3. Grade point average of 2.50 or above (4.00 scale) on the last 24 hours of college credit. Applicants are required to have all previously attended colleges submit official transcripts to Enrollment Services by the application deadline for each semester. Eligible students may request implementation of the college Academic Bankruptcy policy or the Health Related Programs Academic Forfeit policy, Students should consult an advisor for more information regarding these policies.
4. Eligibility for the following courses.

MTH 116 or 100	3 hours
BIO 201	4 hours
ENG 101	3 hours

5. Obtain a score of 76 or above on the COMPASS reading test or 17 or above in the related area of the ACT. Tests must have been completed within the last three (3) years.
6. The Nursing Program is planned as a combined sequence of nursing and general education courses and students may take all required general education courses once admitted to nursing. However completion of certain courses prior to application to the program may result in a higher rank score and improve the chances of being admitted. Prior credit for general education courses does not shorten the length of the curriculum due to the required sequence of nursing courses.
7. Current certification in cardiopulmonary resuscitation (CPR) at the health care provider or professional rescuer level is required upon admission. Courses that lack performance validation of skills do not satisfy the CPR certification requirement.
8. 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.
9. 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 director 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. Certain circumstances may affect placement for clinical experiences and therefore may affect progression in the nursing program
10. A background screen will be required prior to assignment for clinical experiences .The cost of this screen must be paid by the student.
11. Students enrolled in the nursing program are required to take achievement tests as scheduled. The student is responsible for paying for the cost of the achievement tests by the date specified by the program. Students who fail to pay fees by the specified date may not participate in course activities until all fees are paid. Failure to achieve the required performance standard on an achievement test may affect a student's progression in the Nursing Program.
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 Enrollment Services or through the Nursing Office at Jefferson and Shelby Campus. Payment of insurance premiums or health care costs is the responsibility of the student.

NOTICE: The Alabama Infected Health Care Worker Management Act mandates that any health care worker who performs invasive procedures and who is infected with human immunodeficiency virus (HIV) or hepatitis B virus shall notify the State Health Officer, or his designee, of the infection.

ESSENTIAL FUNCTIONS

The essential functions that have been deemed necessary by the Alabama Community College System nursing programs are the set requirements for students entering and participating in the Registered Nursing Program. You will find a copy of the Essen-

tial Functions included here and also published on the medical form. If you have individual concerns, please contact the nursing campus director.

NOTICE: Your ability to comply with the ESSENTIAL FUNCTIONS listed may be evaluated by nursing faculty at any time that your ability to do so is in question.

ESSENTIAL FUNCTIONS

The Alabama Community College System endorses the American's with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1. Sensory Perception
   - A. Visual
     - i. Observe and discern subtle changes in physical conditions and the environment
     - ii. Visualize different color spectrums and color changes
     - iii. Read fine print in varying levels of light
     - iv. Read for prolonged periods of time
     - v. Read cursive writing
     - vi. Read at varying distances
     - vii. Read data/information displayed on monitors/ equipment
   - B. Auditory
     - i. Interpret monitoring devices
     - ii. Distinguish muffled sounds heard through a stethoscope
     - iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
     - iv. Effectively hear to communicate with others
   - C. Tactile
     - i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   - D. Olfactory
     - i. Detect body odors and odors in the environment
2. Communication/Interpersonal Relationships
   - A. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   - B. Work effectively in groups
   - C. Work effectively independently
   - D. Discern and interpret nonverbal communication
   - E. Express one's ideas and feelings clearly
   - F. Communicate with others accurately in a timely manner
   - G. Obtain communications from a computer
3. Cognitive/Critical Thinking
   - A. Effectively read, write and comprehend the English language
   - B. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
   - C. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   - D. Satisfactorily achieve the program objectives
4. Motor Function
   - A. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
   - B. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
   - C. Maintain balance from any position
   - D. Stand on both legs
   - E. Coordinate hand/eye movements
   - F. Push/pull heavy objects without injury to client, self or others
   - G. Stand, bend, walk, and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
   - H. Walk without a cane, walker or crutches
   - I. Function with hands free for nursing care and transporting items
   - J. Transport self and client without the use of electrical devices

K. Flex, abduct and rotate all joints freely
L. Respond rapidly to emergency situations
M. Maneuver in small areas
N. Perform daily care functions for the client
O. Coordinate fine and gross motor hand movements to provide safe effective nursing care
P. Calibrate/use equipment
Q. Execute movement required to provide nursing care in all health care settings
R. Perform CPR and physical assessment
S. Operate a computer

5. Professional Behavior
   A. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
   B. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
   C. Handle multiple tasks concurrently
   D. Perform safe, effective nursing care for clients in a caring context
   E. Understand and follow the policies and procedures of the College and clinical agencies
   F. Understand the consequences of violating the student code of conduct
   G. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
   H. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
   I. Not pose a threat to self or others
   J. Function effectively in situations of uncertainty and stress inherent in providing nursing care
   K. Adapt to changing environments and situations
   L. Remain free of chemical dependency
   M. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
   N. Provide nursing care in an appropriate time frame
   O. Accept responsibility, accountability, and ownership of one's actions
   P. Seek supervision/consultation in a timely manner
   Q Examine and modify one's own behavior when it interferes with nursing care or learning.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Request for reasonable accommodations should be directed to:
Jefferson State Community College
ADA Office
Room 305, Fitzgerald Student Center
2601 Carson Road
Birmingham, AL 35215
205-856-7731

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.

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. Students wishing to transfer must:

1. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses taken at another institution were completed with a grade of C or better and the GPA is 2.50 or better.
   A. Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus;.
   B. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the dean/director of the previous program.
5. Complete at least 25% of the total program at the accepting institution
6. Validate skills and knowledge as necessary to determine program placement.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

The Alabama Community College System allows two attempts to be successful in the nursing education program. Students who have had two unsuccessful attempts in a nursing program within the past two years are not eligible for transfer or admission to the Nursing Education Program for a period of two years.

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 (90-100)
B	Good (80-89)
C	Average (75-79)
D	Poor (60-74)
F	Failure (below 60)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
I	Incomplete
AU	Audit
RW	Required Withdrawal

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final grade is rounded: 0.5 or higher is raised to the next whole number.

In order to complete the Nursing Program successfully, the student must fulfill all of the following requirements:

1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA;
2. Complete all required general education courses according to The Alabama Community College System Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the nursing program director;
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations;
4. Successfully complete the program within 48 months from admission to the Nursing program.
5. Maintain current CPR at the health care provider level; and
6. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a D or an F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

Reinstatement: Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be reinstated, a student must:

1. Apply for readmission to the college if not currently enrolled;
2. Submit a letter requesting reinstatement to the appropriate nursing program personnel;
3. Submit letter of request in a timely manner so that reinstatement would occur within one year from the term of withdrawal or failure;
4. Demonstrate competency in all previous nursing courses successfully completed; and
5. Successfully remediate foundational knowledge and skills with assigned faculty mentor; and
6. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.

Students who withdraw or are unsuccessful in a fundamental course in the first semester must reapply to the program and meet all admission criteria.

Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied due to but not limited to, any of the following circumstances:

1. Space unavailability in a course in which the student wishes to be reinstated, (Students in regular progression have enrollment priorities for clinical sites.)
2. Grade point average is less than 2.0 from courses completed at current institution
3. Refusal by clinical agencies to accept the student for clinical experiences
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Failure to successfully remediate prerequisite and/or corequisite courses.
6. Over twelve months have elapsed since the student was enrolled in a nursing course.
7. Student has been dismissed from the program.

Dismissal: A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a grade of "D" or "F" in one or more courses in a term will be considered one attempt.

1. A student who has been dismissed from a specific program (ADN/PN/Mobility) may apply for admission as a new student to any nursing program within the Alabama Community College System, provided:
   A. the student meets current entry requirements;
   B. at least two years have elapsed since the student's dismissal from a specific program; and
   C. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
2. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement or readmission to the nursing program.
3. Conviction of, plea of guilty, plea of nolo contendere, or pending criminal charges involving violence, abuse, robbery, distribution of drugs, illegal use of possession of weapons, and crimes involving dishonesty or moral turpitude are grounds for dismissal from a clinical course of study.

Associate in Applied Science Degree Requirements

Courses Required for:
Nursing Degree (AAS C162)

General Courses ..... (30 hours)

Course	*Title*	*Sem Hrs*
MTH Elective (A116)		3
MTH 116	Mathematical Applications **or**	
MTH 100	Intermediate College Algebra	
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
BIO 220	General Microbiology	4
ENG 101	English Composition I	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
Speech Elective		3
Humanities and Fine Arts Elective: (AHUM)		3
(art, humanities, religion, theater, music, philosophy, foreign language, literature)		

Major Courses..... (42 hours)

Course	*Title*	*Sem Hrs*
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
NUR 105	Adult Nursing	8
NUR 106C	Child Nursing	2
NUR 106D	Maternal Nursing	3
NUR 201S	Nursing Through the Lifespan I	5
NUR 202	Nursing Through the Lifespan II	6
NUR 203	Nursing Through the Lifespan III	6
NUR 204S	Transition Into Nursing Practice	4
	Total Credit Hours	**72**

Night/Weekend RN Program Track

Jefferson Campus
Kathleen Johnson, advisor
Allen Library, room 101P
205-856-7947
ktjohnson@jeffstateonline.com

Shelby-Hoover Campus
Tiffany Lane, advisor
Health Sciences Building, room 137
205-983-5902
tconnell@jeffstateonline.com

The Night/Weekend Registered Nurse track is in partnership with St. Vincent's Hospital. The program is approved by the National League for Nursing Accrediting Commission, the Alabama Board of Nursing and the Alabama Department of Postsecondary Education. Nursing courses include a mix of online and traditional in-class instruction at both the St. Vincent's campus and the Jefferson State Campus. Students in the Night/Weekend track are enrolled at Jefferson State and upon graduation will receive the Associate Degree in Nursing from Jefferson State. Admission and progression policies are the same as those in the Registered Nursing Program.

Night/Weekend Associate Degree Nursing Program Track Degree Requirements

Courses Required for:
Nursing Degree (AAS C162)

General Courses ..... (30 hours)

Course	*Title*	*Sem Hrs*
MTH Elective	(A116)	3
MTH 116	Mathematical Applications **or**	
MTH 100	Intermediate College Algebra	
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
ENG 101	English Composition I	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
Speech Elective		3
Humanities and Fine Arts Elective; (AHUM)		3
(art, humanities, religion, theater, music, philosophy, foreign language, literature)		

Major Courses..... (42 hours)

Course	*Title*	*Sem Hrs*
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
NUR 105	Adult Nursing	8
NUR 106	Maternal and Child Nursing	5
NUR 201S	Nursing Through the Lifespan I	5
NUR 202	Nursing Through the Lifespan II	6
NUR 203	Nursing Through the Lifespan III	6
NUR 204S	Transition Into Nursing Practice	4
	Total Credit Hours	**72**

The Night/Weekend curriculum is completed in seven semesters as opposed to five semesters for the full time RN program. Prerequisites must be completed prior to admission to the Night/Weekend track. Other general education courses may be completed prior to admission to the nursing program or may be completed with the nursing courses after admission. The course sequence is as follows:

Prerequisites for admission into the Night/Weekend RN program: BIO 201, MTH 116 or MTH 100, ENG 101.

First Term:

Course	*Title*	*Sem Hrs*
BIO 202	Human Anatomy and Physiology I	4
PSY 200	General Psychology	3
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1

Second Term:

Course	*Title*	*Sem Hrs*
BIO 220	General Microbiology	4
PSY 210	Human Growth and Development	3
NUR 102	Fundamentals of Nursing	6

Third Term:

Course	*Title*	*Sem Hrs*
NUR 105	Adult Nursing	8
SPH Elective		3

Fourth Term:

Course	*Title*	*Sem Hrs*
NUR 106	Maternal and Child Nursing	5

Fifth Term:

Course	*Title*	*Sem Hrs*
NUR 201S	Nursing Through the Lifespan I	5
Humanities & Fine Arts Elective		3

Sixth Term:

Course	*Title*	*Sem Hrs*
NUR 202	Nursing Through the Lifespan II	6

Seventh Term:

Course	*Title*	*Sem Hrs*
NUR 203	Nursing Through the Lifespan III	6
NUR 204S	Transition Into Nursing Practice	4

LICENSED PRACTICAL NURSING

Jefferson Campus
Kathleen Johnson, advisor
Allen Library, room 101P
205-856-7947
ktjohnson@jeffstateonline.com

Shelby-Hoover Campus
Tiffany Lane, advisor
Health Sciences Building, room 137
205-983-5902
tconnell@jeffstateonline.com

The Licensed Practical Nursing (LPN) Program serves its community by preparing licensed practical nurses for a beginning level of practice in varied health care settings. Nursing Education Program administrators and nurse faculty members have the responsibility for administering and evaluating the Licensed Practical Nursing Program according to policies and guidelines established by the college and the Alabama Board of Nursing. Students enrolled in the LPN Program may not transfer to the RN Program. Copies of the organizing framework are available upon request.

The philosophy of the nursing program is consistent with the mission, goals and objectives of The Alabama Community College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in nursing. The nursing faculty endorses the following beliefs:

Maslow's theory is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial, and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one's health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual's experiences throughout the lifespan.

Health, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

Nursing is an art, as well as, a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills, The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, life long learning and client advocacy.

The teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a life long process which promotes professionalism and is beneficial for the learner and society.

Approvals and Accreditation

The Licensed Practical Nursing Program is state approved by the Alabama Board of Nursing and the National League of 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 Licensed Practical Nursing Program leads to the awarding of the certificate. Following program completion, the student is eligible to submit an application to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-PN) and is eligible to apply for a state licensed practical 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 practical 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 LPN 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 director 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 off-campus clinical facilities. The college does not provide transportation to off-campus facilities.

THE NURSING EDUCATION PROGRAM IS CURRENTLY UNDERGOING REVISION. PUBLISHED GUIDELINES AND REQUIREMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. UPDATED INFORMATION WILL BE POSTED ON THE JEFFERSON STATE WEB SITE AS AVAILABLE.

Admission Procedures/Requirements

Students are admitted to the LPN Program fall semester. Please contact the Nursing Advisors in Enrollment Services for information regarding application deadlines. Students should consult an advisor well ahead of the date they plan to apply for admission to the LPN program to allow time to meet admission requirements.

Students who wish to apply to the LPN Program should first complete the application and admission procedures required by the college, take Compass placement tests, and then contact Enrollment Services for an appointment with a nursing advisor to develop a plan to meet admission requirements.

Students are admitted based on their overall academic record, which should indicate continuous progress and a 2.50 grade point average on the last 24 hours on college credit attempted. Students are ranked for admission based on a formula using the Compass or ACT reading scores and the grades in selected college courses. Minimum admission standards for the LPN Program include:

1. Unconditional admission to the college
2. Submit the "Application to the Nursing Program", which is available on-line, from the Nursing Depart-

ment on the Jefferson and Shelby-Hoover campus, and in Enrollment Services, by the deadline.

3. Grade point average of 2.50 or above (4.00 scale) on the last 24 hours of college credit attempted. Applicants are required to have all previously attended colleges submit official transcripts to Enrollment Services by the application deadline for each semester. Eligible students may request implementation of the college Academic Bankruptcy policy or the Health Related Programs Academic Forfeit policy, Students should consult an advisor for more information regarding these policies.
4. Eligibility for the MTH 116 or 100 (3 hours).
5. Obtain a score of 76 or above on the COMPASS reading test or 17 or above in the related area of the ACT. Tests must have been completed within the last three (3) years.
6. The LPN Program is planned as a combined sequence of nursing and general education courses and students may take all required general education courses once admitted to nursing. However completion of certain courses prior to application to the program may result in a higher rank score and improve the chances of being admitted. Prior credit for general education courses does not shorten the length of the curriculum due to the required sequence of nursing courses.
7. Current certification in cardiopulmonary resuscitation (CPR) at the health care provider or professional rescuer level is required upon admission. Courses that lack performance validation of skills do not satisfy the CPR certification requirement.
8. 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.
9. 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. Certain circumstances may affect placement for clinical experiences and therefore may affect progression in the nursing program
10. A background screen will be required prior to assignment for clinical experiences. The cost of this screen must be paid by the student.
11. Students enrolled in the nursing program are required to take achievement tests as scheduled. The student is responsible for paying for the cost of the achievement tests by the date specified by the program. Students who fail to pay fees by the specified date may not participate in course activities until all fees are paid. Failure to achieve the required performance standard on an achievement test may affect a student's progression in the Nursing Program.
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 Enrollment Services or through the Nursing Office at Jefferson and Shelby Campus. Payment of insurance premiums or health care costs is the responsibility of the student.

NOTICE: The Alabama Infected Health Care Worker Management Act mandates that any health care worker who performs invasive procedures and who is infected with human immunodeficiency virus (HIV) or hepatitis B virus shall notify the State Health Officer, or his designee, of the infection.

ESSENTIAL FUNCTIONS

The essential functions that have been deemed necessary by the Alabama Community College System nursing programs are the set requirements for students entering and participating in the LPN Program. You will find a copy of the Essential Functions included here and also published on the medical form. If you have individual concerns, please contact the nursing campus director.

NOTICE: Your ability to comply with the ESSENTIAL FUNCTIONS listed may be evaluated by nursing faculty at any time that your ability to do so is in question.

ESSENTIAL FUNCTIONS

The Alabama Community College System endorses the American's with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1. Sensory Perception
   - A. Visual
     - i. Observe and discern subtle changes in physical conditions and the environment
     - ii. Visualize different color spectrums and color changes
     - iii. Read fine print in varying levels of light
     - iv. Read for prolonged periods of time
     - v. Read cursive writing
     - vi. Read at varying distances
     - vii. Read data/information displayed on monitors/ equipment
   - B. Auditory
     - i. Interpret monitoring devices
     - ii. Distinguish muffled sounds heard through a stethoscope
     - iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
     - iv Effectively hear to communicate with others
   - C. Tactile
     - Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   - D. Olfactory
     - Detect body odors and odors in the environment
2. Communication/Interpersonal Relationships
   - A. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   - B. Work effectively in groups
   - C. Work effectively independently
   - D. Discern and interpret nonverbal communication
   - E. Express one's ideas and feelings clearly
   - F. Communicate with others accurately in a timely manner
   - G. Obtain communications from a computer
3. Cognitive/Critical Thinking
   - A. Effectively read, write and comprehend the English language
   - B. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
   - C. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   - D. Satisfactorily achieve the program objectives
4. Motor Function
   - A. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
   - B. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
   - C. Maintain balance from any position
   - D. Stand on both legs
   - E. Coordinate hand/eye movements
   - F. Push/pull heavy objects without injury to client, self or others
   - G. Stand, bend, walk, and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
   - H. Walk without a cane, walker or crutches
   - I. Function with hands free for nursing care and transporting items
   - J. Transport self and client without the use of electrical devices
   - K. Flex, abduct and rotate all joints freely
   - L. Respond rapidly to emergency situations
   - M. Maneuver in small areas
   - N. Perform daily care functions for the client
   - O. Coordinate fine and gross motor hand movements to provide safe effective nursing care
   - P. Calibrate/use equipment
   - Q. Execute movement required to provide nursing care in all health care settings
   - R. Perform CPR and physical assessment
   - S. Operate a computer
5. Professional Behavior
   - A. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others

B. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
C. Handle multiple tasks concurrently
D. Perform safe, effective nursing care for clients in a caring context
E. Understand and follow the policies and procedures of the College and clinical agencies
F. Understand the consequences of violating the student code of conduct
G. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
H. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
I. Not to pose a threat to self or others
J. Function effectively in situations of uncertainty and stress inherent in providing nursing care
K. Adapt to changing environments and situations
L. Remain free of chemical dependency
M. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
N. Provide nursing care in a appropriate time frame
O. Accepts responsibility, accountability, and ownership of one's actions
P. Seek supervision/consultation in a timely manner
Q. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Request for reasonable accommodations should be directed to:

Jefferson State Community College
ADA Office
Room 305, Fitzgerald Student Center
2601 Carson Road
Birmingham, AL 35215
205-856-7731

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.

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 LPN Program should call or write the director of nursing for information on admission criteria and procedures required. Students wishing to transfer must:

1. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses taken at another institution were completed with a grade of C or better and the cumulative GPA is 2.50 or better.
   A. Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
   B. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the dean/director of the previous program.
5. Complete at least 25% of the total program at the accepting institution
6. Validate skills and knowledge as necessary to determine program placement.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

The Alabama Community College System allows two attempts to be successful in the nursing education program. Students who have had two unsuccessful attempts in a nursing program within the past two years are not eligible for transfer or admission to the Nursing Education Program for a period of two years.

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 (90-100)
B	Good (80-89)
C	Average (75-79)
D	Poor (60-74)
F	Failure (below 60)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
I	Incomplete
AU	Audit
RW	Required Withdrawal

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final grade is rounded: 0.5 or higher is raised to the next whole number.

In order to process through and complete the Nursing Program successfully, the student must fulfill all of the following requirements:

1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA;
2. Complete all required general education courses according to The Alabama Community College System Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the nursing program director;
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations;
4. Successfully complete the program within 24 months from admission to the Nursing program.
5. Maintain current CPR at the health care provider level; and
6. Complete all nursing courses in the prescribed sequence. If a student withdraws or makes a D or an F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

Students enrolled in the LPN Program may not transfer to the RN Program.

Reinstatement: Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be reinstated, a student must:

1. Apply for readmission to the college if not currently enrolled;
2. Submit a letter requesting reinstatement to the appropriate nursing program personnel;
3. Submit letter of request in a timely manner so that reinstatement would occur within one year from the term of withdrawal or failure;
4. Demonstrate competency in all previous nursing courses successfully completed; and
5. Successfully remediate foundational knowledge and skills with assigned faculty mentor; and
6. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.

Students who withdraw or are unsuccessful in a fundamental course in the first semester must reapply to the program and meet all admission criteria.

Reinstatement to the nursing program is not guaranteed. Reinstatement may be denied due to but not limited to, any of the following circumstances:

1. Space unavailability in a course in which the student wishes to be reinstated, (Students in regular progression have enrollment priorities for clinical sites.)
2. Grade point average is less than 2.0 from courses completed at current institution
3. Refusal by clinical agencies to accept the student for clinical experiences
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Over twelve months have elapsed since the student was enrolled in a nursing course.
6. Student has been dismissed from the program.

Dismissal: A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a grade of "D" or "F" in one or more courses in a term will be considered one attempt.

1. If a student has been dismissed from an associate degree nursing program, the student may apply for admission to a practical nursing program without a waiting period. If a student has been dismissed from a mobility program, the student may apply for admission to a generic program without a waiting period.
2. A student who has been dismissed from a specific program (ADN/PN/Mobility) may apply for admission as a new student to any nursing program within the Alabama Community College System, provided:
   A. the student meets current entry requirements;
   B. at least two years have elapsed since the student's dismissal from a specific program; and
   C. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
3. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement or readmission to the nursing program.
4. Conviction of, plea of guilty, plea of nolo contendere, or pending criminal charges involving violence, abuse, robbery, distribution of drugs, illegal use or possession of weapons, and crimes involving dishonesty or moral turpitude are grounds for dismissal from a clinical course of study.

Courses Required for:
Licensed Practical Nursing (CER C217)

General Courses ..... (14 hours)

Course	*Title*	*Sem Hrs*
MTH 116	Mathematical Applications **or**	3
MTH 100	Intermediate College Algebra	
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4

Major Courses..... (35 hours)

Course	*Title*	*Sem Hrs*
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
NUR 105	Adult Nursing	8
NUR 106	Maternal and Child Nursing	5
NUR 107	Adult/Child Nursing	8
NUR 108	Psychosocial Nursing	3
NUR 109	Role Transition for the Practical Nurse	3
	Total Credit Hours	**49**

OFFICE ADMINISTRATION TECHNOLOGY

Shelby-Hoover Campus
Jeanette Rogers, associate dean
General Studies Building, room 216
(205) 983-5952
jrogers@jeffstateonline.com
cbbrown@jeffstateonline.com

Sandi Logan, program assistant/advisor
Health Sciences Building, room 428
(205) 983-5944
slogan@jeffstateonline.com

Jefferson Campus
Becky Holland, advisor
Ruby Carson Hall, room 118C
(205) 856-7864
adarden@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.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Office Technology Certificate
- Medical Office Assistant Track (CER C150)
- Legal Office Assistant Track (CER C141)
- Accounting Assistant Track (CER C003)
- Office Applications Assistant Track (CER C166)

General Courses: ..... (15 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3

Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music, philosophy, foreign language, literature)		3
CIS 146	Microcomputer Applications	3
ACT 145	Basic Accounting Procedures **or**	3
BUS 241	Principles of Accounting I	

Complete one of the following tracks.

Medical Office Assistant Track ..... (18 hours)

Course	*Title*	*Sem Hrs*
*OAD 103	Intermediate Keyboarding	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
OAD 211	Medical Terminology	3
OAD 212	Medical Transcription	3
	Total Credit Hours	**33**

Legal Office Assistant Track ..... (18 hours)

Course	*Title*	*Sem Hrs*
*OAD 103	Intermediate Keyboarding	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
OAD 201	Legal Terminology	3
OAD 202	Legal Machine Transcription	3
	Total Credit Hours	**33**

Accounting Assistant Track ..... (18 hours)

Course	*Title*	*Sem Hrs*
*OAD 103	Intermediate Keyboarding	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
CIS 113	Spreadsheet Software Applications (Excel)	3
OAD 137	Computerized Financial Recordkeeping	3
	Total Credit Hours	**33**

Office Applications Assistant Track ..... (18 hours)

Course	*Title*	*Sem Hrs*
*OAD 103	Intermediate Keyboarding	3
OAD 110	Computer Navigation	3
OAD 125	Word Processing	3
OAD 138	Records and Information Management	3
OAD 230	Computerized Desktop Publishing	3
OAD 137	Computerized Financial Recordkeeping **or** 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 117 or CIS 113.

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. Although this program is not designed to transfer, courses may be accepted for transfer by some four-year institutions. Check with your four-year institution for the transferability for courses in the program.

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 (AAS C151)
- Legal Support Specialist Track (AAS C142)
- Accounting Support Specialist Track (AAS C004)
- Administrative Office Applications Specialist Track (AAS C005)

General Courses: ..... (24 Hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
ENG 102	English Composition II **or**	3
SPH 107	Fundamentals of Public Speaking **or**	
SPH 106	Fundamentals of Oral Communication	
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CIS 146	Microcomputer Applications	3
Social and Behavioral Science Elective: (ASOC) (anthropology, geography, history, economics, political science, sociology, psychology)		3
Lab Science Elective: (ASCI) (astronomy, biology, chemistry, physical science, physics)		4
Humanities and Fine Arts Elective: (AHUM) (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	Computer Navigation	3
OAD 138	Records and Information Management	3
ACT 145	Basic Accounting Procedures **or**	3
BUS 241	Principles of Accounting I	
OAD 125	Word Processing	3
OAD 217	Office Management	3
OAD 246	Office Graphics and Presentations (Powerpoint)	3
OAD 232	The Computerized Office	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 113	Spreadsheet Software Applications (Excel)	3
ACT 115	Introduction to Accounting Computer Resources	3
OAD 137	Computerized Financial Recordkeeping	3
	Total Credit Hours	**60**

Administrative Office Applications

Specialist Track..... (9 hours)

Course	*Title*	*Sem Hrs*
OAD 230	Computerized Desktop Publishing	3
OAD 137	Computerized Financial Recordkeeping	3
CIS Elective**		3
	Total Credit Hours	**60**

*Students who are not proficient in keyboarding must take OAD 101, Beginning Keyboarding.

**To be chosen from CIS 117 or CIS 113.

***Internship assignment must be related to the specific major track.

PHYSICAL THERAPIST ASSISTANT

Program offered only at the Shelby-Hoover Campus

Leslie Naugher, BS, LPTA
Academic coordinator of clinical education/advisor
General Studies Building, room 316E
(205) 983-5996
lnaugher@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 seven (ENG 101, BIO 201, BIO 202, PSY 200, PSY 210, MTH 100 or higher level MTH elective, and OAD 211 Medical Terminology) of the nine general education requirements must be completed prior to taking PTA major courses. With permission of the program coordinator, the remaining two general education requirements may be completed after a student begins PTA courses within the PTA program, however, they must be completed before the beginning of Fall Semester PTA courses. Program lecture classes are offered via the Internet (on-line/web-enhanced) or on the Shelby-Hoover campus. PTA laboratory courses are required of all students and are conducted on the Shelby-Hoover campus. The time commitment required for completion of PTA lecture and laboratory courses is generally 25-30 hours per week. Full-time clinical practicums (40 hours per week) are required of all students and 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 or (888) 726-9743 before seeking admission to the PTA Program.

Admission Procedures/Requirements

THE PHYSICAL THERAPIST ASSISTANT PROGRAM IS CURRENTLY UNDERGOING REVISION. PUBLISHED GUIDELINES AND REQUIREMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. UPDATED INFORMATION WILL BE POSTED ON THE JEFFERSON STATE WEB SITE AS AVAILABLE.

Students admitted to the PTA Program begin PTA courses in the spring semester. Class size for both program tracks is limited and qualified students are ranked for admission based on a point system that consists of the following items that are on file at the time of the PTA application deadline of September 5: their GPA in the required general education courses that are within the PTA curriculum, BIO 201, BIO 202, ENG 101, PSY 200, PSY 210, Medical Terminology, MTH 100 or higher level MTH elective, SPH Elective, Humanities and Fine Arts Elective; ACT scores that are submitted; the variety of experiences that are associated with documented observation hours in a physical therapy setting; grades for coursework in BIO 201, BIO 202, and MTH 100 or higher level MTH elective; and completion of the general education requirements for BIO 201, BIO 202, ENG 101, PSY 200, PSY 210, Math 100 or higher level MTH elective, and OAD 211 Medical Terminology prior to the PTA application deadline.

Students meeting portions of the required general education coursework at the time of the PTA application deadline may be accepted "conditionally" with a requirement that they fulfill the remaining PTA general education requirements by the end of the Fall 2009 Semester.

Students meeting the eligibility criteria are admitted in order of their rank scores. In order to be considered for Spring Semester (January) admission to the PTA program, the student must complete the following by the appropriate deadlines:

1. Complete the application for general college admission by the application deadline of September 5. The general application is located at Enrollment Services, Allen Library 101 on the Jefferson Campus, at the Shelby-Hoover Campus or online at www.jeffstateonline.com
2. Submit official transcripts from all colleges attended to Enrollment Services by the application deadline of September 5.
3. Request a transcript evaluation prior to submitting a program application and by the application deadline of September 5.
4. Submit a completed "Application for PTA Program Admission" to GSB 316 on the Shelby-Hoover Campus (PTA applications are available at GSB Suite 316 or online at www.jeffstateonline.com). Applications are due in GSB 316 no later than 4:00 pm on September 5. The completed application packet must include: Signed documentation by a Physical Therapist or Physical Therapist Assistant of 40 hours or more experience in a physical therapy setting that is completed before the September 5th application deadline. It is required that at least 20 of the 40 hours consist of exposure to an acute care (hospital based), inpatient rehabilitation, or skilled nursing facility setting and must be completed at the same facility.
5. Currently possess and maintain a cumulative grade point average (GPA) of 2.00 or above on all college credit from all institutions. Eligible students may request implementation of the college Academic Bankruptcy policy or the Allied Health Programs Academic Forfeit policy. Consult the appropriate pages of the *Catalog and Student Handbook* for information on these policies.
6. Complete all required PTA general education courses with grade of "C" or better and currently possess and maintain a GPA of 2.50 or above for required PTA general education courses.
7. By the application deadline of September 5, students must provide proof of achieving required scores on the ACT:

   Composite score of 19 and no subscore (English, reading, science, mathematics) less than 17 is required for all students. These ACT scores must be achieved within 3 years of the application deadline and must be on file by the application deadline of September 5.

   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.

   Information regarding dates for the ACT is available by contacting Jefferson State Community College's Testing Services (205) 856-7896.
8. Students are expected to 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 forms indicating a satisfactory level of health must be submitted as required. Students must test negative for drugs and alco-

hol 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:
      i. Make clinical judgments.
      ii. Comprehend new knowledge and apply it in PTA practice.
      iii. Analyze situations and identify cause-effect relationships.
      iv. Organize, problem-solve and make appropriate decisions.
      v. Meet competency requirements of the state regulation/licensure agency for physical therapy.
      vi. Compute mathematical problems.
      vii. Operate a computer.
   B. Interpersonal abilities to:
      i. Interact purposefully and effectively with others
      ii. Establish rapport with patients, caregivers, and others.
      iii. Interchange ideas in a group.
      iv. Perceive emotions displayed by others.
      v. Convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.
   C. Communication abilities to:
      i. Convey thoughts in verbal and written form in the English language so that others understand them.
      ii. Understand printed materials, classroom lectures, instructional, medical or other directives and patient questions/responses presented in the English language.
      iii. Appropriately use the language of medicine and health care in verbal and written communications.
      iv. Teach a concept, test for understanding, and interpret feedback.
      v. Discriminate between appropriate and inappropriate non-verbal communication in patients and others.
   D. Physical mobility to:
      i. Maintain balance in any position.
      ii. Move from room to room and/or maneuver in small places.
      iii. Extend hands and arms in any direction.
      iv. Move hands/arms and feet/legs coordinately with each other.
      v. Achieve certification in cardiopulmonary resuscitation at the professional rescuer level.
   E. Strength (gross motor skills) and endurance to:
      i. Stand and walk for 6 hours or more in a clinical setting.
      ii. Position, lift and transfer patients without injury to patient, self or others.
      iii. 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:
      i. Manipulate objects without extraneous motions, tremors or jerking.
      ii. Write the English language legibly, using correct grammar and syntax.
   G. Auditory acuity to:
      i. Communicate effectively with others.
      ii. Monitor and assess patient status (hear weak cries of infants and weak calls for help)
      iii. Hear high and low frequency sounds, such as telephones, monitor alarms, emergency signals.
   H. Visual acuity to:
      i. Monitor and assess patient status.
      ii. Discern the full spectrum of colors and distinguish color changes.
      iii. 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).
      iv. Read for long periods of time.
      v. Read cursive writing, such as would be found in patients' charts.
      vi. Detect changes in the environment.
   I. Tactile acuity and sense of smell to:
      i. Discern tremors or vibrations in various body areas.
      ii. Palpate and count pulses.
      iii. Discern physical characteristics (skeletal landmarks and/or changes in body tissues) through touch.

iv. 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, phone (334) 242-4064 or (888) 726-9743, prior to applying to the PTA Program.
11. A background screen may also be required prior to assignment for clinical experiences in some agencies. The cost of this screen must be paid by the student.
12. Upon admission to the PTA Program and by the dates specified by the PTA program, students must:
    A. Provide 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. Purchase student uniforms as specified in the PTA Student Handbook;
    C. Pay required annual premiums for student liability insurance;
    D. 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.
    E. 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.

Letter grades for all PTA courses are assigned according to the following system:

A	Excellent (90-100)
B	Good (80-89)
C	Average (75-79)
D	Poor (60-74)
F	Failure (below 60)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
I	Incomplete

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final grade is rounded: 0.5 or higher is raised to the next whole number.

In order to successfully progress through and 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 required 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.

PTA students who fail to comply with the above listed requirements may be "out of progression" (temporary suspension) or dismissed from the PTA Program.

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 (40 hours per week) 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 (AAS C172)

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
OAD 211	Medical Terminology	3
**MTH Elective	(AMTH) MTH 100 or higher level math course	3

NOTE: MTH 116, MTH 231, and MTH 232 will not fulfill this requirement

The following General Education Requirements must be completed prior to graduation but may be completed after admission to the PTA program during the summer semester that immediately follows Spring Semester I of the PTA curriculum. Permission for deferment of these courses must be obtained from the PTA Program Coordinator prior to starting PTA courses.

Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
SPH Elective	SPH 106 or SPH 107 or SPH 116	3

*Credit for BIO 201 & BIO 202 may be no older than 5 years. If BIO 201/202 credits are older than 5 years, students may repeat the courses or take Human Pathophysiology, BIO 230, within the last 5 years with a C or better.

**Students who plan to transfer to four-year institutions should take MTH 112.

Major Courses..... (40 hours)

PTA Course Sequence

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 263	Clinical Affiliation I	3
PTA 268	Clinical Practicum	5
	Total Credit Hours	**69-70**

RADIO AND TELEVISION PRODUCTION AND BROADCASTING

Jefferson Campus
Ray Edwards, program coordinator/advisor
George Layton Nursing Building, room 249
(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 Reading and Math and be eligible for ENG 101 and MTH 100 or 116 or complete ENG 101 and MTH 100 or 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses required for:
Radio and Television Production and Broadcasting Certificate (STC C183)

Complete one of the following tracks.

Radio Track

Course	*Title*	*Sem Hrs*
MCM 100	Introduction to Mass Communication	3
MCM 102	Writing for the Media	3
RTV 106	Voice and Diction for Broadcasting	3
RTV 116	Radio Broadcasting/Audio Careers	3
RTV 143	Practicum in Radio/Audio I	3
RTV 144	Practicum in Radio/Audio II	3
RTV 145	Practicum in Radio/Audio III	3
RTV 216	Radio Broadcasting/Audio Careers II	3
RTV 191	Internship in Radio Broadcasting	3
	Total Credit Hours	**27**

Television Track

Course	*Title*	*Sem Hrs*
MCM 100	Introduction to Mass Communication	3
MCM 102	Writing for the Media	3
RTV 106	Voice and Diction for Broadcasting	3
RTV 117	Television/Video Production I	3
RTV 153	Practicum in Television/Video I	3
RTV 154	Practicum in Television/Video II	3
RTV 155	Practicum in Television/Video III	3
RTV 217	Television/Video Production II	3
RTV 191	Internship in Television Broadcasting	3
	Total Credit Hours	**27**

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 (AAS C183)

- Radio Track
- Television Track

General Courses ..... (25 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
SPH 107 SPH 106	Fundamentals of Public Speaking **or** Principles of Oral Communication	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CIS Electives		6
Lab Science Elective: (ASCI)	(astronomy, biology, chemistry, physical science, physics)	4
Social and Behavioral Science Elective: (ASOC)	(anthropology, geography, history, economics, political science, sociology, psychology)	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3

Major Courses..... (9 hours)

Course	*Title*	*Sem Hrs*
MCM 100	Introduction to Mass Communication	3
MCM 102	Writing for the Media	3
RTV 106	Voice and Diction for Broadcasting	3

Complete one of the following tracks.

Radio Track ..... (27 hours)

Course	*Title*	*Sem Hrs*
RTV 116	Radio Broadcasting/Audio Careers	3
RTV 143 144, 145	Practicums in Radio/Audio I, II & III	9
RTV 216	Radio Broadcasting / Audio Careers II	3
RTV 191	Internship in Radio Broadcasting	3
RTV 291	Internship in Radio Broadcasting	3
RTV 243	Practicum in Radio/Audio IV	3
RTV 244	Practicum in Radio/Audio V	3
	Total Credit Hours	**61**

Television Track ..... (27 hours)

Course	*Title*	*Sem Hrs*
RTV 117	Television/Video Production I	3
RTV 153 154, 155	Practicums in Television/Video I, II & III	9
RTV 217	Television/Video Production II	3
RTV 191	Internship in Television Broadcasting	3
RTV 291	Internship in Television Broadcasting	3
RTV 253	Practicum in Television/Video IV	3
RTV 254	Practicum in Television/Video V	3
	Total Credit Hours	**61**

RADIOLOGIC TECHNOLOGY

Program offered only at the Shelby-Hoover Campus

Christie Bolton, Program Coordinator/Advisor
Heath Sciences Building, room 323
(205) 983-5218
cbolton@jeffstateonline.com

Annette W. Ferguson, Clinical Coordinator/Advisor
Health Sciences Building, room 322
(205) 983-5217
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 (Inactive), St. Vincent's East, Baptist Medical Center Princeton, Trinity Medical Center, Baptist Medical Center Shelby, St. Vincent's St. Clair, St. Vincent's Birmingham, Kirklin Clinic, UAB Highlands, and UAB 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 complete 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. Prepare students to demonstrate clinical competence and provide patient care as entry level radiographers.
2. Prepare students to effectively communicate in the clinical education setting.
3. Enable students to utilize appropriate critical thinking and problem solving skills in the didactic and clinical setting.
4. Provide qualified radiographers to meet the health care needs of the community.
5. Promote professional growth, values, and life long learning of a radiographer.

THE RADIOLOGIC TECHNOLOGY PROGRAM IS CURRENTLY UNDERGOING REVISION. PUBLISHED GUIDELINES AND REQUIREMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. UPDATED INFORMATION WILL BE POSTED ON THE JEFFERSON STATE WEB SITE AS AVAILABLE.

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 pre-nursing and allied health advisor in Enrollment Services well ahead of the date they plan to apply for admission to allow time to meet admission requirements. Applications for the program are available from the Division of Health Sciences office or online at www.jeffstateonline.com.

Students are admitted based on the following criteria:

1. Unconditional admission to the college.
2. Submit complete application packet for admission to the Radiologic Technology Program by July 1
   - A. Program application
   - B. Technical Standards form
   - C. Observation forms
   - D. All transcripts (official high school and college) or official GED scores
   - E. Official COMPASS test scores in ENG, RDG, and MTH (required regardless of ACT scores or completion of ENG and MTH courses)
3. Applicants must be at least 18 years of age. (Alabama Regulations For Control of Radiation Rule 420-3-03 (6), "Occupational Radiation Dose Limits", states that all occupational workers employing ionizing radiation must be at least 18 years of age).
4. A minimum of 2.50 cumulative GPA for students with previous college work.
5. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript.)
6. Applicants must be eligible for placement into the following courses:
   - ENG 101, MTH 100, BIO 201
   - Admission to the Radiologic Technology Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Students should contact the pre-program advisors to review application materials and review the point system prior to applying to the program. Meeting the minimum requirements does not guarantee acceptance.
   - 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 must have:
     - A. Mobility
       - i. Have physical stamina to stand and walk for 8 hours or more in a clinical setting.
       - ii. Can stand on both legs, move from room to room, and maneuver in small spaces. Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.
     - B. Flexibility
       - i. Can bend the body downward and forward by bending at the spine and waist. This factor requires full use of lower extremities and back muscles.
       - ii. Can flex and extend all joints freely.
     - C. Strength
       - i. Can raise objects from a lower to a higher position or move objects horizontally from position to position. This factor requires the substantial use of the upper extremities and back muscles.
       - ii. Possess mobility, coordination and strength to push, pull or transfer heavy objects (Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally,)
     - D. Fine Motor Skills and Hand/Eye Coordination
       - i. Possess manual dexterity, mobility, and stamina to perform CPR.
       - ii. Can seize, hold, grasp, turn and otherwise work with both hands.
       - iii. Can pick, pinch, or otherwise work with the fingers.
     - E. Auditory Ability
       - i. Possess sufficient hearing to assess patient's needs, follow instructions, communicate with other health care workers, as well as respond to audible sounds of radiographic equipment.
     - F. Visual Acuity
       - i. Possess the visual acuity to read, write and assess the patient and the environment.
     - G. Communication
       - i. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information and instructions accurately.
       - ii. Able to read, comprehend, and write legibly in the English language.
     - H. Interpersonal Skills
       - i. Able to interact purposefully and effectively with others
       - ii. Able to convey sensitivity, respect, tact, and a mentally healthy attitude.
       - iii. Oriented to reality and not mentally impaired by mind-altering substances.
       - iv. Able to function safely and effectively during high stress periods.

The above statement is not intended as a complete listing of behaviors required for radiologic technology, but is a sampling of the types of abilities needed by the radiologic technology student to meet program objectives and requirements. The Pro-

gram in Radiologic Technology or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The Program of Radiologic Technology reserves the right to amend this listing based on the identification of additional standards or criteria for radiologic technology.

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.

All students must have CPR certification at the Health Care Provider level, provide proof of hospitalization and malpractice insurance, and submit to drug screening and background checks before entering clinical rotations. Failure to pass drug screens or background checks could result in the inability to participate in the clinical aspect of the radiologic technology program. If you have questions or concerns you may contact the AART at (651) 687-0048. According to the requirements for the American Registry of Radiologic Technologists, candidates eligible for examination must be of good and moral character. The conviction of a felony or any offense, misdemeanor or felony indicates a lack of good character for registry purpose.

Associate in Applied Science Degree Requirements

Courses required for:
Radiologic Technology Degree (AAS C185)

General Courses ..... (23 hours)

Course	*Title*	*Sem Hrs*
ENG 101	English Composition I	3
Humanities and Fine Arts Elective: (AHUM)		3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
SPH 107	Fundamentals of Public Speaking **or**	3
SPH 106	Fundamentals of Oral Communication **or**	
ENG 102	English Composition II	
MTH 100	Intermediate College Algebra	3
PSY 200	General Psychology	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4

Major courses.....52 hours

Course	*Title*	*Sem Hrs*
RAD 111	Introduction to Radiography	2
RAD 112	Radiography Procedures I	4
RAD 113	Patient Care	2
RAD 114	Clinical Education I	2
RAD 122	Radiographic Procedures II	4
RAD 124S	Clinical Education II	5
RAD 125	Imaging Equipment	3
RAD 134	Clinical Education III	5
RAD 135	Exposure Principles	3
RAD 136	Radiation Protection and Biology	2
RAD 212S	Image Evaluation and Pathology	2
RAD 214	Clinical Education IV	8
RAD 224B	Clinical Education V	8
RAD 227	Review Seminar	2
	Total Semester Hours	**75**

VETERINARY TECHNOLOGY

Jefferson Campus
Dr. Christie Kimbrell, D.V.M., program director
Harold Martin Building, room 113
(205) 856-8519
cwallace@jeffstateonline.com

Michelle Campbell, L.V.T., instructor/advisor
Harold Martin Building, room 115
(205) 856-8551
mcampbell@jeffstateonline.com

Kristi Rodas, L.V.T., instructor/advisor
Harold Martin Building, room 118
(205) 856-8003
krodas@jeffstateonline.com

The Veterinary Technology Program prepares students for a career as a veterinary technician. The graduate is trained to assist the veterinarian with the care and treatment of both large and small animals. Duties that the technician may be expected to perform include: reception and record keeping, restraint of animals for examination and treatment, assisting in the performance of surgical procedures, conducting radiographic and laboratory tests, feeding, maintaining proper sanitation, administering anesthesia, dispensing medications, and performing routine dental procedures.

Degree and Licensure

Upon successful completion of the program, students are awarded the Associate in Applied Science degree and are eligible for licensure by the Alabama State Board of Veterinary Medical Examiners as a Licensed Veterinary Technician. The testing and licensing authorities set fees for the examination and the license. The program is accredited by the American Veterinary Medical Association (AVMA).

Clinical Facilities

This program is offered via distance education, with the lecture portion of courses offered via the Internet (WEB CT) and the clinical tasks performed in institutions and clinical sites offered in students' home communities. Veterinary clinics and/or institutions who wish to participate as a clinical site for the Program must complete a Clinical Site Application and submit copies of current licenses for each veterinarian and/or licensed veterinary technician who wish to serve as a clinical supervisor for the student participating in that clinic/institution. Clinical supervisors will be sent a list of required tasks, instructions, and evaluation sheets each semester for the veterinary technology classes that the student is enrolled in. A video must be made of each task being performed by the student and returned to the Program for evaluation by an instructor of the Program. Agreement forms outlining the responsibilities of the Student, College, and Clinical Site will be signed by both the student and the clinical supervisor and/or veterinarian.

THE VETERINARY TECHNOLOGY PROGRAM IS CURRENTLY UNDERGOING REVISION. PUBLISHED GUIDELINES AND REQUIREMENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE. UPDATED INFORMATION WILL BE POSTED ON THE JEFFERSON STATE WEB SITE AS AVAILABLE.

Admission Procedures/Requirements

Contact the Office of Enrollment Services to request a college catalog and Jefferson State admission application or visit the college's website, and submit for consideration (indicating Veterinary Technology as your major). Contact Enrollment Services for guidelines on submitting official transcripts. Applicants must meet the minimum general admission requirements for Jefferson State before being considered for acceptance into the Veterinary Technology Program. Submit VT Application for Eligibility. Contact the Veterinary Technology Department for an Application for Eligibility for the Program. Submit VT Application by the deadline. Please contact the Veterinary Technology Department (205-856-8551) for information regarding application deadlines. Submit in writing a report of any felony convictions to the VT Department. Students are admitted to the Veterinary Technology Program in the Fall and Spring Semesters. Students should consult an advisor well ahead of the date they plan to apply for admission to the Program to allow time to meet admission requirements. Students should read and understand the following requirements as they apply to the VT Program.

- Veterinary Technology students will be assigned clinical activities at veterinary hospitals or operations off-campus with a minimum of 20 hours per week.
- Rotations for Large Animal and Laboratory Animal Sessions will be done at specific hospitals or facilities that can meet these objectives, these rotations may require travel for the student. It is the student's responsibility to provide transportation to all such assignments.
- Written tests will be given at designated testing sites which may require travel for the student.
- All students in the Veterinary Technology Program must have access to a computer and internet connection.
- Veterinary Technology students are expected to adhere to the Code of Ethics relating to behavior on and off-campus, whereas student behavior is considered a reflection of our entire program. Students found to be in violation are subject to dismissal from the program.
- All students in the Veterinary Technology Program are required to show proof of medical insurance.

- All students in the Veterinary Technology Program are required to purchase professional malpractice insurance through Jefferson State.
- Any student who becomes pregnant while enrolled in the Veterinary Technology Program should inform the program director.
- It is strongly recommended that all students in the Veterinary Technology Program be immunized against tetanus and rabies.

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are essential in unique combinations to provide safe and effective veterinary nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. The Program and/or its affiliated clinical agencies may identify additional essential functions. The Program reserves the right to amend the essential functions as deemed necessary. In order to be admitted and to progress in the Program one must possess a functional level of ability to perform the duties required of a veterinary technician. Progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations. Upon admission, an individual who discloses a disability can request reasonable accommodations (ADA Office in FSC 300). Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden of the respective College. In order to be admitted one should be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the program. The veterinary technology faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions. The essential functions delineated below are necessary for veterinary technology program progression and graduation. The essential functions include but are not limited to the ability to:

Physical Demands

1. Have no life threatening allergies to animals
2. Have good physical stamina and endurance which would not be adversely affected by having to lift, carry and balance at times in excess of 50 pounds (100 pounds with assistance)
3. Have the physical ability and agility to restrain different species of animals, which include but are not limited to: dogs, cats, horses, cows, pigs, sheep, and various small laboratory animals such as mice, rats, hamsters, and guinea pigs
4. Have good hand eye coordination and manual dexterity to manipulate equipment, instrumentation and medications
5. Possess eyesight in a minimum of one eye correctable to 20/20 vision

Problem Solving Abilities

1. Be able to differentiate between normal and abnormal findings in animal physical conditions by using visual, auditory, olfactory, and tactile observations
2. Be attentive to detail and be aware of standards and rules that govern veterinary practices
3. Be able to collect facts and to organize data accurately, communicate clearly, both orally and in writing in the English language
4. Be able to make good judgment decisions and exhibit problem-solving skills under stressful situations

Work Characteristics

1. Possess emotional stability to be able to perform duties in animal life and death situations
2. Be able to handle stress and work well as part of a team
3. Have a personality that is conducive to working well with veterinary clientele
4. Be able to work shifts of 24 hours in length
5. Be oriented to reality and not mentally impaired by mind-altering substances
6. Not be addicted to drugs or alcohol

Desirable Worker Characteristics

1. Have the desire to look neat and dress appropriately to reflect a positive image on the veterinary profession.

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.

Transfer Credit or Previous Credit - Veterinary Technology Program

Any student who has previously attended another veterinary technology education program is considered to be a "transfer

student". Students who are eligible and are interested in transferring into Jefferson State's Veterinary Technology Program should call or write the director of veterinary technology for information on admission criteria and procedures required. Students wishing to transfer must:

1. Meet the entry and progression requirements of the institution and the veterinary technology program.
2. Provide evidence that all required general education and veterinary technology courses taken at another institution were completed with a cumulative GPA of 2.00 or better.
3. Provide information for review of courses to be transferred.
   A. Transfer of courses will be done on a course by course basis.
   B. Alabama Community College System Veterinary Technology Curriculum courses will be transferred without review of the course syllabus.
   C. Veterinary Technology courses from any other institution are accepted only after review by the accepting institution to ensure content consistency. The student is responsible for providing materials needed for review, i.e., course syllabus, course description, course outline, etc.
   D. Courses must be from a Veterinary Technology Program that is accredited by the AVMA.
4. Be a student in good standing and eligible to return to the previous veterinary technology program.
5. Provide a letter of recommendation from the dean/director of the previous program.
6. Complete at least 50% of the total program at the accepting institution.
7. Validate skills and knowledge as necessary to determine program placement.

Progression Requirements

In order to continue in the Veterinary Technology Program, the student must meet the following standards:

- Have a cumulative GPA of 2.0 or higher in all completed Veterinary Technology courses at the end of each academic year.
- Maintain a GPA of 2.0 or higher.
- Maintain professional conduct as outlined in the Veterinary Technology Code of Ethics.
- Earn a grade of "C" or higher in the summer preceptorship program.

Students who do not meet the requirements for continuation will be dismissed from the Veterinary Technology Program, but may be eligible to continue taking college courses. These students will not be eligible to register for veterinary technology courses until readmission into the program has been granted by the Program Admissions Committee.

Readmission Requirements

Students wishing to be re-admitted to the Veterinary Technology Program must do so in writing one semester in advance of the anticipated date of re-entry. After reviewing the student's records the Program Admissions Committee will determine if the student will be re-admitted to the program. Readmission is not guaranteed, regardless of the reason for dismissal and will only be considered if there is class space available. A student dismissed from the Veterinary Technology Program a second time for any reason will not be readmitted. Due to rapid changes in the veterinary technology field, an elapsed time of 5 years or more shall necessitate the repeating of veterinary technology courses.

Associate in Applied Science Degree Requirements

Courses Required for:
Veterinary Technology Degree (AAS C212)

General Courses .....(22 Hours)

Course	*Title*	*Sem Hrs*
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 **or** MTH 116 **or** higher level math course	3
CIS Elective		3
Social and Behavioral Science Elective: (ASOC) (PSY 200 recommended)		3
Humanities/Fine Arts Elective (AHUM)		3
SPH 107	Fundamentals of Public Speaking **or**	
SPH 106	Fundamentals of Oral Communication	

Major Courses.....(54 hrs)

Course	*Title*	*Sem. Hrs*
VET 110	Vet Tech Clinics I	2
VET 112	Introduction to Veterinary Technology	5
VET 114	Anatomy and Physiology of Mammals	5
VET 120	Vet Tech Clinics II	3
VET 122	Vet Tech Emergency & First Aid	5
VET 124	Clinical Procedures & Pathology	4
VET 126	Animal Diseases & Immunology	3
VET 230	Vet Tech Clinics III	3
VET 232	Anesthesia & Diagnostic Imaging	4
VET 234	Animal Pharmacology & Toxicology	3
VET 236	Vet Microbiology/Parasitology	3
VET 240	Vet Tech Clinics IV	3
VET 242	Animal Nutrition and Laboratory Animals	3
VET 246	Vet Tech Large Animal Clinics	2
VET 250	Vet Tech Preceptorship	6
	Total Credit Hours	**76**

COURSE DESCRIPTIONS

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
AUT	Automotive 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
EMP	Emergency Medical Technology/Technician
EMS	Emergency Medical Technology/Technician Basic
ENG	English
ESL	Alabama Language Institute
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
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
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
VET	Veterinary Technology

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.

The following attribute codes identify AAS and transfer degree requirements. Courses which satisfy one of the following attributes are indicated with the appropriate attribute notation. The attribute codes are listed in appropriate degree program in the "Career Programs" section of this *Catalog and Student Handbook*.

ASCI	AAS Lab Science Elective
ASOC	AAS Social and Behavioral Science Elective
AHUM	AAS Humanities and Fine Arts Elective
AMTH	AAS Mathematics Elective (excludes MTH 116)
A116	AAS Mathematics Elective
TENG	Transfer English Composition Core
TLIT	Transfer Literature Core
TFA	Transfer Arts Core
THUM	Transfer Humanities Core
TMTH	Transfer Mathematics Core
TSCI	Transfer Science Core
THIS	Transfer History Core
TSOC	Transfer Social and Behavioral Science Core

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:

Lecture: 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 115 Introduction to Accounting Computer Resources

3 semester hours
Prerequisite: ACT 145 or BUS 241, computer experience recommended
This course introduces the student to the computer resources available for use with the accounting program. Emphasis is placed on accounting spreadsheets and financial accounting software packages. Upon completion of this course, the student will be able to use the computer resources in the accounting program. (F, Sp, Su)

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 195 Accounting Co-op

3 semester hours
Prerequisite: Completion of certificate requirements and permission of program coordinator
(Lab 15 hrs)
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F, Sp, Su)

ACT 246Q Microcomputer Accounting

(Same as OAD 137)
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 247P Advanced Accounting Applications on the Microcomputer

3 semester hours
Prerequisite: ACT 246Q or ACT 115
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. Currently courses are available in P. Peachtree (Sp, Su)

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. (F, Sp, Su)

ACT 252 Accounting Case Studies
3 semester hours
Prerequisite: BUS 242, ACT 249, ACT 115, ACT 253
This course includes a practical application of accounting knowledge through a series of case studies. The case study method of learning places emphasis on the preparation for, and classroom discussion described in the case. Upon completion of this course, the student will be able to apply accounting knowledge in a variety of situations. (F, Sp, Su)

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, Sp, Su)

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)

Anthropology (ANT)

ANT 200 Introduction to Anthropology
3 semester hours
Prerequisite: None
Core Area IV, ASOC TSOC
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, ASOC TSOC
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, ASOC TSOC

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, ASOC TSOC
This course is an introduction to archaeological excavation techniques and post-excavation laboratory procedures. (F, Sp)

Architectural Technology (AET)

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
(Lec 2 hrs, Lab 2 hrs)
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
(Lec 2 hrs, Lab 2 hrs)
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 281V VIZ Rendering (F).

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 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 (Arts), AHUM, THUM, TFA
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 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 AHUM
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. (as needed)

ART 113 Drawing I

3 semester hours
Prerequisite: None AHUM (Lab 6 hrs)
This course provides the opportunity to develop perceptional 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, Sp)

ART 114 Drawing II

3 semester hours
Prerequisite: ART 113
AHUM (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)

ART 121 Two Dimensional Composition

3 semester hours
Prerequisite: None AHUM (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 should 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
AHUM (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 AHUM (Lab 6 hrs)
This course is an introduction to various creative crafts, which may include work with 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. Currently courses are available in: A. Painting, B. Bookbinding, D. Drawing, J. Jewelry, K. Basketweaving, P. Pottery, Q. Quilting, S. Stained Glass, T. Textiles, W. Watercolor. (Sp)

ART 173 Photography I

3 semester hours
Prerequisite: None AHUM (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 AHUM (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. (Sp)

ART 203 Art History I

3 semester hours
Prerequisite: None
Core Area II (Arts), AHUM THUM TFA
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 (Arts), AHUM TFA THUM
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 AHUM (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 a knowledge of computer graphics through production on a graphic program in a computer environment. (F, Sp)

ART 221 Computer Graphics I

3 semester hours
Prerequisite: None AHUM (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
AHUM (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 AHUM (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. (as needed)

ART 253 Graphic Design I

3 semester hours
Prerequisite Permission of department head
AHUM (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
AHUM (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
AHUM (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 demonstrate this knowledge through various projects. (Sp)

ART 284 Graphic Animation II

3 semester hours
Prerequisite: ART 253, 254, 283 or equivalent
AHUM (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, directing, 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 ASCI TSCI
(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)

ATM 181/281 Special Topics

3 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. (on demand)

ATM 181D Special Topics, Basic Die Construction
3 semester hours
Prerequisite: None
(Lec 3 hrs)
These courses provide specialized instruction in die construction, processes, and types related to automated manufacturing technology. Emphasis is placed on meeting students' needs. This is an introduction to the basic types and construction of sheet metal stamping dies. Topics include types of stamping dies and how they process sheet metal, standard die components, concepts of die clearances, die making terminology, and materials used in stamping die construction. Students will be exposed to the basic concepts, methods, and practices of die construction. (on demand)

ATM 181W Special Topics, Welding Basics
3 semester hours
Prerequisite: None
(Lec 1 hr, Lab 4 hrs)
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for maintenance and repair. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment, dies, and tools. (on demand)

ATM 211 Programmable Logic Controllers I
3 semester hours
Prerequisite: None
(Lec 2 hrs, Lab 2 hrs)
This course provides an introduction to programmable logic controllers. Topics include PLC configuration and operation, input/output devices, advanced PLC programming, data highway, remote I/O and networks, and fault troubleshooting. (F, Su, on demand)

ATM 212 Programmable Logic Controllers II
3 semester hours
Prerequisite: ATM 211 or approval of program coordinator
(Lec 2 hrs, Lab 2 hrs)
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 be 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
1-4 semester hours
Prerequisite: Permission of program coordinator
(Lec 0-3 hrs, Lab 0-6 hrs)
Students learn how manual operations, robotics, automated equipment, integrated systems, and technology, make up a CIM (computer integrated manufacturing) system. (on demand)

ATM 281D Special Topics, Die Maintenance
3 semester hours
Prerequisite: Approval of Program Coordinator
(Lec 2 hrs, Lab 2 hrs)
This course provides students with knowledge of fundamentals of die maintenance commonly associated with an industrial setting. It is an advanced course to enable multicraft industrial maintenance personnel to apply knowledge and skill of die maintenance in a workplace. (on demand)

Automotive Manufacturing Technology (AUT)

AUT 100 Introduction to Automotive Concepts
3 semester hours
Prerequisite: None
(Lec 3 hrs)
An introduction to automotive manufacturing concepts is the focus of this course. This course reviews the history of automotive manufacturing and discusses the automotive manufacturing processes for various automotive assembly and sub-assembly plants. It outlines the historical development of automotive manufacturing in Alabama. Finally the electromechanical systems and body components of a typical vehicle will be examined.

AUT 102 Manufacturing Fundamentals
3 semester hours
Prerequisite: None
(Lec 3 hrs)
This course will introduce students to manufacturing fundamentals. It introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/ Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces.

AUT 104 Blueprint Reading for Manufacturing

(Same as DDT 114)
3 semester hours
Prerequisite: None
(Lec 3 hrs)
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the manufacturing and industrial trade areas. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs.

AUT 112 Principles of Industrial Electricity

(Same as ELM 200)
3 semester hours
Prerequisite: MTH 100, appropriate score on placement test, permission of program coordinator, or equivalent
(Lec 2 hrs, Lab 2 hrs)
This course provides instructions in the fundamentals of electricity from electron theory through polyphase electrical power. Topics include basic concepts of electricity, electrical components, basic circuits, measurement and instruments, the laws of alternating current, polyphase motors and controls, and electrical safety with lockout procedures. Upon course completion, students should be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial electrical circuits.

AUT 114 Programmable Logic Controllers I

(Same as ATM 211)
3 semester hours
Prerequisite: None
(Lec 2 hrs, Lab 2 hrs)
This course emphasizes PLC programming, connections, installations, and start-up procedures. Topics include introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering systems, relay/programming logic, and field wiring/installation and start-up. Upon course completion, students will be able to identify inputs and outputs, list capabilities of system, monitor system operation, recognize ROM and RAM functions, and recognize binary and digital number systems.

AUT 116 Introduction to Robotics

(Same as MET 193)
3 semester hours
Prerequisite: None
(Lec 2 hrs, Lab 2 hrs)
This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

AUT 120 Industrial Controls I

(Same as ELM 215)
4 semester hours
Prerequisite: ELM 200 or equivalent
(Lec 2 hrs, Lab 4 hrs)
This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.

AUT 130 Fundamentals of Industrial Hydraulics and Pneumatics

(Same as ELM 210)
3 semester hours
Prerequisite: None
(Lec 2 hrs, Lab 2 hrs)
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

AUT 161 Die Maintenance and Repair

(Same as ATM 281D)
3 semester hours
Prerequisite: Approval of program coordinator
(Lec 2 hrs, Lab 2 hrs)
This course serves as a follow on to AUT 160 Tool and Die Construction and Tryout. Emphasis is placed on safety, inspection, measurement, sharpening, grinding, disassembly, and the reassembly process. Upon completion the students should be able to safely inspect a die and perform the necessary functions to insure it is ready for use.

AUT 164 Mechanical Tools

(Same as MET 190)
4 semester hours
Prerequisite: None
(Lec 2 hrs, Lab 4 hrs)
This course offers an introduction into basic hand tools, machining, shop safety, quality measurement devices (e.g. tape measures, calipers, micrometers), control charts, tolerancing, and use of gages.

AUT 166 Blueprint Reading for Machinists

(Same as DDT 115)
3 semester hours
Prerequisite: None
(Lec 3 hrs)
This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This course is aligned with NIMS certification standards.

AUT 167 Geometric Dimensioning and Tolerancing

(Same as MET 239)
2 semester hours
Prerequisite: None
(Lec 2 hrs)
This course serves as an introduction to GD & T (Geometric Dimensioning and Tolerancing) for students who are pursuing careers in manufacturing technology and other related fields. Topics include fundamentals of symbols, terms used in application, positional tolerance applications, data frame and conversion tables.

AUT 169 Basic CAD

(Same as MET 201)
3 semester hours
Prerequisite: None
(Lec 1 hr, Lab 4 hrs)
This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

AUT 221 Advanced PLC Application and Design

(Same as ATM 212)
3 semester hours
Prerequisite: AUT 114, ATM 211, or approval of program coordinator
(Lec 2 hrs, Lab 2 hrs)
This course consists of configuration and programming. Students will be taught how to write a complex program from scratch, assisted and un-assisted. The programs will then be examined for structured approach. The course provides both classroom and performance based hands on training to inform personnel on PLC Controls.

AUT 230 Preventive and Predictive Maintenance

3 semester hours
Prerequisites: None
(Lec 1 hr, Lab 4 hrs)
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

AUT 238 Advanced Motor Drives

(Same as ATM 220)
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 be 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)

AUT 265 Materials

(Same as MET 233)
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.

AUT 267 Quality Auditing

(Same as MET 235)
3 semester hours
Prerequisite: None
(Lec 3 hrs)
Principles of auditing under the ISO 9000 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 9000 series of quality standards.

AUT 270 Advanced CAD

(same as MET 202)
3 semester hours
Prerequisite: MET 201 or AUT 169 or equivalent experience
(Lec 1 hr, Lab 4 hrs)
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.

AUT 272 Advanced Solid Modeling

(Same as MET 211)
3 semester hours

Prerequisite: MET 201 or AUT 169 or equivalent experience
(Lec 1 hr, Lab 4 hrs)
Topics include projecting, model space, paper space, model views, external references, and solid modeling. Upon completion of this course a student will be able to draw and dimension the diagrams necessary to clearly and completely describe an electronic network.

AUT 278 Robotic Programming and Welding
3 semester hours
Prerequisite: MET 193 or AUT 116 and ATM 181W or approval of program coordinator
(Lec 1, Lab 4 hrs)
This program introduces students to the safety and programming associated with Robotic welding technology. Upon completion, the student should be able to setup and program a robot to weld parts in an efficient and safe manner.

Banking and Finance (BFN)

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 110 Marketing for Bankers
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 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 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 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 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 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 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 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)

Biology (BIO)

BIO 101 Introduction to Biology I

4 semester hours
Prerequisite: None
Core Area III, ASCI TSCI
(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, ASCI, TSCI
(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: None
Core Area III, ASCI, TSCI
(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, ASCI, TSCI
(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: Funeral Service Majors only
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. Currently open to Funeral Service majors only. (F)

BIO 201 Human Anatomy and Physiology I

4 semester hours
Prerequisite: None
ASCI
(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 201
ASCI
(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 201
Recommended: 4 semester hours of chemistry
ASCI
(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
ASCI
(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 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 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
(Int 15 hrs)
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)

Business (BUS)

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, 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, basic hardware, and specific software applications common to the call center industry. Working within a customer information database and basic keyboarding will also be a component of this course. (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. Topics include call center organizational structures, terminology, how calls are screened and routed, basic telephone functions, and the call flow process. Also included is an overview of customer service and the competitive advantage in the marketplace and performance measures used in typical call centers. (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, communicating with various 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. (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 an introduction to the fundamentals of needs-based selling. Topics include building customer relationships, questioning for customer needs, presenting product/service solutions, closing the sale and overcoming objections. (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 interviews. Topics include resume writing, presentation skills and interviewing techniques. (F, Sp, Su)

BUS 203 Coaching and Development
2 semester hours
Prerequisite: None
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. (as needed)

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, Su)

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, Sp, Su)

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, Su)

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, Su)

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, Sp, Su)

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. (F, Sp, Su)

Chemistry (CHM)

CHM 104 Introduction to Inorganic Chemistry

4 semester hours
Prerequisite: MTH 098, 116, or equivalent math placement score
Core Area III, ASCI, TSCI
(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, ASCI, TSCI
(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 placement score
Core Area III ASCI TSCI (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 ASCI TSCI (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
ASCI
(Lec 3 hrs, Lab 3 hrs)
This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electrometric 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
ASCI
(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 stereochemistry. 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
ASCI
(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 of Early Care and Education of Children
3 semester hours
Prerequisite: None
This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.

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 on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development.

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.

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.

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 will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments.

CHD 205 Program Planning for Educating Young Children

3 semester hours

Prerequisite: None

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

CHD 206 Children's Health and Safety

3 semester hours

Prerequisite: Current First Aid Certificate

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.

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. On 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.

CHD 209 Infant and Toddler Education Programs

3 semester hours

Prerequisite: None

This course focuses on child development from infancy to thirty-five 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.

CHD 210 Educating Exceptional Young Children

3 semester hours

Prerequisite: None

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 handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.

CHD 214 Families and Communities

3 semester hours

Prerequisite: None

This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the important relationships with children, and the pressing needs of today's society. Students will study techniques for developing these important relationships and effective communication skills.

CHD 215 Supervised Practical Experience in Child Development

3 semester hours (Int 15 hrs)

Prerequisite: Permission of Program Coordinator, meet DHR standards

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children.. Students will develop a portfolio documenting experiences gained during this course.

CHD 219 Supervised Practical Experience

2 semester hours

Prerequisite: Permission of Program Coordinator, meet DHR standards

(Int 10 hrs)

This course provides 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.

CHD 230 Introduction to Afterschool Programs

3 semester hours

Prerequisite: None

This course will introduce and discuss the unique aspects of quality afterschool 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.

CHD 231 Afterschool Programming

3 semester hours

Prerequisite: None

This course focuses on the specialized variety of needs for a quality afterschool 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.

Civil Design Technology (CDT)

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 program coordinator
(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 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 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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 iden-

tify 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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 methods including instrumentation, report results, manage data and quality control using information systems. (F, Sp)

CLT 295 Clinical Laboratory Practicum II

3 semester hours
Prerequisite: Admission to 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: Admission to 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: Admission to 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 Systems (CIS)

CIS 113 Spreadsheet Software Applications

3 semester hours
Prerequisite: CIS 146 or spreadsheet experience
Code C
This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. (F, Sp, Su)

CIS 117 Database Management Software Applications

3 semester hours
Prerequisite: CIS 146 or database experience
Code C
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. (F, Sp)

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 and program development 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 microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. (F, Sp, Su)

CIS 150 (110) Introduction to Computer Logic and Programming

3 semester hours
Prerequisite: CIS 130 or equivalent background
Code C
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. (F, Sp, Su)

CIS 161 (273) Introduction to Networking Communications

3 semester hours
Prerequisite: CIS 130 or equivalent background
Code C
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. (F, Sp, Su)

CIS 207 Introduction to Web Development

3 semester hours
Prerequisite: CIS 130 or equivalent background
Code C
This course introduces basic Web page development techniques. Topics include HTML, scripting languages, and commercial software packages used in the development of Web pages. At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. (F, Sp, Su)

CIS 208 Intermediate Web Development

3 semester hours
Prerequisite: CIS 207
Code C
This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion students will be able to use these tools to enhance Web sites. (F, Sp)

CIS 209 Advanced Web Development

3 semester hours
Prerequisite: CIS 207 or equivalent
Code C
This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. (Su)

CIS 212S Visual Basic Programming (VisualBasic .Net)

3 semester hours
Prerequisite: CIS 150
Code B
This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (F, Sp)

CIS 213 Advanced Visual Basic Programming (Adv. Visual Basic .Net)

3 semester hours
Prerequisite: CIS 212S or equivalent background
Code C
This course is a continuation of CIS 212, Visual Basic Programming. (Sp, Su)

CIS 222 Database Management Systems

3 semester hours
Prerequisite: CIS 146 or database experience
Code C
This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

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. Topics include marketing, building an electronic commerce store, security, and electronic payment systems. Upon completion student will be able to build an e-commerce presence. (Su)

CIS 251 C++ Programming

3 semester hours
Prerequisite: CIS 150
Code B
This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. (F, Sp, Su)

CIS 255 Java Programming

3 semester hours
Prerequisite: CIS 150
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, Su)

CIS 261 COBOL Programming

3 semester hours
Prerequisite: CIS 150
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. (as needed)

CIS 262 Advanced COBOL Programming

3 semester hours
Prerequisite: CIS 261
Code B
This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. Upon completion, the student will been able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. (as needed)

CIS 268 Software Support

3 semester hours
Prerequisite: CIS 130 or equivalent background
Code C
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. (F, Sp, Su)

CIS 269 Hardware Support

3 semester hours
Prerequisite: CIS 268 or equivalent
Code C
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. (F, Sp, Su)

CIS 275 Workstation Administration

3 semester hours
Prerequisite: CIS 161 or equivalent experience
Code C
This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. (Sp)

CIS 276 Server Administration

3 semester hours
Prerequisite: CIS 161 or equivalent experience
Code C
This course introduces network operating system adminis-

tration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group and computer account management: shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. (Sp)

CIS 277 Network Services Administration

3 semester hours
Prerequisite: CIS 276 or equivalent experience
Code C
This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. (Su)

CIS 278 Directory Services Administration

3 semester hours
Prerequisite: CIS 276 or equivalent experience
Code C
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts., shared folders, network resources, and the user environment. (Su)

CIS 279S Network Infrastructure Design

3 semester hours
Prerequisite: CIS 277
Code C
This course provides a study of network infrastructure design. Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security. Students gain experience by designing plans for implementing common network infrastructure and protocols. (F)

CIS 280 Network Security

3 semester hours
Prerequisite: CIS 277 and CIS 278
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and appropriate counter measures. (F)

CIS 281 System Analysis and Design

3 semester hours
Prerequisite: CIS 213, CIS 222, CIS 251, CIS 255, CIS 209, 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. (Sp)

CIS 284 CIS Internship

3 semester hours
Prerequisite: Permission of Instructor
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)

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. Currently, courses are available in 285. Advanced Java and 285C. C#. (Sp)

CIS 291 Case Study in Computer Science

3 semester hours
Prerequisite: Permission of Instructor
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 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 294Q: CIS 276
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 Q. SQL Server (Sp)

CIS 299 Directed Studies in Computer Science

3 semester hours
Prerequisite: Advanced CIS course
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)

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 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 construction. 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. Construction Safety I OSHA Certification. (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 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 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 com-

pletion 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 corrections. 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 processional, 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 causes 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: Sophomore status, 2.0 GPA, and 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)

Culinary Arts (CUA)

CUA 101 Orientation to the Hospitality Profession
3 semester hours
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, Sp, Su)

CUA 110 Basic Food Preparation
3 semester hours
Corequisite: CUA 120
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, Sp, Su)

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 cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning. (Sp)

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. Specific topics Include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems, At the conclusion of this course students will be prepared to test for ServSafe© certification. The content of this course is foundational for all culinary arts classes.(F, Sp)

CUA 115 Advanced Food Preparation
3 semester hours
Prerequisite: CUA 110, 112S, and 201
(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. (F)

CUA 120 Basic Food Preparation Lab
2 semester hours
Corequisite: CUA 110
(Lab 6 hrs)
In this course students apply fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course students will demonstrate basic food preparation skills.

CUA 130 Chocolate and Truffles
3 semester hours
Prerequisite: CUA 204 or permission of instructor
(Lec 1 hr, Lab 6 hrs)
This course is a specialty hands-on course in chocolate, focusing on tempering, chocolate candy making and the use of chocolate as a centerpiece medium. The student will have competency in chocolate to apply to the industry. (Sp)

CUA 142 Specialty Breads
2 semester hours
Prerequisite: CUA 204 or permission from instructor
(Lec 1 hr, Lab 3 hrs)
The student will have a complete analysis of the different types of flour and types of leavening agents, as well as of the old, original method of making bread with naturally developed yeast present in pieces of previously fermented dough. Also, have a full understanding of the basic process of making bread, water, kneading, fermentation, temperature, and proofing. The student will also explore the art of fantasy breads, appliqués, presentation assemblages, and decorative breads. The student will develop competencies in stockroom, scully and supervision. (as needed)

CUA 165 Cake Decorating and Design
3 semester hours
Prerequisite: CUA 204 or permission of instructor
(Lec 2 hrs, Lab 3 hrs)
This course focuses on preparing cakes, tortes, individual Viennese cakes, and piping skills. Emphasis is placed on piping different mediums such as chocolate, buttercream, royal icing; assembling cakes with different batters or doughs such genoise, Japonaise, Bavarian, mousse and marzipan. Upon completion students should be able to plan, execute, and evaluate whole cakes, dessert platters, and a show piece. (Su)

CUA 180 Special Topics in Hospitality Service
1 semester hour
Prerequisite: CUA 101
(Lab 3 hrs)
This course introduces students to the concepts of hospitality and customer service. Topics include greeting guest, developing proper phone skills, and restaurant host/hostess greeting responsibilities to include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion of this course, students should be able to demonstrate proficiency in the art of providing hospitality and related functions of providing service.

CUA 201 Meat Preparation and Processing
2 semester hours
Prerequisite: CUA 110 with a grade of C or better
(Lec 1 hr, Lab 3 hrs)
This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, students will be able to demonstrate an understanding of the principles in meat preparation and processing.

CUA 204 Foundations of Baking
3 semester hours
Prerequisite: CUA 110 with a grade of C or better
(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, Sp)

CUA 205 Introduction to Garde Manger
3 semester hours
Prerequisite: CUA 110
(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
2 semester hours
Prerequisite: CUA 204, CUA 130
(Lec 1 hr, Lab 3 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 showpiece production skills. (Su)

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. (Su)

CUA 216 Plated Dessert Design
2 semester hours
Prerequisite: CUA 204 or permission of instructor
(Lec 2hrs, Lab 3 hrs)
This course focuses on plated dessert designs. Upon completion, students should be able to plate and serve attractive presentations of desserts with appropriate sauces and garnishes. (as needed)

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)

CUA 261 Culinary Apprenticeship Practicum
1 semester hour
Prerequisite: Permission of program coordinator
The student will complete the final practical exam required by the American Culinary Federation to complete a formal chef apprenticeship. The student will demonstrate knowledge of an entry-level culinary professional within a commercial foodservice operation responsible for preparing and cooking sauces, cold foods, fish, soups and stocks, meats, vegetables, eggs and other bakery items. The student will demonstrate a basic knowledge of food safety and sanitation, culinary nutrition, and supervisory management. This course must be taken during the last semester of apprenticeship. (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, ASOC TSOC
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
3 semester hours
Prerequisite: None
Core Area IV ASOC TSOC
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, permission of program coordinator, 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

3 semester hours
Prerequisite: None
(Lec 2 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 205 Electronics I

3 semester hours
Prerequisite: ELM 201S
(Lec 2 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

3 semester hours
Prerequisite: ELM 205
(Lec 2 hrs, Lab 2 hrs)
Topics include analog integrated circuits, amplilfiers, 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 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 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)

Emergency Medical Technology/ Technician (EMS, EMP)

EMS 116 EMS Basic Theory and Lab

9 semester hours
Prerequisite: Admission to EMT-Basic Program
(Lec 6 hrs, Lab 9 hrs)
This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

EMS 117 EMS Basic Clinical Competencies

1 semester hour
Prerequisite: Admission to EMT-Basic Program
(Clin 3 hrs)
This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps student prepare for the National Registry Exam.

EMP 189 Applied Anatomy and Physiology for the Paramedic

4 semester hours
Prerequisite: Admission to the EMT-Paramedic Program, EMS 116 and EMS 117 or a valid State of Alabama Basic EMT License.
(Lec 4 hrs)
This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

EMP 191 Paramedic Preparatory

2 semester hours
Prerequisite: Admission to the EMT-Paramedic Program.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs)
This course introduces issues related to the practice of prehospital advanced life support as a career, with a focus on issues common to all health care professions. Content areas include: paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 192 Paramedic Operations

2 semester hours
Prerequisite: Admission to the EMT-Paramedic Program.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs, Lab 2 hrs)
This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: pathophysiology, life span development, ambulance operations, medical inci-

dent command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 193 Patient Assessment and Management

3 credit hours
Prerequisite: Admission to the EMT-Paramedic Program and EMS 116 and EMS 117 or a valid State of Alabama Basic EMT License.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs, Lab 2 hrs)
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation, and assessment based management. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 194 Paramedic General Pharmacology

2 semester hours
Prerequisite: Admission to the EMT-Paramedic Program, EMS 116 and EMS 117 or a valid State of Alabama Basic EMT License.
Corequisite: Approved anatomy and physiology course(s).
(Lec 1 hr, Lab 2 hrs)
This course introduces basic pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 196 Advanced Trauma Management B

3 semester hours
Prerequisite: Admission to the EMT-Paramedic Program and EMS 116 and EMS 117 or a valid State of Alabama Basic EMT License.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs, Lab 2 hrs)
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 197 Paramedic Clinical Competencies I

3 semester hours
Prerequisite: Admission to the EMT-Paramedic Program and EMS 116 and EMS 117 or a valid State of Alabama Basic EMT License.
Corequisite: Approved anatomy and physiology course(s), approved for clinical studies.
(Prec 9 hrs)
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 198 Medical Patient Management I

3 semester hours
Prerequisite: Admission to the EMT-Paramedic Program.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs, Lab 2 hrs)
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 199 Cardiovascular Electrophysiology

3 semester hours
Prerequisite: Admission to the EMT-Paramedic Program.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs, Lab 2 hrs)
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and pre-hospital 12-lead electrocardiogram monitoring and interpretation. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum

for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 201 Medical Patient Management IIB

6 semester hours
Prerequisite: Admission to the EMT-Paramedic Program.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs, Lab 2 hrs)
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Students integrate and reinforce the didactic and skills laboratory components of their education by performing basic and advanced life support assessments and skills on a variety of patient presentations and complaints in the clinical setting. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 202 Paramedic Clinical Competencies II

3 semester hours
Prerequisite: Admission to the EMT-Paramedic Program.
Corequisite: Approved anatomy and physiology course(s), approved for clinical studies.
(Prec 9 hrs)
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 203 Cardiovascular Patient Management

3 semester hours
Prerequisite: Admission to the EMT-Paramedic Program, EMP-199.
Corequisite: Approved anatomy and physiology course(s).
(Lec 2 hrs, Lab 2 hrs)
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 205 Paramedic Terminal Competencies

2 semester hours
Prerequisite: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s).
(Lec 1 hr, Lab 2 hrs)
This course is designed to review the National Standard Curriculum for the EMT-Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMP 206 Paramedic Field Preceptorship

6 semester hours
Prerequisite: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies.
(Lec 1 hr, Prec 15 hrs)
This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the pre-hospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

EMP 207 Paramedic Team Leader Preceptorship

1 semester hour
Prerequisite: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies.
(Prec 3 hrs)
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the pre-hospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

English (ENG)

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 75 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 TENG
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 may include 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, TENG
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 may include 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 THUM TLIT AHUM
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, THUM TLIT AHUM
This course is a survey of American literature from the middle of the 19th 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, TLIT THUM AHUM
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 THUM TLIT AHUM
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, THUM TLIT AHUM
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 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)

ENG 272 World Literature II

3 semester hours
Prerequisite: ENG 102 or equivalent
Core Area I, THUM TLIT AHUM
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)

Alabama Language Institute (ESL)

ESL 094 Beginning ESL

3 institutional semester hours
Prerequisite: None
Beginning ESL provides instruction and practice in English reading, writing, speaking, and listening for non-native speakers of English. Emphasis is placed on grammar, listening skills, note-taking skills, reading comprehension, pronunciation, and sentence structure. Students will demonstrate these skills in short writing assignments, comprehension checks, pronunciation drills, and brief oral presentations.

ESL 096 Intermediate ESL

3 institutional semester hours
Prerequisite: Successful completion of ESL 094 or appropriate placement score
Intermediate ESL provides instruction and practice in English reading, writing, listening, and speaking for non-native speakers of English. Emphasis is placed on English grammar, sentence structure, paragraph development, study skills, reading articles and other short works, group and peer work, and presentation skills. Students will demonstrate these skills chiefly through the writing of paragraphs and giving oral presentations.

ESL 098 Advanced ESL

3 institutional semester hours
Prerequisite: Successful completion of ESL 096 or appropriate placement score
Advanced ESL is an introduction to college reading and writing for students who are non-native speakers of English. This course provides instruction and practice in sentence structure, paragraph development, essay development, and oral presentation skills. Students will demonstrate these skills chiefly through the writing of paragraphs and short essays, and giving oral presentations.

Fire Science (FSC)

FSC 101 Introduction to the Fire Service

3 semester hours
Prerequisite: None
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 104 Hazardous Materials II (Hazmat Technician)

3 semester hours
Prerequisite: None
Code C
This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident. This course meets NFPA 472 certification standards for Hazardous Materials Technician. (on demand)

FSC 120 Fire Hazards

3 semester hours
Prerequisite: None
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: None
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 205 Fire Instructor I

3 semester hours
Prerequisite: None
Code C
This is a study of the instructor's roles and responsibilities; factors that influence the teaching/learning process; the techniques of planning, preparing, and presenting an effective lesson; training aids and their utilization; and the purpose and principles of testing and evaluation. This course meets NFPA 1041 certification standards for Fire Instructor I. (on demand)

FSC 206 Fire Instructor II

3 semester hours
Prerequisite: None
Code C
This is a study of task and job analysis; behavioral/performance objectives; lesson plan and instructional material development; the teaching/learning process; methods of instruction/evaluation; and the use of references. This course meets NFPA 1041 certification standards for Fire Instructor II. (on demand)

FSC 207 Fire Instructor III
3 semester hours
Prerequisite: None
Code C
This is a study of occupational analysis; development of course instructional materials, evaluations, and training records and reports. This course meets NFPA 1041 certification standards for Fire Instructor III. (on demand)

FSC 210 Building Construction for the Fire Service
3 semester hours
Prerequisite: None
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: None
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: None
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: None
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 241 Arson Investigation
3 semester hours
Prerequisite: None
Code C
This is an introduction to arson and incendiarism, arson laws, methods of determining fire causes, evidence, interviewing and detaining witnesses, procedures in handling juveniles, and court procedures. This course meets NFPA 1033 certification standards for Fire Investigator. (on demand)

FSC 250 Fire Prevention Inspection
3 semester hours
Prerequisite: None
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. This course meets NFPA 1031 certification standards for Fire Inspector I. (on demand)

FSC 260 Special Service Hazards
3 semester hours
Prerequisite: None
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: None
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: None
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 292 Fire Service Supervision (Fire Officer I)
3 semester hours
Prerequisite: None
Code C
This course covers the responsibility of supervisors; organization, human relations, grievance training, rating, promotion, quality-quantity control and management-employee relations. This course meets NFPA 1021 certification standards for Fire Officer I. (on demand)

FSC 293 Fire Service Administration
3 semester hours
Prerequisite: None
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. This course meets NFPA 1021 certification standards for Fire Officer II. (on demand)

FSC 294 Fire Department Management (Fire Officer III)
3 semester hours
Prerequisite: None
Code C
This is an introduction to planning, budgeting organization, staffing, evaluation, and public relations of fire departments. This course meets NFPA 1021 certification standards for Fire Officer III. (on demand)

FSC 297 Selected Topics in Fire Service Operations
3 semester hours
Prerequisite: None
Code C
This course provides directed reading and discussion of selected topics related to fire service operations. (on demand)

FSC 297A Fire Department Safety Officer
3 semester hours
Prerequisite: None
Code C
The purpose of this course is to provide training for fire officers and fire fighters on the role and responsibilities of the Safety Officer, and to allow participants to practice some of the key skills needed for competency as a Safety Officer. This training program is designed for fire personnel who could be asked to assume the duties of the Safety Officer either as a staff assignment or an on-scene appointment. This course meets NFPA 1521 certification standards for Fire Department Incident Safety Officer and Health and Safety Officer. (on demand)

FSC 297B Fire Inspector II
3 semester hours
Prerequisite: None
Code C
This is a study of the interpretation of applicable codes and standards, procedures involved in various types of inspections, and introduction to the plans review process. Topics covered are: inspection procedure, building construction, occupancy classification and means of egress, fire protection and water supply systems, plans review, and the storage of hazardous materials. This course meets NFPA 1031 certification standards for Fire Inspector II. (on demand)

FSC 297C Fire Inspector III
3 semester hours
Prerequisite: None
Code C
This course is a study of the skills attendant to the duties of a fire prevention administrator. The Fire Inspector III is an individual at the third and most advanced level of progression, which performs all types of fire inspections, plants review duties, and resolves complex code related issues. Other topics covered include fire prevention program management, leading life safety initiatives and community risk reduction planning. This course meets NFPA 1031 certification standards for Fire Inspector III. (on demand)

FSC 297D Fire Officer IV
3 semester hours
Prerequisite: None
Code C
This course is designed to meet executive management-level needs. It emphasizes management of fire protection services to include human resource management, multi-agency emergency service delivery with horizontal/vertical communication requirements and risk management. This course meets NFPA 1021 certification standards for Fire Officer IV. (on demand)

FSC 297E Public Education and Information I (Public Fire and Life Safety Educator I; Public Information Officer)
3 semester hours
Prerequisite: None
Code C
This course will train the student to coordinate and deliver existing comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, and the environment; this course also covers the fundamentals of public safety media relations. This course meets NFPA 1035 certification standards for Public Fire and Life Safety Educator I and Public Information Officer. (on demand)

FSC 297F Public Education and Information II (Public Fire and Life Safety Educator II and III)
3 semester hours
Prerequisite: None
Code C
This course covers the management of public education programs; budgeting, statistical analysis and injury-prevention program development; internal and external marketing efforts in emergency services organizations. This course meets NFPA 1035 certification standards for Public Fire and Life Safety Educator II and III. (on demand)

FSC 297H Rescue Technician: Confined Space
3 semester hours
Prerequisite: None
Code C
This course provides responders with a comprehensive understanding of accidents involving a confined space. This course teaches the responder how to recognize the hazard, access the victim, and stabilize the victim, and the proper procedures for retrieval. Practical and classroom sessions focus on the three primary hazards associated with confined space rescue; physical, atmospheric, and physiological. Realistic training evolutions using the latest in equipment and techniques reinforce the topics presented. This course meets NFPA 1006 certification standards for Rescue Technician: Confined Space. (on demand)

FSC 297J Rescue Technician: Trench
3 semester hours
Prerequisite: None
Code C
This course allows the student to learn proper techniques to

make open trenches and excavations safe for victim access and removal. The class is made realistic by actual sheeting and shoring operation of "unsafe" trenches, by using shoring equipment, and practice in developing skills in lifting practices within the trench environment. This course meets NFPA 1006 certification standards for Rescue Technician: Trench Rescue. (on demand)

FSC 297K Rescue Technician: Rope

3 semester hours
Prerequisite: None
Code C
This course covers the review of equipment, knots and rope safety; establishing need for rope rescue; uses and limitations of equipment; knotcraft; safety aspects; anchoring systems; rescue rappelling; third man rescue; lowering systems and other aspects of rope rescue. This course meets NFPA 1006 certification standards for Rescue Technician: Rope Rescue. (on demand)

FSC 297L Rescue Technician: Structural Collapse

3 semester hours
Prerequisite: None
Code C
This course addresses heavy construction collapse and emphasizes the following discipline areas: breaching and breaking; lifting and moving; interior shoring; exterior shoring; and cutting and burning. This course meets NFPA 1006 certification standards for Rescue Technician: Structural Collapse Rescue. (on demand)

FSC 297M Rescue Technician: Vehicle and Machinery

3 semester hours
Prerequisite: None
Code C
This course addresses the use of specialized tools and processes for the extrication and rescue of victims from entrapment in compromised vehicles and from heavy industrial machinery. Emphasis is placed on the control of hazards during the extrication process and the use of specialized lifting, cutting and spreading tools. This course meets NFPA 1006 certification standards for Rescue Technician: Vehicle and Machinery Rescue. (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)

Food Service Management (FSM)

FSM 250 Field Experience

3 semester hours
Prerequisite: Foodservice majors
(Lab 20 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)

Funeral Service Education (FSE)

FSE 101 Funeral Directing

3 semester hours
Prerequisite: Admission to the 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: Admission to the program
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
(Lab 9 hrs)
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, including posing of features, raising of vessels, mixing embalming fluids, injecting fluids, aspiration and suturing incisions. Students must be certified as being proficient by a Qualified Instructor on those techniques before a grade will be issued for completion of the course. 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 selection, 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 supervi-

sor. 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. Completing the Arts and Sciences sections of the 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)

GEO 100 World Regional Geography

3 semester hours
Prerequisite: None
Core Area IV, ASOC TSOC
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials. (F, Sp)

Health Education (HED)

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, ASOC TSOC THIS
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 ASOC TSOC THIS
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, ASOC TSOC THIS
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, ASOC TSOC THIS
This course is a continuation of HIS 201. It surveys United States history from the Reconstruction era to the present. (F, Sp, Su)

HIS 256 African American History
3 semester hours
Prerequisite: None Code B, ASOC
This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

HIS 260 Alabama History
3 semester hours
Prerequisite: None
Code B, ASOC
This course surveys the development of the state of Alabama from prehistoric times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history. (as needed)

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. (Su)

HMM 190 Internship-Practicum I
3 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)

Humanities (HUM)

HUM 106 Humanities Through the Arts
3 semester hours
Prerequisite: None AHUM
This course is an integrated survey of film, drama, music, literature, painting, and sculpture, and architecture. (as needed)

HUM 298 Directed Studies in the Humanities
1-3 semester hours
Prerequisite: None AHUM
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. Currently courses are available in A. College Scholars (F, Sp, Su), C. Concert Series (F, Sp), M. Movie Series (F, Sp, Su)

HUM 299 PTK Honors Course

1 semester hours

Prerequisite: None Core Area II, THUM

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. Currently this course is available in S. PTK Honors Course II Service, P. PTK Honors Course I Leadership, and L. PTK Honors Course III Leadership.

Interdisciplinary Honors (IDH)

IDH 206 Political and Intellectual Forces in the 20th Century

3 semester hours

Prerequisite: Permission of instructor; completion of ENG 101 and 102. Completion of first semester western civilization is recommended.

Core Area IV, ASOC TSOC

This course is an historical approach to an integrated study of the major ideologies and their influences on the 20th century. Included are the rise of nationalism, fascism, and communism and the development of the human rights movements.

Interdisciplinary Studies (IDS)

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)

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: AGR 125 or permission of program coordinator
(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 (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 place 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
(Int 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 an 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: None
(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 production. 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
Prerequisite for AGR 285D: AGR 136 or AGR 137 or concurrently with AGR 136 or AGR 137 or permission of instructor
(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. Currently courses are taught in D. Computer Aided Design. (as needed)

AGR 286S Seminar

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. Currently courses are offered in A. Designing with Native Plants, B. Public Horticulture, C. Seminar - Special Topics Horticulture. (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)

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)

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: None
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 (Lab 4 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 (Lab 4 hrs)
These courses offer practical experience in journalism skills through working on the staff of student publications. (on demand)

Mathematics (MTH)

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, linear equations and inequalities. (F, Sp, Su)

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; systems of equations; operations with algebraic fractions and graphs of linear equations in two variables. (F, Sp, Su)

MTH 100 Intermediate College Algebra
3 semester hours
Prerequisite: MTH 098 or appropriate mathematics placement score
AMTH A116
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 quadric functions. This course does not apply toward the AGSC core requirement for mathematics. (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, AMTH A116 TMTH
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, AMTH A116 TMTH
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, AMTH A116 TMTH
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, AMTH TMTH A116

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 or appropriate mathematics placement score

Code C A116

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 "C" or higher or appropriate mathematics placement score

AMTH A116

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 AMTH A116 TMTH

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

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 113 or MTH 115S.

Core Area III AMTH A116 TMTH

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, AMTH A116 TMTH

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, AMTH A116 TMTH

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 098 or appropriate mathematics placement score

A116

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. (on demand)

MTH 232 Math for the Elementary Teacher II

3 semester hours
Prerequisite: MTH 231
A116
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, AMTH A116 TMTH
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
Corequisite: MTH 227
Core Area III, AMTH A116 TMTH
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. (Sp)

MTH 250 Discrete Mathematics

3 semester hours
Corequisite: MTH 126S
AMTH A116
This course provides an introduction to combinatorics and graph theory. Topics include sets, logic, relations and function, mathematical induction, algorithmic processes, recurrence regulations, 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
AMTH A116
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
Corequisite: MTH 126S
AMTH A116
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. (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: None
(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 204 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 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 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)

MSC 101 Military Leadership
2 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 Science I
2 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
2 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 Science II
2 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 204 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)

MUS 101 Music Appreciation
3 semester hours
Prerequisite: None
Core Area II (Arts), THUM TFA AHUM
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 multicultural 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
AHUM
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

MUS 111S Music Theory I

4 semester hours
Prerequisite: MUS 110 or suitable placement score or permission of instructor
AHUM
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 principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills. Laboratory included. (as needed)

MUS 112S Music Theory II

4 semester hours
Prerequisite: MUS 111S or permission of instructor
AHUM
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. (as needed)

Music Ensemble (MUL)

Music Ensembles

MUL 180 181 Chorus I, II
2 semester hours
Prerequisite: none
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. (F, Sp)

MUL 182 183 Vocal Ensemble I and II

1 semester hour
Prerequisite: Successful audition with instructor
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. (F, Sp)

MUL 198 199 298 299 Marching Band I, II, III, IV

1-2 semester hours
Prerequisite: Permission of UAB department head
Code C
This course is offered through UAB and requires participation in UAB's marching band. (F)

Nursing (NUR)

NUR 102 Fundamentals of Nursing

6 semester hours
Prerequisite: Validation and/or as required by the program
(Lec 3 hrs, Lab 6 hrs, Clin 3 hrs)
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, 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. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations. (F, Sp, S)

NUR 103 Health Assessment

1 semester hour
Prerequisite: Admission to Program
(Lab 3 hrs)
This course is designed to provide students the opportunity to obtain a health history and perform a physical examination for individuals of all ages. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing. (F, Sp, S)

NUR 104 Introduction to Pharmacology

1 semester hour
Prerequisite: Admission to Program
(Lab 3 hrs)
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely admin-

ister medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications. (F, Sp, S)

NUR 105 Adult Nursing

8 semester hours
Prerequisite: Admission to Program
(Lec 5 hrs, Lab 3 hrs, Clin 6 hrs)
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals under going surgery, fluid and electrolyte imbalance, and common alterations in respiratory musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. (F, Sp, S)

NUR 106 Maternal and Child Nursing

Prerequisite: Admission to Program
5 semester hours (Lec 4 hrs, Clin 3 hrs)
This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings. (F, Sp, S)

NUR 106C Child Nursing

Prerequisite: Admission to Program
2 semester hours (Lec 1.5 hrs, Clin 1.5 hrs)
This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the child client. Course content includes human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for pediatric clients in a variety of settings. (F, Sp, S)

NUR 106D Maternal Nursing

Prerequisite: Admission to Program
3 semester hours (Lec 2 hrs, Clin 3 hrs)
This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal client. Course content includes antepartal, intrapartal and postpartal care, complications of pregnancy, newborn care. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal clients in a variety of settings. (F, Sp, S)

NUR 107 Adult/Child Nursing

8 semester hours
Prerequsite: Admission to Program
(Lec 5 hrs, Clin 9 hrs)
This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course. (S)

NUR 108 Psychosocial Nursing

3 semester hours
Prerequsite: Admission to Program
(Lec 2 hrs, Clin 3 hrs)
This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process. (S)

NUR 109 Role Transition

3 semester hours
Prerequsite: Admission to Program
(Lec 2 hrs, Lab 3 hrs)
This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing. (S)

NUR 201S Nursing Through the Lifespan I

5 semester hours
Prerequsite: Admission to Program
(Lec 3 hrs, Clin 6 hrs)
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing

process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. (F, Sp, S)

NUR 202 Nursing Through the Lifespan II

6 semester hours
Prerequisite: Admission to Program
(Lec 3 hrs; Clin 9 hrs
This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is prov9ded for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutritional pharmacology, communication, cultural, and community concepts are integrated. (F, Sp, S)

NUR 203 Nursing Through the Lifespan III

6 semester hours
Prerequisite: Admission to Program
(Lec 4 hrs; Clin 6 hrs)
This course builds upon previous instruction and provides additional opportunities to develop competence necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided for selected mental health disorders, selected emergencies, multiple organ dysfucntion syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated. (F, Sp, S)

NUR 204S Transition Into Nursing Practice

4 semester hours
Prerequisite: Admission to Program
(Lec 2 hrs; Prec 6 hrs)
This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN. (F, Sp, S)

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 Computer Navigation

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 Computerized Financial Recordkeeping (Quickbooks)
(Same as ACT 246Q)
3 semester hours
Prerequisite: BUS 241 or ACT 145
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, Su)

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, Su)

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 nec-

essary for effective supervision of people and technology in the modern office. (F, Sp)

OAD 230 Computerized Desktop Publishing

3 semester hours
Prerequisite: None
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 232 The Computerized Office

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)

OAD 246 Office Graphics and Presentations

3 semester hours
Prerequisite: None
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. (F, Sp, Su)

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)

PHL 106 Introduction to Philosophy

3 semester hours
Prerequisite: None
Core Area II, THUM AHUM
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 AHUM THUM
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, THUM
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)

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 105 Personal Fitness

1 semester hour
Prerequisite: None
Code C (Act 2 hrs)
This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. (Sp)

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 (Act 4 hrs)
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 (Act 6 hrs)
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
Prerequisite: To be taken concurrently with PED 295
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 trial 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, ASCI TSCI
(Lec 3 hrs, Lab 2 hrs)
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. (F, Sp, Su)

PHS 112 Physical Science II
4 semester hours
Prerequisite: None
Core Area III ASCI TSCI
(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: Admission to the program and 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. (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. (Sp)

PTA 222 Functional Anatomy and Kinesiology Lab
2 semester hours
Prerequisite: Admission to the program
(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. (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, PTA 222, and PTA 250.
(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, PTA 220, and PTA 222.
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)

PTA 241 Physical Disabilities II

2 semester hours
Prerequisite: Admission to the program and 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 procedures 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. (Sp)

PTA 251S Therapeutic Procedures II

4 semester hours
Prerequisite: Admission to the Program, PTA 222, and PTA 250
(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)

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. (Sp)

PTA 260 Clinical Education I

1 semester hour
Prerequisite: Admission to the program
(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)

PTA 263 Clinical Affiliation I

3 semester hours
Prerequisite: Admission to the Program and PTA 260
(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 and PTA 263
(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 stu-

dent should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant. (Sp)

Physics (PHY)

PHY 115 Technical Physics
4 semester hours
Prerequisite: MTH 100
ASCI
(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 microcomputers 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, ASCI TSCI
(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, ASCI TSCI
(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 ASCI TSCI
(Lec 3 hrs, Lab 2 hrs)
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy including thermodynamics. Laboratory is required. (F, Sp, Su)

PHY 214S General Physics with Calculus II
4 semester hours
Prerequisite: PHY 213S
Core Area III, ASCI TSCI
(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 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, ASOC TSOC
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 function as more informed participants of the American political system. (F, Sp, Su)

POL 220 State and Local Government
3 semester hours
Prerequisite: None
ASOC
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. (as needed)

Psychology (PSY)

PSY 200 General Psychology
3 semester hours
Prerequisite: None
Core Area IV ASOC TSOC
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 ASOC
This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior. (on demand)

PSY 210 Human Growth and Development
3 semester hours
Prerequisite: PSY 200
Core Area IV ASOC TSOC
This course is a study of the psychological, social and physical factors that affect human behavior from conception to death. (F, Sp, Su)

PSY 220 Human Sexuality
3 semester hours
Prerequisite: PSY 200 ASOC
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects. (on demand)

PSY 230 Abnormal Psychology
3 semester hours
Prerequisite: PSY 200 ASOC
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 Voice and Diction for Broadcasting
3 semester hours
Prerequisite: None
Code C
This course provides exercises designed to improve individual standard broadcast English pronunciation with focus on the individual's regional, ethnic or native language pronunciation. Skills in the areas of news reading, sportscasting, commercial salesmanship and public service script reading, ad lib announcing, vocabulary and interviewing are also developed. (on demand)

RTV 116 Radio Broadcasting/Audio Career I
3 semester hours
Prerequisite: None
Code C
This course is an introduction to the equipment, operations and procedures in a radio station. Emphasis is placed on specific equipment that is used in the industry along with every day operations and procedures of a station. Upon completion the students will have an understanding of the equipment and operations of a radio station. (F)

RTV 117 Television/Video Production I
3 semester hours
Prerequisite: None
Code C
The 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. (F)

RTV 143 (143R) Practicum in Radio/Audio I
3 semester hours
Prerequisite: None
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in radio/audio broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

RTV 144 (144R) Practicum in Radio/Audio II
3 semester hours
Prerequisite: RTV 143
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in radio/audio broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

RTV 145 (145R) Practicum in Radio/Audio III
3 semester hours
Prerequisite: RTV 144
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in radio/audio broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

RTV 153 (143T) Practicum in Television/Video I
3 semester hours
Prerequisite: None
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. (on demand)

RTV 154 (144T) Practicum in Television/Video II
3 semester hours
Prerequisite: RTV 153
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. (on demand)

RTV 155 (145T) Practicum in Television/Video III
3 semester hours
Prerequisite: RTV 154
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. (on demand)

RTV 191 (RTV 241) Internship in Radio or Television Broadcasting
3 semester hours
Prerequisite: None
Code C
(Int 15 hrs)
This course offers supervised field experience in radio or television broadcasting or related areas. (on demand)

RTV 216 Radio Broadcasting/Audio Careers II
3 semester hours
Prerequisite: RTV 116 or permission of program coordinator
Code C
This course covers the management procedures and different sales methods involved in today's media outlets. Emphasis is placed on specific management positions and their responsibilities along with different sales and marketing applications. Upon completion the student will be able to recognize the requirements of each management position and understand different sales and marketing approaches in today's media. (Sp)

RTV 217 Television/Video Production II
3 semester hours
Prerequisite: RTV 117 or permission of program coordinator
Code C
(Lec 2 hrs, Lab 3 hrs)
This course is a continuation of RTV 117 with emphasis on the theory and application of television/video production, direction, and editing. (Sp)

RTV 226 Broadcast Management
3 semester hours
Prerequisite: RTV 216 or RTV 217
Code C
This course covers theory and application of management practices and ethics in the administrations of broadcast and related businesses. Students are provided a foundation that addresses the complexities of intellectual properties, copyright, and basic business and contract law as it pertains to creative content. (on demand)

RTV 243 Practicum in Radio/Audio IV
3 semester hours
Prerequisite: RTV 145
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in radio/audio broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

RTV 244 Practicum in Radio/Audio V
3 semester hours
Prerequisite: RTV 243
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in radio/audio broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

RTV 245 Practicum in Radio/Audio VI
3 semester hours
Prerequisite: RTV 244
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in radio/audio broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs. (on demand)

RTV 253 Practicum in Television/Video IV
3 semester hours
Prerequisite: RTV 155
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. (on demand)

RTV 254 Practicum in Television/Video V
3 semester hours
Prerequisite: RTV 253
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. (on demand)

RTV 255 Practicum in Television/Video VI
3 semester hours
Prerequisite: RTV 254
Code C
(Lec 2 hr, Lab 2 hrs)
This course offers supervised campus experience in video/television broadcasting with emphasis in the planning, production and editing of electronic media, announcements and programs. Each semester this sequence of classes will focus on different aspects of the subject. (on demand)

RTV 291 (242) Internship in Radio or Television Broadcasting

3 semester hours
Prerequisite: RTV 216 or RTV 217
Code C
(Lab 9 hrs)
This course offers supervised field experience in radio or television broadcasting or related areas. (on demand)

Radiologic Technology (RAD)

RAD 111 Introduction to Radiography

2 semester hours (Lec 2 hrs)
Prerequisite: Admission into the program
This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science.

RAD 112 Radiography Procedures I

4 semester hours (Lec 3 hrs, Lab 3 hrs)
Prerequisite: Admission into the program.
This course provides the student with instruction in anatomy and positioning of the Chest and Thorax, Upper and Lower Extremities and Abdomen. 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, oral communication and critical thinking in both the didactic and laboratory settings..

RAD 113 Patient Care

2 semester hours (Lec 1 hr, Lab 3 hrs)
Prerequisite: Admission to program.
This course provides the student with concepts of patient care and pharmacology and cultural diversity. 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.

RAD 114 Clinical Education I

2 semester hours
(Clin 6 hrs)
Prerequisite: Successful completion of all required previous semester courses.
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 qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112.

RAD 122 Radiographic Procedures II

4 semester hours (Lec 3 hrs, Lab 3 hrs)
Prerequisite: As required by program.
This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

RAD 124S Clinical Education II

5 semester hours.
(Clin 15 hrs)
Prerequisite: Successful completion of all required previous semester courses.
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

RAD 125 Imaging Equipment

3 semester hours:
(Lec 3 hrs)
Prerequisites: As required by program.
This course provides students with knowledge of basic physics and the fundamentals of imaging equipment Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment as well as provide a basic explanation of the principles associated with image production.

RAD 134 Clinical Education III

5 semester hours
(Clin 15 hrs)
Prerequisites: Successful completion of all required previous semester courses.
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

RAD 135 Exposure Principles

3 semester hours (Lec 2 hrs, Lab 3 hrs)
Prerequisites: Admission to the program.

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

RAD 136 Radiation Protection and Biology

2 semester hours (Lec 2 hrs)

Prerequisites: Admission to the 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 cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

RAD 212S Image Evaluation and Pathology

2 semester hours (Lec 1 hr, Lab 3 hrs)

Prerequisites:

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

RAD 214 Clinical Education IV

8 semester hours.

(Clin 24 hrs)

Prerequisites: Successful completion of all required previous semester courses.

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

RAD 224B Clinical Education V

8 semester hours

(Clin 24 hrs)

Prerequisites: Successful completion of all required previous semester courses.

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of the imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

RAD 227 Review Seminar

2 semester hours

Prerequisites: Admission to the 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, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topic covered in the Radiologic Technology Program.

Reading (RDG)

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
3semester 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)

Religion (REL)

REL 151 Survey of the Old Testament
3 semester hours
Prerequisite: None
Core Area II AHUM THUM
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, AHUM THUM
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)

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)

REM150 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)

SOC 200 Introduction to Sociology
3 semester hours
Prerequisite: None
Core Area IV, ASOC TSOC
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 ASOC
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 ASOC
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, ASOC TSOC
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 ASOC
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. (F)

Spanish (SPA)

SPA 101 Introductory Spanish I
4 semester hours
Prerequisite: None
Core Area II, THUM AHUM
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. (F, Su)

SPA 102 Introduction to Spanish II
4 semester hours
Prerequisite: SPA 101 or equivalent
Core Area II, THUM AHUM
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. (Sp)

SPA 201 Intermediate Spanish I
3 semester hours
Prerequisite: SPA 102 or equivalent
Core Area II, THUM AHUM
This course includes an overview 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, THUM AHUM
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)

SPH 106 Fundamentals of Oral Communication
3 semester hours
Prerequisite: None
Core Area II, THUM
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, THUM
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 II, THUM
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 131 Acting Techniques I

3 semester hours
Prerequisite: None AHUM
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 AHUM
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 AHUM
These courses are a continuation of THR 113-114-115. (as needed)

THR 236 Stagecraft

3 semester hours
Prerequisite: None
Code C AHUM
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 AHUM
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)

Veterinary Technology (VET)

VET 110 Vet Tech Clinics I

2 semester hours
Prerequisite: Admission to program
(Clin 6 hours)
This course provides students with required clinical tasks to be completed in an approved clinical site in the areas of: surgery, restraint, instrumentation, equipment, surgical and medical care, and basic clinical procedures. Upon course completion, the student should be able to understand the responsibilities of a veterinary technician and begin the development of fundamental skills. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 112 Introduction to Veterinary Technology

5 semester hours
Prerequisite: Admission to program
(Lec 3 hrs, Clin 6 hrs)
A series of lectures and required clinical tasks are designed to introduce the student to hospital fundamentals. Topics include history and physical examination, breeds of animals, small animal parasitology, diagnostic and surgical procedures, equine and food animal nursing, sanitation, medical vocabulary, The Alabama Veterinary Practice Act, ethics, jurisprudence, and hospital management. Upon course completion, students should be able to perform history and physical examinations, collect samples, administer medications, perform fecal analysis, know different breeds of animals, and understand parasite life cycles, OSHA regulations and safety procedures, and the technician's role in veterinary medicine. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 114 Anatomy and Physiology of Mammals

5 semester hours
Prerequisite: Admission to program
(Lec 4 hrs, Lab 2 hrs)
This course is designed specifically for students in the two-year veterinary technology program and covers the fundamentals of anatomy and physiology of mammals. Topics include the skeletal system, muscular system, respiratory system, digestive system, circulatory system, urinary system, the eye, the ear, female reproductive system, pregnancy, parturition, lactation, male reproductive system, neurology, and the endocrine system; and online laboratory dissection. Upon course completion, the student should be able to identify major tissues and organs, understand the physiology of organs and organ systems, and understand the physiological basis for the development of clinical laboratory testing. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 120 Vet Tech Clinics II

3 semester hours
Prerequisite: Student must have completed VET 110, 112, and 114 unless special arrangements have been made with the Program.
(Clin 9 hrs)
This course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, and clinical medicine. Required tasks will include surgical and nursing care, and clinical medicine. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned some new technical procedures. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 122 Vet Tech Emergency and First Aid

5 semester hours
Prerequisite: Student must have completed VET 110, 112, and 114 unless special arrangements have been made with the Program.
(Lec 4 hrs, Clin 3 hrs)
This course is designed to teach the basic principles in emergency treatment of animals and incorporates actual management in a clinical environment. Topics include emergency information, equipment and drugs, initial examination, evaluation and treatment, shock, cardiac arrest, respiratory emergencies, fluid therapy, blood collection and transfusion, emergency treatment of specific conditions, poisonings, and large animal emergencies. Upon course completion, the student should be able to administer first aid to animals needing immediate attention. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 124 Clinical Procedures and Pathology

4 semester hours
Prerequisite: Student must have complete VET 110, 112, and 114 unless special arrangement have been made with the Program
(Lec 3 hrs, Clin 3 hrs)
This course introduces students to common laboratory techniques and diagnostic methods. Students will begin developing laboratory skills with an emphasis in the areas of urology and hematology. Topics of study include the basic laboratory, hematology, bone marrow and blood cytology, urinalysis, clinical chemistry, function tests of the liver, kidney, pancreas, and thyroid, diagnostic cytology, and post mortem examinations; required clinical tasks will be completed in an approved clinical site. The study of medical vocabulary is continued from VET 112. Upon course completion, the student should be able to understand the physiological basis used for diagnostic testing and to perform the laboratory procedures outlined in the

course material. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 126 Animal Diseases and Immunology

3 semester hours
Prerequisite: Student must have completed VET 110, 112, and 114 unless special arrangements have been made with the Program.
(Lec 3 hrs)
This course is designed to acquaint the student with the importance and transmissibility of common animal diseases and with immunological principles involved in prophylaxis, treatment and recovery. Emphasis is placed on those aspects of the immune response that affect immunization and diagnosis and to familiarize the student with the common infectious diseases and immunization schedules of domestic animals. Upon course completion, the student should be able to communicate with clients regarding preventable diseases and zoonotic implications and should also be able to assist with formulation of immunization schedules for various species of animals. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 230 Vet Tech Clinics III

3 semester hours
Prerequisite: Student must have completed VET 110, 112, 114, 120, 122, 124 and 126 unless special arrangements have been made with the Program.
(Clin 9 hrs.)
This course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgery, dentistry, and clinical medicine. Topics include surgical and nursing care, dentistry, and clinical medicine. Upon course completion, those skills learned from the previous semester should be reinforced and the student should have learned new technical procedures. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 232 Anesthesia and Diagnostic Imaging

4 semester hours
Prerequisite: Student must have completed VET 110, 112, 114, 120, 122, 124 and 126 unless special arrangements have been made with the Program.
(Lec 3 hrs, Clin 3 hrs)
This course introduces the student to principles of anesthesia, diagnostic imaging, and safety. Topics include an introduction to anesthesia, patient evaluation and preparation, pre-anesthetic considerations, local anesthesia, assessing the depth of general anesthesia, injectable anesthetic drugs, inhalation anesthesia, introduction to radiography, the radiograph machine, darkroom, radiographic films, general principles of positioning, radiographic protocol, safety measures, technique charts, quality control, introduction to ultrasonography, patient preparation, and equipment controls; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to properly anesthetize and monitor animals under anesthesia, develop a technique chart, and apply the care and knowledge necessary to produce good quality radiographs and observe safety measures. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 234 Animal Pharmacology and Toxicology

3 semester hours
Prerequisite: Student must have completed VET 110, 112, 114, 120, 122, 124 and 126 unless special arrangements have been made with the Program.
Corequisite: VET 232
(Lec 3 hrs)
This course is designed to give the student exposure to veterinary drugs and teach the importance of exact calculations, proper administration, and the danger and recognition of reactions and overdosage. Topics include introduction and principles of pharmacology; antimicrobials; disinfectants; drugs affecting the nervous, respiratory, cardiovascular, and gastrointestinal systems; antiinflammatories; antiparasitics; euthanasia solutions; and pharmacy and inventory control. Upon course completion, the student should be able to properly calculate drug dosages; fill, label, and dispense medications; recognize the various classifications of drugs; and have knowledge regarding the dangers and toxicosis of various medications. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 236 Vet Microbiology and Parasitology

3 semester hours
Prerequisite: Student must have completed VET 110, 112, 114, 120, 122, 124 and 126 unless special arrangements have been made with the Program.
(Lec 3 hrs)
This course is designed to provide students with practical knowledge of common pathogens. Students will learn how to select and collect samples and data for laboratory processing or submission to another laboratory. Topics include identification of causative agents of diseases; classification and nomenclature of bacteria; morphology and physiology of bacteria; bacteria and disease; laboratory procedures in bacteriology; gram positive and gram negative bacteria; spiral and curved bacteria; actinomycetes organisms; fungi; virology; review of common small animal parasites, and equine and food animal parasitology. Upon course completion, the student should be able to properly collect and handle bacteriological specimens, identify organisms by gram staining, and have a basic knowledge of large animal parasite life cycles, as well as methods of identification of the commonly encountered parasites. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 240 Vet Tech Clinics IV

3 semester hours
Prerequisite: Student must have completed VET 110, 112, 114,120,122,124,126,230, 232, 234, and 236 unless special arrangements have been made with the Program.
(Clin 9 hrs)

This course provides students with required clinical tasks to be completed in an approved clinical site in the areas of surgical and nursing care, anesthesia, and clinical pathology. Topics include surgical, medical care and laboratory procedures. Upon course completion, the student should be proficient in those skills reinforced from previous semesters. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 242 Animal Nutrition and Laboratory Animals

3 semester hours
Prerequisite: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 230, 232, 234, and 236 unless special arrangements have been made with the Program.
(Lec 2 hrs, Clin 3 hrs)
This course is designed to acquaint the student with the basic concepts of animal nutrition and laboratory animal maintenance, husbandry, and handling. Topics include canine dietetics, feline dietetics, nutritional management of small animal disease, feeding the neonate, nutritional management of the convalescent animal, fundamentals of nutrition, principles of disease prevention, housing and equipment, job opportunities, biology of common lab animals, basic principles of research and necessity for use of lab animals, techniques, and zoonosis; required clinical tasks will be completed in an approved clinical site. Upon course completion, the student should be able to formulate a nutritional plan for the healthy and sick animal. The student should be able to handle, care for, and collect diagnostic samples and have basic knowledge of the diseases of the commonly used laboratory animals. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 244 Seminar in Veterinary Technology

3 semester hours
Prerequisite: None
(Lec 3 hrs)
This elective course is designed to review critical topics covered during the two years of the veterinary technology curriculum along with review questions and tests associated with these topics. Topics include anatomy and physiology, anesthesiology, animal care, dentistry, emergency and first aid, hospital management, laboratory animals, laboratory procedures, medical calculations, medical nursing, medical terminology, pharmacology, radiology and surgical nursing. Upon course completion, the student should be prepared for the Veterinary Technician National Exam.

VET 246 Vet Tech Large Animal Clinics

2 semester hours
Prerequisite: Student must have completed VET 110, 112, 114, 120, 122, 124, and 126 unless special arrangements have been made with the Program.
(Clin 6 hrs)
This course provides students with required tasks to be completed in an approved clinical site in the areas of large animals. Topics include: restraint, bandaging, venipunctures, radiography, patient care, medication administration. Upon course completion, the student should be able to have a working knowledge of fundamental large animal skills. Student must work a minimum of 20 hours per week in an approved Clinical Site to complete required clinical tasks.

VET 250 Vet Tech Preceptorship

6 semester hours
Prerequisite: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 230, 232, 234, 236, 240 and 242 unless special arrangements have been made with the Program.
(Prec 30 hrs)
The veterinary technology preceptorship consists of one academic semester of work experience in an approved clinical site. A student evaluation report from the clinical supervisor will be necessary for the course completion and also for meeting requirements for graduation. The clinical practice will include clinical instruction in all areas of a veterinary practice as deemed necessary by the clinical supervisor. Upon course completion, the student should be able to apply all procedures learned in the veterinarian technology program to the practice environment.

ADVISORY COMMITTEES

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

Ms. Teresa Houlditch, Committee Chair, CPA
Mr. George Adams, CPA, Public Accountant
Mr. Jesse Bryson, Program Coordinator, Banking and Finance, Jefferson State Community College
Ms. Barrett Cummings, Program Assistant, Business Management, Jefferson State Community College
Mr. Wayne Hobson, CPA, Public Accountant
Mr. Bill Lammons, Jim Walters Resources
Mr. William G. Magruder, CPA, Barber Companies
Ms. Wanda Smith, Program Coordinator, Accounting, Jefferson State Community College

Banking and Finance Advisory Committee

Mr. Sherwood Silliman, Committee Chair, Regions Bank
Mr. Randy Barton, CPA, Superior Bank
Mr. Jesse Bryson, Program Coordinator, Banking and Finance Program, Jefferson State Community College
Mr. Stephen Chazen, Unus Foundation
Dr. Rod Davidson, Retired, AmSouth Bank
Mr. Dale Dalbey, Mutual Savings Credit Union
Mr. James Dedes, Shelby County Economic and Industrial Development Authority
Ms. Beth Fox, Center for Financial Training
Ms. Kathy Goode, South Point Bank
Ms. Mary Jo Hand, BancorpSouth
Mr. David Nolen, M & F Bank
Mr. Tim Parker, CFA, Wachovia Wealth Management
Ms. Carol Skelton, Regions Bank
Ms. Gina Williams, First American Bank

Biomedical Equipment Technology Advisory Committee

Mr. David O'hern, Committee Chair
Mr. Bob Heacock, Kirklin Clinic
Mr. Larry Bowles, Biomedical Services
Mr. Jimmy Brown, Citizens Hospital, Talladega, Alabama
Mr. Tyronne Perkins, St. Vincent's Hospital
Mr. Fred Spencer, Program Coordinator, Biomedical Equipment Technology, Jefferson State Community College
Mr. Tim Townley, UAB Hospital

Business Advisory Board

Mr. Mark Jackson, Committee Chair, Protective Life Insurance Company
Mr. Rickey Bradford, Dependable Bagging, Inc.
Ms. Barrett Cummings, Program Assistant, Business Management, Jefferson State Community College
Dr. Rod Davidson, Retired, AmSouth Bank
Mr. Billy Joe Harvison, Retired, Jefferson County Board of Education
Ms. Nichole Jensen, Kevin Alexander, General Dentistry
Ms. Wanda Smith, Program Coordinator, Business Management, Jefferson State Community College

Call Center/Customer Service Advisory Committee

Ms. Tara Keith, Committee Chair, Protective Life Corporation
Ms. Diane Black, Southern Company
Ms. Bruce Bursi, Program Coordinator, Call Center/Customer Service, Jefferson State Community College
Ms. Cassandra Coleman, Alabama Power
Ms. Karen Hazelwood, Blue Cross/Blue Shield of Alabama
Mr. Vince Lovoy, Alabama Power
Mr. Randy Mitchell, AllState Insurance Company
Mr. André Paquette, AT&T
Mr. John Pamphillis, Satellites Unlimited
Ms. Sharon Sherrod, Blue Cross/Blue Shield of Alabama

Ms. Janice Shivers, Legacy Credit Union
Ms. Wyndei Thomas, Bancography
Mr. Steve Wadley, AT&T

Child Development Advisory Committee

Dr. Susan Culpepper, Committee Chair, Director Director of Student Enrollment
Harris Early Learning Center, Auburn University
Ms. Kim Braasch, Coordinator Early Learning Program, Hand in Hand Child Development Center
Ms. Ronda Charping, Director, Vestavia Hills Extended Day Program
Ms. Gayle Cunningham, Executive Director, Jefferson County Committee for Economic Opportunity
Ms. Maria Dacus, Quality Enhancement Coordinator, Child Care Services, Alabama Department of Human Resources.
Ms. Michelle Darabaris, Teacher, Leeds Elementary
Dr. Marquita Davis, Commissioner
Alabama Department of Children's Affairs
Ms. Brenae Dunaway, Family Child Care Owner, Jefferson State Community College Graduate
Dr. David Finn, Director/Associate Professor, Children's Learning Center, Samford University School of Education
Ms. Virginia Frazer, Leadership Scholarship Program Assistant, Alabama Department of Postsecondary Education Student Services Division
Ms. Brownie Giles, Early Intervention Service Coordinator, Alabama Institute for the Deaf and Blind
Ms. Kay Jennings, Executive Director, TCRC – Children's Services
Dr. Lynn Kirkland, Associate Professor, University of Alabama in Birmingham
Ms. Kathy Lounsbury, Director, Bright Horizons at Riverchase Child Development Center
Ms. Elsie McGowan, Director, St. Clair County Head Start
Ms. Jean McGuire, Director, Ready, Set, Grow CDC
Ms. Amber McKinstry, Reading Readiness Coordinator Success by Six, United Way of Central Alabama
Ms. Jan McShan, Early Childhood Education Program Specialist, Birmingham City Schools
Ms. Robin Pate, Director, First United Methodist CDC
Ms. Michelle Raybon, Project Director, T.E.A.C.H. Alabama Partnership for Children
Ms. Myra Shaw, Director of Programs, Childcare Resources
Dr. Robbie Roberts, Director of Teacher Training and Outreach, Harris Early Learning Center, Auburn University
Ms. Heather Seagle, Instructor, Child Development, Jefferson State Community College
Ms. Kay Sharp, Community Education Coordinator, Jefferson County Community Education
Dr. Carroll Tingle, Interim Department Chair, University of Alabama, Department of Human Environmental Sciences and Family Studies
Ms. Kathi Wales, Program Coordinator, Child Development, Jefferson State Community College
Parent Representatives from Jefferson, Shelby and St. Clair Counties
Alpha Beta Chi Child Development Student Club Representative

Clinical Laboratory Technology Advisory Committee

Ms. Dawn Taylor, Committee Chair, Cooper Green Hospital
Ms. Joyce Bishop, MT (ASCP) Medical Center East
Ms. Kim Bogan, MT (ASCP) St. Vincent's Hospital
Ms. Penny Vance Colburn, MT (ASCP) UAB Medical West
Mr. Tim Cumuze, B.S., MT (ASCP), Shelby Baptist Medical Center
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
Ms. Rita Kelly, MT (ASCP), Lab Corp, Brookwood
Ms. Kelley Mitcham, MT (ASCP), Trinity Medical Center
Ms. Cindy Smith, M.A., MT (ASCP), Shelby Baptist Medical Center
Ms. Wendy Warren, MT (ASCP), Clinical Laboratory Technology, Jefferson State Community College
Ms. Glenda Townsend, MT (ASCP), Baptist Medical Center - Princeton
Ms. Gisele Baskin, MT (ASCP), Childrens Hospital

Computer Science Advisory Committee

Mr. Steve Moore, Committee Chair, Amerex Corporation
Ms. Donna Cook, Chairperson, Business/Information Systems Department/Jefferson Campus, Jefferson State Community College
Mr. Hal Harris, Chairperson, Business/Information Systems Shelby Campus, Jefferson State Community College
Mr. Matthew McGuire, HealthSouth Corporation
Mr. Earl Thrailkill, O'Neal Steel
Ms. Teresa Thomas, Infinity Property and Casualty Company
Mr. David Wells, Black Creek Industries

Construction and Building Science Technology Advisory Committee

Mr. Dwight Waldrop, P.E., Committee Chair, City of Trussville
Mr. Bob Baker, Hinkle Roofing
Mr. Micah Kaufhold, Program Coordinator of Construction and Building
Science, Jefferson State Community College
Mr. Wayne Beavers, B&W Mechanical
Mr. Michael Bell, Birmingham Construction Industry Authority

Ms. Rhonda Brantley, Greater Birmingham Association of Homebuilders
Mr. Bill Caton, AGC Alabama
Mr. Jon Chesser, D. R. Horton
Mr. Chris Foster, Foster Construction
Mr. Chris Frederick, Powers and Associates
Mr. Murray Jones, Instructor, Construction and Building Science, Jefferson State Community College
Mr. Joe Kelley, Sherman Industries
Mr. Robert Kelly, Kelly Construction
Mr. Mike Lanier, Hoar Construction
Mr. Byron McCain, Construction Education Foundation of Alabama
Dr. Carmine Ruocco, Retired Program Coordinator
Mr. Greg Sizemore, BE&K Construction
Mr. Billy Simmons, Simco Construction
Mr. Chris White, Rainbow Technical Services
Mr. James Williams, Jones-Williams Construction
Mr. Randall Wormley, Capstone Building Corporation

Criminal Justice Advisory Committee

Ms. Teresa Thorne, Committee Chair, Director, City Action Partnership
Investigator Sue Ashworth, Blount County Sheriff's Department
Mr. Don Bottom, Security Engineers, Inc.
Captain Ken Burchfield, Shelby County Sheriff's Department
Director George Cooley, APOSTC Law Enforcement Academy Tuscaloosa
Lieutenant Allen Hatcher, Birmingham Police Department
Chief Jim Roberson, Jefferson County Sheriff's Department
Ms. Cecilia Tubbs, Program Coordinator, Law Enforcement, Jefferson State Community College

Emergency Medical Services Advisory Committee

Chief William Hewitt, Committee Chair, Tarrant Fire/Rescue
Mr. Joe Acker, Birmingham Regional EMS System
Chief Frank Brocato, Hoover Fire/Rescue
Ms. Jackie Dillard, Brookwood Medical Center, Emergency Department
Mr. Charles Gooch, UAB Emergency Department
Ms. Kim Hayes, Shelby Baptist Medical Center, Emergency Department
Chief Charles Morton, Director of Emergency Medical Services, Jefferson State Community College
Dr. Sarah Nafziger, UAB Emergency Department
Chief David Nathan, Birmingham Fire/Rescue Department
Ms. Nancy Shelton, St. Vincent's East Emergency Department
Chief Wayne Shirley, Chelsea Fire Department
Mr. Frank Wampol, B.L. Harbert International, LLC
Chief Donnie West, Center Point fire District

Fire Science Advisory Committee

Battalion Chief Sam Hansen, Committee Chair, Vestavia Hills Fire Department
Dr. Paula Ballard, Retired Fire Science Educator
Chief Tom Bradley, Hoover Fire Department
Chief John Bresnan, Homewood Fire Department
Chief Ivor J. Brooks, Birmingham Fire & Rescue Service
Chief Randy Davis, Irondale Fire Department
Chief Robert Ezekiel, Mountain Brook Fire Department
Chief William C. Hewitt, Tarrant Fire Department
Deputy Chief Michael Howell, Pelham Fire Department (Retired)
Chief Joseph Lynch, Irondale Fire Department (Retired)
Chief Charles Morton, Cahaba Valley Fire and Emergency Medical Rescue District (Retired)
Chief Michael O'Connor, North Shelby County Fire and Emergency Medical District
Mr. Allan Rice, Program Executive Director, Alabama Fire College
Chief James Robinson, Moody Fire Department
Chief Wayne Shirley Jr., Chelsea Fire Department
Chief Howard Summerford, Center Point Fire Department
Chief Paul Syx, Bessemer Fire Department
Roger Dale Wyatt, Program Coordinator, Fire Science, Jefferson State Community College
Chief Antonio Zaragoza, Vestavia Hills Fire Department

Funeral Service Education Advisory Committee

Mr. John R. Purdy, Committee Chair, Owner, Laughlin-Service Funeral Home, Huntsville, Alabama
Ms. Rachel Arrington, Owner, Arrington Funeral Home, Birmingham, Alabama
Ms. Sandra K. Bagwell, Owner, Gober Funeral Home, Arab, Alabama
Dr. Robert Brissie, Chief Coroner-Medical Examiner, Jefferson County
Mr. Roy Corbitt, Owner, Corbitt Brown Service Funeral Home, Tuskegee, Alabama
Dr. William Counce, Retired Program Coordinator, Funeral Service Education
Ms. Tamicha A. Davis, Director, McKenzie's Funeral Home, Tuskegee, Alabama
Mr. Aubrey Duncan, Owner, London Funeral Home, Lewisburg, Tennessee
Mr. Olin Gammage, Owner, Gammage & Sons Funeral Home, Cedartown, Georgia
Mr. Paul Gardner, Owner, Smith and Gaston Funeral Homes, Birmingham, Alabama
Mr. Norman Hobson, Owner, Foreman Funeral Home, Andalusia, Alabama
Mr. Richard L'Eplattenier, Manager, Ridout's Trussville Chapel
Mr. Joe Morrison, Jr., Owner, Morrison Funeral Home, Tuscumbia, Alabama

Mr. Dennis Russell, General Manager, Kilgroe Funeral Homes, Leeds and Pell City, Alabama
Ms. Venus Smith, Program Coordinator, Funeral Service Education, Jefferson State Community College
Mr. Sam Spry, Owner, Spry Funeral Home, Huntsville, Alabama
Mr. Bobby Stevens, President, Brown Service Funeral Homes Co., Inc., Birmingham, Alabama
Mr. James M. Upshaw, Jr., Director, McKenzie's Funeral Home, Tuskegee, Alabama
Mr. Doug Williams, Owner, Cullman Heritage Funeral Home, Cullman County Commissioner, Cullman, Alabama
President, Alabama Funeral Director and Morticians Association, Ex Officio
President, Alabama Funeral Director Association, Ex Officio
Chairman, Alabama Board of Funeral Service, Ex Officio
Batesville Casket Company, Ex Officio
DeltAurora Casket Company, Ex Officio
Milso Casket Company, Ex Officio
In Memory - Dr. A.G. Gaston, Paul Martin, and Robert B. Nolen

Hospitality/Culinary Advisory Committee

Mr. Nicholas Hartmann, Committee Chair, Corporate Chef Alabama Power Company
Mr. Doug Allen, Chef, Associate Representative, Angels Confections
Mrs. Beckey Bryant, Director of Jefferson County Schools Dietary Services
Mr. Chuck Chandler, General Manager, Hilton Hotel
Mr. Gregg Collins, U.S. Department of Labor
Mr. Larry Fikes, Marketing and Sales Director, Crown Plaza
Mr. Todd Jackson, Department Chair, Hospitality Management/Culinary Apprenticeship Instructor, Jefferson State Community College
Mr. Robert Kamm, Executive Chef, Ross Bridge Hotel
Ms. Nichole Keesey, Jefferson State Student
Mr. Steve Miller, General Manager, Ross Bridge Golf Resort and Spa
Mr. Joseph Mitchell, Director, Hospitality Management/ Culinary Apprenticeship, Jefferson State Community College
Ms. Dianah Putman, Marketing and Sales Director, Redmont Hotel
Mr. Glen Rinsky, Instructor, Jefferson State Community College
Mr. Dennis Stork, Jefferson State Graduate
Mr. Chris Townsley, Food and Beverage Director, Ross Bridge Hotel
Mr. R. T. Wargo, FMP, General Manager, Blue Cross and Blue Shield, Eurest Dining Service

Landscape Technology Advisory Committee

Mr. Charlie Thigpen, Committee Chairperson, Southern Progress Corporation
Ms. Carol Barton, Barton's Greenhouse and Nursery, Inc.
Ms. Abby Hyatt, DSLD Land Management
Mr. Joel Gaston, City of Vestavia (student representative)
Ms. Rebecca "Abby" Hyatt, DSLD Land Management
Mr. Larry Quick, Aldridge Gardens
Mr. Daniel Strickland, John Deere Landscapes
Mr. Stephen Strong, Program Coordinator, Landscape Technology, Jefferson State Community College
Mr. George "Rip" Weaver, The Town of Mt. Laurel
Ms. Audrey Ann Wilson, Birmingham Botanical Gardens

Manufacturing and Technology Advisory Committee

Mr. Jeff Hill, Committee Chair, O'Neal Steel Inc.
Mr. Gary Anderson - Tricon Metals
Mr. Larry Anthony, U.S. Steel
Ms. Suzanne Barnett, Southern Company
Mr. Dean Bishop, ABC Coke Company
Ms. Kim Boettner, Rockwell Automation
Mr. Russ Bradley, ACIPCO
Mr. Dan Caldwell, Vulcan Industries
Mr. Tom Claud, Southland Tube
Ms. Regina Coleman, Zorn Molds
Ms. Donna Cottingham, ACIPCO
Ms. Jan Davis, CMC Steel
Mr. Tre Debro, CMC Steel
Mr. Troy Gurkin, Lincoln Electric
Ms. Kay Harris, Jefferson County School System
Dr. Andy Hatley, Director, Manufacturing Technology, Jefferson State Community College
Mr. Clay Johnston, NORTRAK
Mr. Harvey Knighten - ALTEC Industries, Inc.
Mr. David McMahan, Lincoln Electric
Ms. Jennifer McWilliams, Nidek Medical
Ms. Christina Oliver, Jefferson State Community College
Dr. Marti Rizzuto, Tarrant City School Systems
Ms. Tonya Rogers, CMC Steel
Mr. Bradley Russell- ACIPCO
Mr. John Sheppard, Thompson Tractor
Mr. Lyle Shepperly, Pico Company
Mr. Shawn Smith, O'Neal Steel Inc.
Mr. Alan Spajer, U. S. Steel Company

Mass Communications Advisory Committee

Mr. Gary Richardson, Committee Chair, President, Richardson Broadcasting Corporation, General Manager WJLD Radio
Mr. Geoff Carlisle, President, Jamm Entertainment Services
Mr. Ray Edwards, Program Coordinator, Mass Communications, Jefferson State Community College
Ms. Pam Huff, News Anchor, ABC 33/40 Television

Mr. Bob Mayben, Regional Sales, S.C.M.S., Inc.
Mr. Mike Royer, News Anchor, Channel 13
Ms. Sharon Tinsely, Executive Director, Alabama Broadcasters Association, Birmingham

Nursing Education Program Advisory Committee

Ms. Carolyn B. Chalkley, R.N., Committee Chair, Coordinator Academics & Accreditation, Brookwood Medical Center
Ms. Jennifer Beasley, R.N., Director of Education, Alacare Home Health & Hospice
Ms. Beth Clark, Staffing Manager/Nursing Finance Officer, St. Vincent's East
Ms. Carol Crow, R.N., Director of Nursing, Trinity Medical Center
Ms. Jennifer Dardy, R.N., Chairperson Night/Weekend R.N. Track, Jefferson State Community College
Ms. Mary Ann Davis, R.N., Director of Hospital Education, Carraway Methodist Medical Center
Ms. Suzanne Dupree, R.N. Department Chair for Nursing - Shelby Campus, Jefferson State Community College
Ms. Bonnie Glass, R.N. Director of Nursing, Jefferson State Community College
Mr. John Hannah, Administrator, East Glen Nursing Home
Ms. Glenda Harper, Administrator, Covenant Place
Ms. Nancy Holland, R.N., Nurse Manager, 4-Main, Trinity Medical Center
Ms. Amy Holtam, Clinical Professional Recruiter, Shelby Baptist Medical Center
Dr. Alberta McCaleb, R.N., Chair of Undergraduate Studies, University of Alabama School of Nursing, University of Alabama at Birmingham
Ms. Josephine McDonald, Community Representative
Ms. Naomi McKinney R.N. Nurse Manager Neuro Intensive Care Unit, UAB Hospital
Ms. Brenda O'Neal, R.N. Department Chair for Nursing Jefferson Campus, Jefferson State Community College
Mr. Mark Parker, R.N., Assistant Director of Nursing UAB Medical West
Ms. Carrie Sanders, R.N., Clinical Manager Child and Adolescent Unit, Hillcrest Hospital
Dr. Nina Sanders, Dean Ida Moffett School of Nursing Samford University
Ms. Linda Thomas, Manager, Education Department, Trinity Medical Center
Ms. Supora Thomas, R.N., Senior Vice President of Nursing/CNE, The Children's Hospital of Alabama
Ms. Sarah Williamson, R.N., Director of Patient Care Services, HealthSouth Lakeshore Rehab Hospital
Ms. Regina Yarbrough, R.N., Director of Medical Nursing, Baptist Medical Center, Princeton

Office Information Systems Advisory Committee

Mr. Douglas Rogers, Committee Chair, Attorney-at-Law
Ms. Lisa Bowman, Sr. Administrative Assistant, Motion Industries
Mr. Fred Brannon, Assistant Manager, Information Services, American Cast Iron and Pipe Company
Ms. Billie Sue Hulsey, Community Representative
Mr. Ed Logan, Farmer's Insurance Company
Ms. Nelta Miller, Director, Placement Services, Birmingham Bar Association

Physical Therapist Assistant Advisory Committee

Mr. Bill Huber, PT, Committee Chair, Orthopaedic Specialists of Alabama
Mrs. Elisabeth Bernier, LPTA, BS HealthSouth Corporation
Ms. Jeannie Box, LPTA
Mr. Tracy Causey, MSPT, Rehab Associates
Mrs. Lisa Dunn, LPTA, UAB Acute Care
Mr. Brian King, MSPT, UAB, Spain Rehab Center
Mr. Jon Lamb, MSPT, Rehab Associates
Ms. Leslie Naugher, LPTA, Academic Coordinator of Clinical Education, Physical Therapist Assistant Program, Jefferson State Community College
Mrs. Kathryn Stanford, MSPT, UAB Sports Medicine
Mrs. Kathi Wiley, PT, OCS, Therapy South
PTA Student Representative

Radiologic Technology Advisory Committee

Mr. Rick Kolaczeck, R.T., (ARRT) (R), Committee Chair Assistant Director of Radiology, Trinity Medical Center
Ms. Sharon Barnes, R.T. (ARRT) (R), Technologist, Emageon
Ms. Christie W. Bolton, MA Ed R.T. (ARRT) (R), Program Coordinator, Radiologic Technology, Jefferson State Community College
Mr. Chris Cumbest, R.T., Manager, Radiology, UAB Highlands
Mr. Jeff Daniels, R.T., Director of Medical Imaging, St. Vincent's Hospital
Ms. Sharon Douglas, B.S.R.S. (AART) (R), Radiologic Technology Laboratory Instructor
Ms. Dana Ellis, RN, MSN; Administrative Director, UAB Hospital
Ms. Annette W. Ferguson, M.S.R. S, R.T. (ARRT) Radiologic Technology Clinical Coordinator
Ms. Lynne Hamer, R.T. (ARRT) (R), Director of Radiology, Children's Hospital
Mr. Johnny Karr, R.T.,(ARRT) (R), Medical Imaging Director, Medical Center East
Mr. Don King, R.T.,(ARRT) (R), Radiology Manager. St. Clair Regional Hospital
Ms. Terri Laymons, R.T. (ARRT), Assistant Director of Radiology, Baptist Medical Center - Princeton

Mr. Stevie Lee, R.T. (ARRT) (R), Medical Imaging Director Cooper Green Hospital
Mr. Lee Morris, R.T. (ARRT)(R), Director of Radiology UAB Medical West
Mr. Clarence Ray, Dean of Health and Biological Sciences
Ms. Susan Staniszewski, R.T. (ARRT) (R), Director of Radiology Baptist Medical Center Shelby
Ms. Gay Utz, R.T. (ARRT) (R), Program Director, Radiologic Technology, Gadsden State Community College
Ms. Pam White, RT Director of Radiology, Kirklin Clinic
Student Representative, ARTS President

Clinical Instructors from each clinical affiliate St. Vincent's Hospital, Medical Center East, UAB Medical West, BMC Princeton, Trinity Medical Center, Shelby Baptist, The Children's Hospital, St. Clair Regional, Cooper Green, UAB Hospital, UAB Highlands, Kirklin Clinic

Talent Search Advisory Committee

Ms. Nancy Beauchamp, Director, Career and Job Resource Center, Jefferson State Community College
Ms. Yvette Busby, Director, Upward Bound, Jefferson State Community College
Ms. Constance Davis, Hudson Middle School Counselor, Birmingham City Schools
Mr. Christopher Grindle, Director of Adult Education, Jefferson State Community College
Dr. Sandra Harrell, Birmingham City Schools
Dr. Elaine Hill, Birmingham City Schools
Mr. Mike Hobbs, Director, Enrollment Services, Jefferson State Community College
Ms. Barbara Holman, Project Director, New Options, Jefferson State Community College
Dr. Linda Hooton, Director, Student Services, Jefferson State Community College
Ms. Alice Parker, Bush Middle School Counselor, Birmingham City Schools
Ms. Evelyn Rhodes, Huffman High School Counselor, Birmingham City Schools
Ms. Kimberly Seller-Hall, Smith Middle School Counselor, Birmingham City Schools
Ms. Beverly Stewart, Huffman High School Counselor, Birmingham City Schools
Ms. Zondral Stewart, PTA President, Smith Middle School

Veterinary Technology Advisory Committee

Dr. Jan Strother, D.V.M., North Alabama Cat and Bird Veterinary Clinic, Committee Chair
Dr. William Allen, D.V.M., Allen Animal Clinic
Ms. Kiersten Atkinson, L.V.T., Jefferson State Community College Alumni
Mr. Don Bowden, Bayer Animal Health
Ms. Tammy Carter, L.V.T., Webster Veterinary Supply
Ms. Theresa Chandler, Executive Director, Alabama Board of Veterinary Medical Examiners
Ms. Patricia A. Christman, Executive Secretary, Alabama State Board Veterinary Medicine
Dr. James Corte, D.V.M., Fairhope Animal Clinic
Dr. Brad Fields, D.V.M., M.P.H, Director of Emergency Programs, State of Alabama Department of Agriculture and Industries
Ms. Sandy Foster, L.V.T., Emergency and Specialty Animal Medical Center
Dr. Charles Franz, D.V.M., Executive Director of ALVMA
Dr. Tony Frazier, D.V.M., Alabama Department of Agriculture and Industries
Dr. Donald Goodwin, D.V.M., Goodwin Animal Hospital
Dr. Brad Harris, D.V.M., Dothan Animal Hospital
Dr. Robert "Bobby" Horne, D.V.M., Tuskegee University
Dr. Greg Kelly, D.V.M., Chelsea Animal Hospital
Dr. Lewis McCurdy, D.V.M., McCurdy Animal Hospital
Ms. Jacque Meyer, Director, Birmingham Humane Society
Dr. Ed Murry, D.V.M., Coosa Valley Equine Center, P. C.
Dr. Tom Nelson, D.V.M., Animal Medical Center of Anniston
Dr. Michael Newman, D.V.M., Veterinary Regional Referral Hospital
Dr. H. Winston Pirtle, Sr., D.V.M., J.D., Veterinarian/ Attorney at Law
Ms. Natalie Royer, L.V.T., Auburn University College Veterinary Sciences, Department of Clinical Sciences
Dr. E. Marie Rush, D.V.M., The Birmingham Zoo
Dr. Glenn Sexton, D.V.M., Consultant/Instructor Jefferson State Community College
Dr. Jan Strother, D.V.M., North Alabama Cat and Bird Veterinary Clinic
Dr. Libby Coleman Todd, D.V.M., Alabama Veterinary Medical Association
Dr. Christie Kimbrell, Director of Veterinary Technology, Jefferson State Community College
Dr. Scott White, D.V.M., Tidmore Veterinary Clinic
Ms. Debbie Whitten, L.V.T., University of Alabama at Birmingham
Dr. Jerome Williams, D.V.M., Red Mountain Animal Clinic
Ms. Teresa Yalch, L.V.T.,Veterinary Surgical Center of Birmingham

PERSONNEL

ADMINISTRATION

Judy M. Merritt ..... **President**
B.S., University of Alabama
M.A., University of Alabama
Ph.D., University of Alabama

Joe Morris ..... **Vice President**
B.S., University of Montevallo
M.A., University of Alabama
Ph.D., University of Alabama

Anita Norton ..... **Dean of Instruction, Chief Instructional Officer**
B.S.N., University of Alabama at Birmingham
M.S.N., University of Alabama at Birmingham

Norma Grant Bell ..... **Dean, Career & Technical Education**
B.S., University of Alabama
M.B.A., Jacksonville State University

Keith A. Brown ..... **Dean, Campus Development/Campus Services**
A.A., Jefferson State Community College
B.A., University of Alabama
J.D., University of Alabama

Michael Hobbs ..... **Dean, Enrollment Services**
B.S., University of Alabama at Birmingham
M.A., University of Alabama at Birmingham
Ph.D., Mississippi State University

Linda J. Hooton ..... **Director, Student Services**
B.S., University of North Alabama
M.A., University of Alabama
Ed.D., University of Alabama

Clarence Ray ..... **Dean, Center for Health and Biological Sciences**
B.S., Knoxville College
M.A., Fisk University

Mary Watson ..... **Director, Financial Services**
B.S., University of Alabama at Birmingham

J. Brian Wilkinson, C.P.A. ..... **Business Manager**
B.S., Springhill College

FACULTY

Transfer/General Studies Division - Jefferson Campus

Ali Yazdi ..... **Associate Dean, Transfer/General Studies Division - Jefferson Campus**
B.S., Tabriz University
M.S., University of Tennessee
Ph.D., University of Tennessee

Business/Information Systems Department

Donna D. Cook ..... **Chairperson, Jefferson Business/Information Systems Department**
A.S., Jefferson State
B.S., Union University
M.S., University of Alabama at Birmingham

William R. Blanton ..... **Economics**
B.S., University of Alabama at Birmingham
M.B.A., Samford University

Alan P. Cook ..... **Computer Science**
B.S., Auburn University
M.S., University of Alabama

Wade Crawford ..... **Computer Science**
B.S. Jacksonville State University
M.S. Jacksonville State 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 Assistant, Accounting/Business Management**
B.S., Birmingham-Southern College
M.Acc., Birmingham-Southern College

Tiffany Todd ..... **Business**
B.S., University of Alabama at Birmingham
M.B.A., University of Mississippi

Clyde T. White ..... **Economics**
B.S., University of Alabama
M.B.A., University of Alabama
D.B.A., Mississippi State University

Communications Department

Eula H. Thompson ..... **Chairperson, Jefferson Communications Department**
B.S., Alabama State University
M.A., Mississippi University for Women

Guyanne Baker ..... English
B.S., Bob Jones University
M.A., University of Alabama at Birmingham

Katherine Boyer ..... English
B.A., Lipscomb University
M.A., University of Washington

Robert Burnham ..... English
B.A., University of Southern Mississippi
M.S., University of Southern Mississippi

Kristin M. Henderson ..... English
B.S., University of Alabama
M.A., University of Alabama at Birmingham

Doris R. Johnson ..... English
B.A., Tougaloo College
M.A., Washington State University

Robert W. Renshaw ..... Speech
B.S., Murray State University
M.S., Murray State University

Christina Woods ..... English
B.S., University of Tennessee
M.S., University of Tennessee

Liberal Arts Department

Jessica Hall Kaufhold ..... Chairperson, Jefferson Liberal Arts Department, Music/Choir Director
B.M.E., Birmingham-Southern College
M. Mus., Louisiana State University

Patrick Armstrong ..... History
B.S., Samford University
M.A., University of Alabama
Ed.D., University of Alabama

Shelley Coley ..... Psychology
B.S., Jacksonville University
M.S., Jacksonville University

Angela R. Ford ..... Psychology
A.A., Wallace State Community College
B.A., Athens State University
M.S., Jacksonville 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

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

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

Robert Wallace ..... Mathematics
B.S., University of Alabama at Birmingham
M.S., University of Alabama at Birmingham
Ph.D, University of Alabama at Birmingham

Sam White ..... Mathematics
A.B., Miles College
M.A., University of Alabama
Ed.S., University of Alabama

Transfer/General Studies Division - Shelby-Hoover Campus

Jeanette Rogers ..... Associate Dean, Transfer/General Studies Division-Shelby-Hoover 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-Hoover Business/Information Systems Department
B.S., Auburn University
M.B.A., University of Alabama at Birmingham

Thomas Battles ..... Computer Science
B. S., University of Alabama
M. S., University of Alabama

Barrett Cummings ..... Program Assistant, Accounting/Business Management
B.S., University of Alabama
M.Acc., University of Alabama
M.B.A., University of Alabama at Birmingham

Justin Fisher ..... Business
B.S., Mississippi State University
M.S., Mississippi State University

Linda Dobyns ..... Computer Science
B.S., University of Alabama at Birmingham
M.B.A., University of Alabama at Birmingham
M.I.T., American Intercontinental University

Mildred Lanier.....**Business**
B.A., Samford University
M.M., University of Oklahoma
M.P.P.M, Birmingham Southern College

Sandi Logan..... **Program Assistant, 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

Communications Department

Liesl Ward .....**Chairperson, Shelby-Hoover Communications Department**
B.A., Samford University
M.A., University of Alabama at Huntsville
Ph.D., University of Illinois at Urbana-Champaign

Connie Caskey.....**English/Speech**
B.A., University of Montevallo
M.A., University of Montevallo

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

Summer Powell..... **Speech**
B.S., University of Mobile
M.A., University of South Alabama

Janice Stuckey ..... **Speech/Director, Forensics**
B.A., University of Alabama at Birmingham
M.A., University of Alabama
Ph.D., University of Alabama

Mark Youngblood .....**English**
B.A., University of Mississippi
M.A., University of Alabama at Birmingham

Liberal Arts Department

J. Kyle Irvin .....**Chairperson, Shelby-Hoover Liberal Arts Department**
B.S., Samford University
M.A., University of Alabama at Birmingham

Michael Cothran .....**Anthropology**
B.S., University of Miami at Coral Gables
M.A., University of Alabama

J. Tyra Harris.....**Psychology**
B.A., Vanderbilt University
M.A., East Tennessee State University
D.A., Middle Tennessee State University

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

Yu-ing Hargett.....**Chairperson, Shelby-Hoover Mathematics/Engineering/Physical Sciences Department**
B.S., University of Alabama at Birmingham
M.S., University of Alabama at Birmingham

Rebecca Giles .....**Mathematics**
A.S., Jefferson State Community College
B.S., University of Alabama at Birmingham
M.A., University of Alabama at Birmingham
Ph.D., University of Alabama

Landon Jones.....**Mathematics**
A.S., Southwest State Technical College
B.S., Stillman College
M.S., Alabama State University

Konstantinos Theodorou.....**Mathematics**
B.S., University of Alabama
M.S., University of Alabama
H.N.D., Southampton College of Technology

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

Distance Education Division

Alan B. Davis .....**Associate Dean, Distance Education**
B.S., University of Alabama at Birmingham
M.S., University of Alabama at Birmingham
M.A., University of Alabama at Birmingham

Zachary Alexander...... **History**
B.S., University of Montevallo
M.A., Mississippi State University

Shay M. Culbertson......**Spanish**
B.A., Auburn University
M.A., Auburn University

Sharon DeVaney Lovinguth,.....**English**
B.F.A., Stephens College
M.A., University of Alabama at Birmingham
Ph.D., University of Alabama

Marisa J. Jones.....**Speech**
B.S., Auburn University
M.S., Auburn University

Sarah Luckadoo ..... **Psychology**
B.S., South Dakota State University
M.A., Minnesota State University

Wilmer Luna ..... **Spanish**
B.A., University of Alabama
M.A., University of Alabama
Ph.D., University of Alabama

Valerie McComb ..... **Distance Education Instructional Technology Specialist**
M.S., Samford University
B.A.,University of Alabama at Birmingham

Kevin Townes ..... **Speech**
B.S., University of Montevallo
M.A., University of Montevallo

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

Amanda Kin ..... **Chairperson Jefferson Biology**
B.S., Ohio State University
M.S., Ohio State University

Kelley Black ..... **Biology**
B.S., Auburn University
M.S., Clemson University
Ph.D., University of Alabama at Birmingham
M.Ed., University of Montevallo

Michelle Haube ..... **Biology**
B.S., Bowling Green State University
M.ED., University of Toledo
M.S., Bowling Green State University

Darren Moss ..... **Biology**
B.S., Miles College
M.S., Alabama A & M University

Martha Ross ..... **Biology**
B.S., University of Alabama
M.S., University of Alabama
M.A., University of Alabama at Birmingham

Charles J. Venglarik ..... **Biology**
B.S., University of Detroit
M.S., University of Detroit
Ph.D., University of Michigan

Biology Department - Shelby-Hoover Campus

Nakia R. Robinson ..... **Chairperson, Shelby-Hoover Biology Department**
B.S., Alabama State University
M.S., Alabama State University

Thomas Baker ..... **Biology**
B.A., Denison University
M.S., Purdue University

Meena Bej ..... **Biology**
B.Sc., University of Calcutta
M.Sc., University of Calcutta
Ph.D., University of Louisville

Stephanie Miller ..... **Biology**
B.S., Alabama State University
M.S., Alabama State University

Julie Parker ..... **Biology**
B.S., Puachita Baptist University
Ph.D., University of Alabama at Birmingham

Sharla Phipps ..... **Biology**
B.S., Tulane University
Ph.D., University of Alabama at Birmingham

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

Wendy Sweatt, M.T. ..... **Clinical Laboratory Technology**
A.S., Jefferson State Community College
B.S.A.H., University of Alabama at Birmingham
M.S. CLS, University of Alabama at Birmingham

Emergency Medical Services Program

Charles Morton ..... **Director, Emergency Services**
A.A.S., Jefferson State Community College
B.S., University of Alabama at Birmingham

Stacy Clark ..... **EMS Instructor**
A.A.S., Bevill State Community College

Robert Dreyfus ..... **EMS Instructor**
B.S., Jacksonville State University
EMT Paramedic, University of Alabama at Birmingham

James Norris ..... **EMS Instructor**
B.S., Jacksonville State University
M.A.E., University of Alabama at Birmingham

Nursing Department

Bonnie Glass, R.N. .....Director of Nursing
B.S.N., University of Alabama at Birmingham
M.S.N., University of Alabama at Birmingham

Nursing Department - Jefferson Campus

Brenda O'Neal, R.N. .....Campus Chairperson Nursing - Jefferson Campus
B.S.N., Tuskegee 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

Anita B. Bogan, R.N. ..... Nursing
B.S.N., University of Alabama at Birmingham
M.S.N., University of Alabama at Birmingham

Vicki Cosby, R.N ..... Nursing
B.S.N., University of Alabama at Birmingham

Linda Hooper, R.N…….. ..... Nursing
B.S.N., University of Alabama at Birmingham
M.S.N., University of Alabama at Birmingham

Barbara Moore, R.N. ..... Nursing
B.S.N., Spalding University
M.S.N., University of Kentucky
D.S.N., University of Alabama at Birmingham

Venius Turner, R.N. ..... Nursing
B.S.N., Medical College of Georgia
M.S.N., Medical College of Georgia

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. ..... Nursing
B.S.N., Troy State University
M.S.N., University of Alabama at Birmingham
D.S.N., University of Alabama at Birmingham

Nursing Department – Night/Weekend RN Track

Jennifer Dardy, R.N..... .Chairperson, Night/Weekend R.N. Track
B.S.N., Alverno College
M.S.N., University of Wisconsin

Sara Nasworthy, R.N. ..... Nursing
B.S.N., University of West Georgia
M.S.N., University of Alabama at Birmingham

Page Cumbee, R.N..... Nursing
M.S.N., Samford University

Marvin Shelton, R.N ., F.N.P. ..... Nursing
B.S.N., Valdosta State College
M.S.N., Northwestern State University of Louisiana
Ph.D., University of Alabama

Nursing Department – LPN Program

Audrey Jones, R.N..... Nursing
B.S.N., Southern Adventist University
M.S.N., Walden University

Leigh Kirkwood, R.N. ..... Nursing
B.S.N., Samford University
M.S.N., Samford University

Mary Russell, R.N. ..... Nursing
B.S.N., University of Alabama
M.S.N., Samford University

Nursing Department - Shelby-Hoover Campus

Suzanne Dupree, R.N. .....Campus Chairperson, Nursing - Shelby-Hoover Campus
B.S.N., Samford University
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

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

Cindy Danley, R.N..... Nursing
B.S.N. Troy State University
M.S.N., Troy State University

Patricia W. Havard, R.N..... Nursing
B.S.N., University of Alabama
M.S.N., University of Alabama at Birmingham

Wanda Hayes, R.N. ..... .Nursing
B.S.N., Jacksonville State University
M.S.N., Jacksonville State University

Patricia D. Haywood, R.N. ..... .Nursing
B.S.N., Samford University
M.S.N., University of Alabama at Birmingham

Anita Naramore R.N..... Nursing
B.S.N., University of Alabama at Birmingham
M.S.N., University of Alabama at Birmingham

Gena Richardson, R.N..... Nursing
B.S.N., Jacksonville State University
M.S.N. University of Alabama at Birmingham

Jajuana Thrash-Smith, R.N. ..... Nursing
B.S., University of Alabama
M.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

Cathy Barrow Brown ..... **Physical Education**
M.A., University of Alabama at Birmingham

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

Physical Therapist Assistant Program

Leslie Naugher, LPTA ..... **Academic Coordinator, Clinical Education Physical Therapist Assistant Program**
A.A.S., Jefferson State Community College
B.S., Jacksonville State University

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 Ferguson ..... **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

Automotive Manufacturing Technology Program

Andy Hatley ..... **Director, 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

Christina Oliver ..... **Instructor, Manufacturing Technology/ Construction and Building Science Technology**
B.S.M.E., University of Alabama

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

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

Call Center Program

Bruce Bursi ..... **Program Coordinator, Call Center**

Child Development Program

Kathi Wales ..... **Program Coordinator, Child Development**
B.A., Samford University
M.A., University of Alabama at Birmingham

Heather Seagle ..... **Instructor, Child Development**
B.S., University of Alabama
M.S., University of Alabama

Construction and Building Science Technology Program

Micah Kaufhold ..... **Program Coordinator, Construction and Building Science Technology**
A.S., Jefferson State Community College
B.S., Auburn University

Murray Jones ..... **Instructor, Construction and Building Science Technology**
B.S., University of Alabama at Birmingham
M.S., University of Alabama at Birmingham

Fire Science Program

Roger Wyatt ..... **Program Coordinator, Fire Science**
B.S., Athens State University

James Mulkey ..... **Instructor, Fire Science**
B.S., Bellevue University

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

Funeral Service Education Program

Venus N. R. Smith ..... **Program Coordinator Funeral Service Education**
A.A.S., Jefferson State Community College
B.S., Virginia State University
M.Ed., University of Montevallo
Alabama Licensed Funeral Director and Embalmer

Jzyk Ennis, CFSP ..... **Instructor, Funeral Service Education**
A.A.S., Jefferson State Community College
B.S., Auburn University
M.P.A., University of Alabama at Birmingham
Alabama Licensed Funeral Director and Embalmer

Hospitality Management/ Culinary Apprenticeship

Joseph D. Mitchell ..... **Director, 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 ..... **Department Chair, Hospitality Management/Culinary Apprenticeship**
A.A.S., Jefferson State Community College
Certified Sous Chef, American Culinary Federation
Certified Food Safety Manager, National Restaurant Association

Jason Bierley ..... **Restaurant Chef/Lab Instructor**
AOS, Culinard at Virginia College

Jim Colwell ..... **Purchasing Manager/ Instructor**
B.A. Western Michigan University
M.A. Cleveland State University

Glenn Rinsky ..... **Culinary Instructor, Hospitality Management/Culinary Apprenticeship**
A.O.S., Culinary Institute of America
B.A., Virginia College
M.A., Capella University
Certified Executive Pastry Chef, American Culinary Federation
Certified Executive Chef, American Culinary Federation
Certified Culinary Educator, American Culinary Federation

Interior Design Program

Carolyn Sockwell, ASID, IDEC ..... **Program Coordinator, Interior Design**
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

Stephen Strong ..... **Program Coordinator, Landscape Technology**
B.S., Auburn University
M.S., Auburn University

Manufacturing and Technology Program

Andy Hatley ..... **Director, 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

Christina Oliver ..... **Instructor, Manufacturing Technology/ Construction and Building Science Technology**
B.S.M.E, University of Alabama

Radio and TV Broadcasting Program

Raymond Edwards ..... **Program Coordinator, Radio and TV Broadcasting**
B.S., University of Alabama
M.A., Southwestern

Veterinary Technology Program

Christina Kimbrell ..... **Director, Veterinary Technology Program**
B.S., Mississippi State University
D.V.M., Mississippi State University

Michelle Campbell ..... **Instructor**
A.A.S., Snead State Community College

Kristi Rodas ..... **Instructor**
A.A.S., Snead State Community College

Librarians

Judy K. Dawson..... Information Services Librarian
B.S., Auburn University
M.L.S., Peabody College
Ed.S., University of Alabama

Lynda G. Dickinson ..... Coordinator, Learning Resources, Shelby Campus
B.S., Jackson State University
M.L.S., University of Alabama

Dusty Folds.....User Services Librarian
B.A., Samford University
M.L.S., University of Alabama

Advisors

Ollena Brown ..... Coordinator of WIA and General Student Advisor
B.S., Alabama State University

James G. Buxton..... Advisor
A.S., Jefferson State Community College
B.S., University of Alabama at Birmingham
M.A., University of Alabama

Libby Holmes..... Advisor, Student Services Specialist
B.S., Auburn University
M.A., University of Alabama at Birmingham

Kathleen Johnson..... Advisor
B.S., National University Galway, Ireland

Tiffany Lane ..... Pre-Nursing and Allied Health Advisor
A.S., Jefferson State Community College
B.S.W., Jacksonville State University

Kimberly Rigg .....Academic Advisor, Shelby
B.S., University of Montevallo

Administrative

Staff

Tracy Adams.....Director, Financial Aid
B.S., Auburn University

Jerri Ayers..... Coordinator Risk Watch Program

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

Cindy Bobo.....Associate Director of Admission and Retention
B.S., University of Alabama

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

Gwendolyn Brown..... Adult Education Instructor
B.A., Miles College

Yvette Busby..... Director, Upward Bound
B.S., Jarvis Christian College
M.S., Samford University

Andrew Carlson.....Assistant Baseball Coach
B.A., University of Pittsburg

Danielle Coburn.....Director of Instructional Sites
B.S., Auburn University at Montgomery
M.E., Auburn University at Montgomery

Ched Cole.....Restricted Accountant
B.S., University of Alabama at Birmingham

Chad Cook..... Senior Analyst
A.S., Wallace State Community College
B.S., University of Alabama at Birmingham

Colin Eubanks..... Instructional Technology Specialist
B.S., University of Alabama at Birmingham

Tara F. George.....Institutional Research Analyst
B.S., Tuskegee, University
M.P.A., Indiana University

Shannon Ginn.....Assistant Director, ACT Center
B.S., University of Alabama at Birmingham
M.A.E., University of Alabama at Birmingham

Barbara Goss..... Director of Learning Resource Centers
B.A., University of Montevallo
M.L.S., University of Alabama

Philip Guinn.....Coordinator of Testing and Assessment
B.S., University of Alabama at Birmingham
M.A.E., University of Alabama at Birmingham

Christopher Grindle..... Director of ACT Center
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

Barbara Holman ..... **Project Director, New Options**
A.A.S., Jefferson State Community College
B.A., Stillman College

Denise Hornbuckle ..... **Director Highway Traffic Safety**
B.S., University of Alabama at Birmingham
M.A.E., University of Alabama at Birmingham
Ed.S., University of Alabama at Birmingham

Arlene Howell ..... **Executive Assistant to the President**
A.A.S., Jefferson State Community College

Anthony Johnson ..... **Housekeeping Supervisor**

Grace Kelly ..... **Director, Community Development**
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

Heather Lawley ..... **Administrative Assistant to Dean of Enrollment**
B.A., University of Montevallo
M.A.E., University of Alabama at Birmingham

Alisha LeMaster ..... **A.D.A. Director**
B.S., University of Alabama at Birmingham

Jean Masters ..... **Adult Education Instructor**
B.S., University of Montevallo

Theresa Mays ..... **Financial Aid Counselor**
B.A., Auburn University
M.P.A., Troy University

Gregory McCallister ..... **Computer Applications Support Specialist**
B.B.A., Mesa State College

Pat McConnell ..... **Administrative Assistant to Dean of Career & Technical Education**

Lesia McGaha ..... **Administrative Assistant to Dean of Instruction/Chief Instructional Officer**

Freddie McJenkins ..... **Programmer Analyst**
B.A., University of Alabama

Melissa McLemore ..... **Adult Education Instructor**
B.A., Samford University
M.B.A., Samford University

Bill Mixon ..... **Director of Physical Plant**

Stephen Moore ..... **Network/Database Administrator**
B.A., University of Alabama at Birmingham

David Morris ..... **Assistant Director, Financial Services**
B.A., University of Alabama
M.Acc., University of Alabama at Birmingham

Lillian Owens ..... **Director of Admissions and Retention**
B.A., Fisk University
M.A., University of Alabama at Birmingham

Stephen Parker ..... **Distance Education Testing Specialist**
B.A., University of Alabama at Birmingham

Mark Partain ..... **Instructional Technology Specialist**
B.A., University of Alabama at Birmingham
M.A., University of Montevallo

Tamara Payne ..... **Director Educational Talent Search**
B.A., Auburn University
M.A.E., Auburn University
Ph.D., University of Alabama at Birmingham

Kay Potter ..... **Director, Center for Community and Corporate Education**
B.A., University of Alabama at Birmingham

Patricia Putnam ..... **Director, Articulation**
B.S., Mississippi University for Women
M.A., University of Alabama

Bruce Relihan ..... **Landscape/Grounds Director**
B.S., Kansas State University

Teresa Renshaw ..... **Administrative Assistant to the Athletic Director**
A.S., Jefferson State Community College

Tammie Richey ..... **Information Technology Special Projects Coordinator**
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

D. Guinn Robinson ..... **Coordinator of Resource Development**
B.S., Auburn University
M.A., University of Alabama at Birmingham

Adrienne Rowland ..... **Academic Coordinator/ Upward Bound**
B.A., Spelman College
M.B.A., Clark Atlanta University

Karen Royster ..... **Developmental Reading and Learning Assistance Director**
B.S., Knoxville College

Ruby Russell ..... **Director, Human Resources**
A.S., Cumberland School of Law, Paralegal Studies, Samford University
B.S., Faulkner University

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

Nadia Shalaby ..... **Highway Safety Educator**
B.S., University of Alabama at Birmingham
M.S., Jacksonville State University

Amy Sipper ..... **Educational Programs Career Counselor**
B.S., Auburn University

Bill St. John ..... Programmer/Analyst, IRIR
A.S., Jefferson State Community College
B.S., University of Alabama at Birmingham

Mary Streetman ..... Administrative Assistant to the Vice President
A.A.S., Jefferson State Community College

Rodney Thompson ..... Associate Director of Admission and Retention
B.S., Alabama State University

Elaine Tindill-Rhor ..... Programmer Analyst
B.S., Mississippi University for Women

Stephanie Tinsely ..... Coordinator, Continuing Education
A.A.S., Jefferson State Community College
B.A., Faulkner University

Wesley Truitt ..... Assistant Softball Coach
B.A., University of Alabama

Peggy Vandergrift ..... Director, Information Technology
B.S., Birmingham Southern College

Anthony Warren ..... Director, Student Support Services
B.A., Miles College
M.A., University of Alabama at Birmingham

Pamela Mitchell White ..... Fiscal Analyst/Accountant
B.S., Alabama State University

Chris Williams ..... Director of Maintenance-Shelby-Hoover

Shain Wilson ..... Payroll Director
A.S., Jefferson State Community College
B.S., University of Alabama at Birmingham

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

Teresa G. Archer ..... Office Manager
Bonnie Bailey-Self ..... Executive Secretary I
Jill Barnett ..... Police Officer
Dorothy Bates ..... Building Aid
Derek Beck ..... Groundskeeper
Adam Benjamin ..... Groundskeeper
Archie Berry ..... Building Aid
Velma Blanton ..... Building Aid
Emil Boackle ..... Culinary Lab Tech
Arlene Brown ..... Personnel Specialist
Cathy Brown ..... Executive Secretary I
Ken Brown ..... Floor Refinisher
Robert Boyd ..... Building Aid
Lareatha Brownlee ..... Financial Aid Information Specialist
Roscelia Burney ..... Admission and Retention Specialist
James Burton ..... Network Specialist
Betty Campbell ..... Enrollment Operations Specialist
Valenica Carpenter ..... Office Manager
Juanita Chamblin ..... Payroll Coordinator
Ann Cimalore ..... Assistant Purchasing Coordinator
Jamie Cleckler ..... Office Manager
Darnell Clay ..... Floor Refinisher
Lauren Cooley ..... Coordinator Recruiting and Student Activities
Brandy Core ..... Office Manager
Cindy Culver ..... Executive Secretary I
John Daniel ..... Senior Center Director/ Building and Equipment Manager
Ann Darden ..... Office Manager
Cathy Denmark ..... Print Shop Manager
Tommy Diltz ..... Police Officer
Robert Driskill ..... Police Officer
Freddie Dunning ..... Transfer Credit Processor
Cynthia G. Eubanks ..... International Student Advisor
Lynn Evans ..... Office Manager
Carolyn Ezzell ..... Mail Processor
Carolyn Ferguson ..... Receptionist
Dwayne Fisher ..... Floor Refinisher
Ruby Ford ..... Building Aid
Benjamin Fox ..... Journeyman Electrician/
Christe Fox ..... Office Manager
Robine Freeman ..... Horticulture/Groundskeeper
Jackie Geralds ..... Office Manager
Benny Gilchrist ..... Police Officer
Jevonia Griffin ..... Building Aid
Robin Guinn ..... Office Manager
Perry Harris ..... Automotive Technician
Seena Harris ..... Office Manager
Beverly A. Henley ..... Office Manager
Rebecca Higgins ..... Executive Secretary I
Sally Holley ..... Administrative Secretary/ Research Assistant
Vera Holman ..... Building Aid

Larry Holman ..... Accounting Assistant
Gloria Hubbard ..... Executive Secretary I
Erma Hughes ..... Executive Secretary I
Teresa James ..... Library Assistant
Jeannette Johnson ..... Building Aid
Harrietta Jones ..... Building Aid
Paul Jones ..... Inventory Shipping and Receiving Assistant
Vanessa Jones ..... Building Aid
Karen Key ..... Personnel Coordinator
Lisa Keenum ..... Office Manager
Alan Kirkland ..... Purchasing Coordinator
McDaniel Leonard ..... Technical Support Specialist
Julie Price Lett ..... Swimming Pool Coordinator
Terry Lynn ..... Groundskeeper
Jerry Martin ..... Building Aid
Mary Martin ..... Office Manager
Brenda Mathis ..... Courier/Shipping & Receiving Assistant
Thomas McDonald, Jr ..... Police Officer
Rita McLendon ..... Office Manager
Lisa Millyard ..... Library Technician
Charlie Nathan ..... Security Guard
Sharon Naish Nelson ..... Building Aid
Hunter Overstreet ..... Transfer Credit Coordinator Assistant
Daphne Owens ..... Building Aid
Jimmie Pack ..... Technical Support Specialist
Russell Payne ..... General Utilities Mechanic
Sherry Pettry ..... Accounts Receivable
Brent Petty ..... Police Officer
Elizabeth Pickens ..... Library Technician
Deborah Pollard ..... Accounting Asst/Accounts Payable
Sandra Pugh ..... Office Manager
Carrliss Quekemeyer ..... Cashier
Stephanie Radcliff ..... Accounts Receivable
Reginald Reynolds ..... Building Aid
Linda Robison ..... Admissions Operations Supervisor
Frankie Roe ..... Office Manager
Bernard Sanders ..... Group Leader-Floor Refinisher
Brooke Sanders ..... Office Manager/Accreditation Assistant
Kelley Sharit ..... Office Manager
Virginia Silor ..... Course Inventory Coordinator
Tawanna Smith ..... Building Aid
Tom Snider ..... Police Officer
Alexis Stanton ..... Science Lab Coordinator Jefferson Campus
Jane Starnes ..... PT Administrative Assistant
Kelvin Steele ..... Building Aid
Larose Stewart ..... Building Aid
Lisa Stewart ..... Office Manager
Edreama Sutton ..... Financial Aid Site Specialist
Nancy Swanson ..... Office Manager
Robert Sykes ..... Police Officer
LaToshaSykes-Bennett ..... Office Manager
Rebecca Tela ..... Groundskeeper
Andy Terry ..... Assistant Purchasing Coordinator
Donna Thomas ..... Office Manager
Clifford Toney ..... Police Officer
Barbara Tuggle ..... Security Guard
Jeanie Turner ..... Office Manager
Laura Urbahns ..... Office Manager
Burt Veal ..... Printshop Assistant
Ginger Stockley ..... Secretary
Donna Venus ..... Executive Secretary I
Beth Wallace ..... Food Laboratory Technician
Preston Wallace ..... Science Lab Coordinator Shelby Campus
Louis Walton ..... Floor Refinisher
Destin Washington ..... Building Aid Shelby
Dave Wilson ..... General Maintenance Technician
Inez Wilson ..... Building Aid
Nan Windham ..... Loan Officer
Kelly Wood ..... Financial Aid Assistant
Deborah Woodbery ..... Office Manager
Susan Yager ..... Admissions and Records Specialist

Faculty Emeriti

Doug Adams ..... Math/Administrative Assignment
George Adams ..... Business
Frances C. Alexander, R.N. ..... Nursing
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
William Buchanan ..... Director, Learning Resources
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
David Elder ..... Theater/Speech
Marion K. Etheredge ..... Mathematics
Jannis Farmer ..... Computer Science
Patricia Fitzsimmons ..... Music
Mariam Ford ..... Librarian, Learning Resources
Gail Fox ..... Physical Education
Ann F. Fulmer ..... Physical Education

Ronald Funderburg ..... Science and Engineering
Margaret F. Gadd ..... Chemistry
Elizabeth Gargus ..... Biology
James Garrett ..... Liberal Arts/Division Chairperson
Chester F. Gates ..... Business
Janis L. Gates ..... Nursing/Division Chairperson
Dwight Giles ..... Business/Program Coordinator
James Goggans ..... Biology
Paula Gray ..... Job Placement Officer/Career Advisor
John Greaves ..... Social Science
Donald Green ..... Physical Education
Janie Greene… ..... Hospitality Management
Dudley Guthrie ..... Biology
Maxie Hall ..... History
Robert Hall ..... Mathematics
Jane Hawkins ..... English
Larry Hawkins ..... English
David Hearn ..... Business/Division Chairperson
David Henderson ..... Ornamental Horticulture
Tom Henderson ..... Athletic Director HPR/ Assistant Division Chairperson
Nanaline J. Holt ..... Director, Financial Aid/French
Bernis Howard ..... Business
Coy Huggins ..... Music
Helen Jackson ..... Spanish
Havis Johnson ..... Technology
Betty B. Jones ..... English
Douglas Jones ..... English
Kathleen Jones ..... Chemistry
Roger Jones ..... Geography
Gerald Kelly ..... Computer Science
Annie Lee King ..... Office Administration
Faye Kinstler ..... Office Information Systems
Kirk H. Kniep, Jr. ..... History
Richard Krayer ..... 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
Jo Marshall ..... English
Scott A. Marshall ..... Business/Administration
Clyde E. Martin ..... English
David E. Matchen ..... 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
Norville Nelson ..... Mass Communications
Georgia O'Neal ..... Nursing
Warren F. O'Rourke ..... English
James Peck ..... English
Billie Phillips ..... English
Agnes Pollock ..... English
Nelda Pugh ..... Business
Jean Porterfield ..... Nursing
Janice Pyle ..... Nursing
Bernice Reichert ..... Business
Richard Remmert ..... Traffic/Transportation
Paul Reuter ..... History
Carmine Ruocco ..... Program Coordinator, Building Science Technology
Howard Sadler ..... Economics
Dan Scott ..... Program Coordinator, Agriculture Technology
Evelyn Smith ..... Business
Julia Smith ..... English
Donald F. Solfronk ..... History
Joan Stinson ..... Medical Laboratory Technology
Gail Thomason ..... Clinical Laboratory Technology
Beryl Q. Thompson ..... Retail Management/Marketing
John Tow ..... Technologies
James Townson ..... Funeral Service Education
Linda Trucks ..... Music/Division Chairperson
Grace Walsh ..... Art
Jeanne Weaver ..... History
Mary Whatley ..... Sociology
Barbara Wilbourn ..... Mathematics
Thomas F. Wilkes ..... Physical Science
Betty Williams ..... English
Wanda Williams ..... Communications/ Division Chairperson
Horace Wood ..... Music

STUDENT HANDBOOK

Student Handbook Table of Contents

Services
ADA Accommodations 254
Advising 255
Advising Materials 256
Tutorial Services 256
Financial Aid 256
Insurance 256
Housing 256
Identification Cards 256
Personal Counseling Referrals 256
Pioneer Bookstores 257
Testing and Assessment 257

Student Activities
Student Activities Calendar 258
Recognition of Student Organizations 258
Initial and Reorganized Recognition 259

Student Right-to-Know and Campus Security Act Disclosure
Student Right-to-Know Disclosure 262
Campus Crime Statistics 262

Policies
Student Policies 264
- Summons to Academic or Administrative Office 264
- Academic Honesty Code 264
- Exclusion from Class 267
- Code of Student Conduct 267
- College Policies Appeals Procedures 273
- Freedom of Expression 273

Policies and Procedures for Information Technology Resources and Systems
- Information Technology Resources Allocation 274
- Responsible Computing and Acceptable Use Policy 275
- Internet Use Policy 276
- Email Policies and Guidelines 277

Policies and Procedures for Telecommunications Facilities
- Introduction 278
- Origination-Site Policies: 278
- Receive-Site Policies: 278
- Cancellation Policy: 278
- Class Taping Policy: 278

Non-Student/Non-Employee Policies
- Use of College Resources 279
- Complaint Procedures for Non-Students and Non-Employees 279
- Campus Security Policies 279
- Campus Police 280

Campus Policies 282
- Drug and Alcohol Free Campus 282
- Smoke-Free Campus 283
- Student Handbook Disclaimer 283

Services

ADA ACCOMMODATIONS

Early registration is strongly recommended for students with disabilities. Alisha LeMaster, Director of the ADA Accommodations Offices, may be contacted at either campus. The Jefferson Campus ADA Accommodations Office is located in Fitzgerald Student Center room 300, telephone number (205) 856-6077. The Shelby-Hoover Campus ADA Accommodations Office is located in the Learning Resource Center, telephone number (205) 983-5936. The ADA Director is available to meet with students at the instructional sites by appointment.

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 schedule an interview with the ADA representative at least one week prior to the testing date. Documentation must be on file and the necessary paperwork completed before an accommodation can be arranged.
6. Also 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 the ADA Office and by appointment at the Shelby-Hoover Campus.
8. At the beginning of the semester, students should take the Form 4* to each instructor where accommodations are to be made. Students and instructors will discuss the requested accommodations and sign Form 4*. Students return the top copy of each Form 4* to the ADA Accommodations Office, and instructors retain the second copy. 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. Returning students should make arrangements to request and pick up accommodations letters (Form 4*) from the ADA Accommodations Office.
4. At the beginning of the semester, students should take the Form 4* to their instructors where accommodations are to be made. Students and instructors will discuss the requested accommodations and sign Form 4*. Students will return the top copy of each Form 4* to the ADA Accommodations Office, and instructors retain the carbon copy. 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.

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.

Students attending the Jefferson Campus should visit the Advising Center located in Allen Library 100. Students attending the Shelby-Hoover Campus should contact the Advising Center (HSB 134) 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)
- Transfer college or university catalog.

TUTORIAL SERVICES

Free tutorial services are offered online to all students enrolled in math and English courses through SMARTHINKING. Students registered for math or English courses are provided access to SMARTHINKING each term of enrollment. Information on SMARTHINKING may be obtained from math and English instructors or by visiting the Learning Success Center in Lurleen Wallace Hall room 206 on the Jefferson Campus and in the Learning Success Center in the General Studies Building room 102 on the Shelby-Hoover Campus. Questions concerning SMARTHINKING may also be emailed to tutor@jeffstateonline.com.

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). This can be completed through the Internet at www.fafsa.ed.gov or with a paper copy can be picked up in the financial aid office.
- 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.
- 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 transcripts from all colleges attended (all required transcripts must be on file and evaluated before any aid can be issued.).

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 month 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 George Wallace Hall (GWH 202) or at the Shelby-Hoover Campus at the reception desk (GSB). 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.

IDENTIFICATION CARDS

All students are required to carry Jefferson State student identification (I.D.). The Information to be used is the schedule bill issued at the pay stations during registration. These schedule bills will serve as your I.D. card that can be 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. Students are encouraged to have some type of photo ID while on campus as well. The following uses apply to the schedule bill I.D.:

- When college officials request display of I.D. students must present them. Failure to present this schedule bill I.D. may result in disciplinary action or arrest for trespassing. Student I.D. Schedule Bills are made for personal use only. Students violating the Jefferson State I.D. privileges are subject to probation, suspension or dismissal.
- Students may be required to show their schedule bill I.D. 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 dis-

cussed 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 Enrollment Services. 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-Hoover Campus in HSB, 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 Community 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 098 or MTH 116
  ACT math score of 16 -19
  SAT math score of 370 -470
- MTH 100
  ACT math score of 20 - 23
  SAT math score of 480 - 540
- MTH 110, MTH 112, MTH 115S, 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.
- 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.

Additional Tests

- 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 the General Studies Building for Shelby-Hoover 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 registration. 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 Admissions and Retention. 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 Admissions and Retention. 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, Allen Library, room 101. 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 dean of Enrollment Services or designee 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 dean of Enrollment Services or designee 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 dean of Enrollment Services or designee 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 dean of Enrollment Services 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 dean of Enrollment Services of his actions and supporting reasons. The dean of Enrollment Services 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

Jefferson State Community College will comply with all State and Federal regulations, legislation, and procedures.

All requests to conduct fund raising activities- whether by individuals, groups of students or employees must be submitted to the Dean of Enrollment Services. A copy of the approved request will be returned to the applicant and a copy will be sent to the Director of Financial Services.

The college reserves the right to restrict, regulate and/or prohibit on-campus sales and solicitations; specifically by groups not affiliated with the college.

Use of College Facilities

Officially recognized student organizations wishing to reserve college facilities, with the approval of the organization sponsor, should notify the dean of Enrollment Services. 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 schedule bill I.D. 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 dean of Enrollment Services 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.

The **Alpha Beta Chi Club** is an organization for all students enrolled in Child Development. The purpose of the club is to promote the field of child development through education and service. Elections for office positions are held each fall. Advisor: Heather Seagle (205) 856-7821.

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) 983-5218

The **Designers and Builders Club** is an organization for students enrolled in Construction and Building Science Technology. However it is open to all students. It is affiliated with the **National Association of Home Buildings**. The purpose of the club is to establish professional interaction and communication between students and businesses in the fields of architecture, civil engineering, building construction, landscape design, and interior design. Advisor: Micah Kaufhold (205) 856-7847

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

Jefferson State Intercollegiate Athletics 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. Advisor Valencia Carpenter, (205) 983-5911

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: Anita Bogan (205) 856-6018.

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: Lucy Lewis, (205)856-6046.

The **Jefferson State Singers** is a choral group that performs at college and other functions. Membership is by competitive audition. Scholarships are available. Advisor: Jessica Kaufhold, (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: Shelley Coley, (205) 856-6052. Beta Lambda Delta (Shelby-Hoover Campus) Advisor: Liesl Ward, (205) 983-5956.

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: Jzyk Ennis, (205) 856-7852

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: Lauren Cooley, (205) 856-8502

The **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

The **Student Chapter of the National Association of Veterinary Technicians in America (SCNAVTA)** is an organization for students enrolled in the Veterinary Technology Program. Membership is open to all veterinary technology students. The purpose of the organization is to represent and promote the profession of veterinary technology. Students and faculty impact the future of veterinary technology by utilizing this tool as a national voice for veterinary technicians. Advisor: Mikky Campbell (205) 856-8551

The **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 2005 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 7326 students enrolled at Jefferson State Community College in Fall 2005, 889 constitute the SRK 2005 Cohort. Within three years of the initial enrollment of these 889 students, 9% had graduated from Jefferson State Community College and 28% had transferred to another college or university. Also, 11% were enrolled at JSCC during Fall 2008 or Spring 2009. At the close of the follow up in the spring of 2009 a total of 48% 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 459 (52%) 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 Dean, Campus Development/Campus Services, 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:

01/01/06 12/31/06	01/01/07 12/31/07	01/01/08 12/31/08	
			Murder
0	0	0	Incidents classified as murder
			Sex Offenses
0	0	0	Forcible offenses
0	0	0	Nonforcible offenses
0	0	0	Total sex offenses
			Robbery
1	0	0	Robberies involving the use of a weapon
0	0	0	Robberies involving force or threat but no weapon
1	0	0	Total robberies
			Aggravated Assault
0	0	0	Attempted aggravated assaults
0	0	0	Other aggravated assaults
0	0	0	Total aggravated assaults
			Burglary
0	0	0	Burglaries of occupied dwelling places
0	0	0	Burglaries of unoccupied dwelling places
0	1	1	Other burglaries
0	1	1	Total burglaries
			Motor Vehicle Theft
0	0	1	Automobile thefts
0	0	0	Other motor vehicle thefts
0	0	1	Total motor vehicle thefts
0	0	0	Manslaughter
0	0	0	Arson
			Hate Crimes
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:

01/01/06 12/31/06	01/01/07 12/31/07	01/01/08 12/31/08	
			Liquor Law Violations
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	0	Total liquor law violations
			Drug Abuse Violations
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	0	Arrests for possession, sale, or distribution of drug paraphernalia
0	0	0	Total drug abuse violations
			Weapons Violations
1	0	0	Arrests for illegal possession or control of a firearm
0	0	0	Arrests for illegal possession of explosives
0	1	0	Arrests for possession or control of weapons other than firearms explosives
1	1	0	Total weapons violations

Offenses That Did Not Result in an Arrest But Were Referred for Campus Disciplinary Action

01/01/06 12/31/06	01/01/07 12/31/07	01/01/08 12/31/08	
2	0	0	Liquor Law Violations
0	0	0	Drug Law Violatons
0	0	0	Illegal Weapons Possession

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. Dean 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 distrib-

uted 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 intercollegiate 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 infor-

mation 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 dean/associate dean of the division in which the course where the alleged violation of the code occurred is taught and shall inform the department chair/program coordinator, as appropriate.

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 dean/associate dean the form for reporting a violation of the Academic Honesty Code, stating on the form his charge, identifying the specific violation, specifying his recommendation of the penalty to be imposed, and informing the dean/associate dean of the student's failure to make or keep the appointment to discuss the charges. The dean/associate dean shall be responsible for providing the student, the instructor, and the dean of instruction 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 dean/associate dean of the division in which the course where the alleged violation of the Academic Honesty Code occurred is taught. That administrator 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 dean/associate dean 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 dean/associate dean, 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 dean/associate dean'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 polices. When a student is in violation of a classroom or college policy that results in disruption or interference 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 credit 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 dean of Enrollment Services or designee to determine whether a student has violated the Code of Stu-

dent 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 dean 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 dean 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 dean of Enrollment Services or designee shall determine the member's 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 dean of Enrollment Services or designee. The dean 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 dean 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, in online coursework 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 dean 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 dean of Enrollment Services or designee may conduct any investigation to determine if the charge has merit. The dean of Enrollment Services or designee may obtain documents and interview those who might have pertinent information related to the alleged misconduct. The dean of Enrollment Services or designee may tape record any proceedings associated with the investigation of a charge.
   B. The dean 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 stu-

dent has been notified. Time limits for scheduling of conferences may be adjusted at the discretion of the dean of Enrollment Services or designee.

C. Based on the information established during the initial investigation, the dean of Enrollment Services or designee may dismiss the case for reasons of inaccurate charges or insufficient evidence. If sufficient evidence is established, the dean 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 dean 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 dean 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 dean 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 deanof Enrollment Services or designee requests a hearing of the charges before the College Conduct Committee, the dean 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 dean of Enrollment Services or designee. Time limits for scheduling of the hearing may be adjusted at the discretion of the dean 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 dean 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 dean 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, dean 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 dean 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 Commit-

tee 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 dean 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 dean 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 Com-

mittee 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 dean of Enrollment Services or designee shall be authorized to determine and impose sanctions in the case of administrative disposition. The dean 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 fifteen 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. Time limits for scheduling of conferences may be adjusted at the discretion of the dean of Enrollment Services or designee.

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-Hoover 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-Hoover 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-Hoover 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-Hoover 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-Hoover 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-Hoover Campus. A copy of literature and materials to be distributed must be filed with the Office of Recruiting/Student Activities or the Shelby-Hoover 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-Hoover 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 in FSC 300 or in the office of Enrollment Services, Shelby-Hoover Campus, HSB 134. 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 pro-

tect 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:
   A. It is necessary to protect the integrity, security and functionality of College or other computing resources or to protect the College from liability;
   B. There is reasonable cause to believe the user has violated or is violating this policy;
   C. An account appears to be engaged in unusual or unusually excessive activity; or
   D. 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, Department, 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, 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-Hoover 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-Hoover Campus can obtain their permit from the Receptionist in General Studies Building 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:

Curb Color	Type Parking
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 Campus Police.
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 indicated are for first offenses. Fines will be increased by $2 for $8 fines and $5 for $20 fines for each repeated violation.

Fines may be paid on the Jefferson Campus at the college cashier's window in George Wallace Hall, or on the Shelby-Hoover Campus at the college cashier's window in the Health Sciences Building from 8:00 a.m. to 4:30 p.m. Monday through Friday. 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 Campus Police 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 Police

Emergency Messages for Students
According to college policy, classes are not interrupted except for legitimate emergencies. Emergency calls should be directed to the Campus Police 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 Campus Police and the Office of Recruiting/Student Activities on the Jefferson Campus and HSB 134 on the Shelby-Hoover Campus. These programs include but are not limited to:
   A. Presentations at orientation by Campus Police.
   B. Presentations by Campus Police as may be requested by college sanctioned clubs and organizations.
   C. Brochures available in the offices of Campus Police and Office of Recruiting/Student Activities on the Jefferson Campus and HSB 134 on the Shelby-Hoover 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 Campus Police 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 Dean, Campus Development/Campus Services to get assistance in notifying appropriate law enforcement and medical personnel.
   E. Seek medical attention immediately. Campus Police 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 Police.

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 one Captain, Police Officers, 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 Captain 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 Campus Police 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 Captain will promulgate, review, and update as necessary written procedures relative to investigating and reporting campus incidents involving safety and security.
7. The Campus Police 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 Campus Police 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 the *Catalog and Student Handbook*.

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*.

CAMPUS POLICIES

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 Enrollment Services, Jefferson Campus (AL 101) or the Shelby-Hoover Campus (HSB 134).
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.

Smoke-Free Campus

Each of Jefferson State's campuses and instructional sites are smoke-free. Smoking is prohibited inside all campus buildings and in the areas immediately surrounding them. Smoking is permitted exclusively in the parking lots inside private automobiles. Appropriate containers for disposing of smoking materials are provided, and students and visitors are expected to use them.

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.

GENERAL INDEX

A

AAS Course Attributes 100
Academic Bankruptcy Policy 49
Academic Forfeit 26
Academic Honesty Code 264
Academic Honors 50
Academic Inventory 60
Academic Probation 48
Accelerated High School Program 23
Accreditations 1
ACT WorkKeys Service Center 41
ADA Accommodations 254
ADA Office 38
Admissions Policies 20
  Accelerated High School Program 23
  Allied Health Programs 24
  Audit Students 24
  Dual Enrollment Program 24
  First-Time College Students 20
  International Students - (F-1 Visa Holders) 23
  Transfer Students 21, 27
  Transient Students 27
Adult Education 40
Advising 255
Advisory Committee 232
AGSC Approved Course Listing 68
AIDS Policy 14
Americans with Disabilities Act of 1990 9
Application Procedures 26

B

Birmingham Educational Technology Center 40

C

Calendar 2
Call Center/Customer Service Training 43
Campus Crime Statistics 262
Campus Security Policies 279
Career Readiness Certificate 58, 101
Center for Community & Corporate Education 41
Class Attendance Policy 47
Classification of Students 46
Code of Student Conduct 267
College Policies Appeals Procedures 273
Complaint Resolution 11
Computer Crime Act 15
Community Courses 43
  Continuing Education Units (C.E.U.) 43
  Learning Works: Courses for Business and Employees 44
  Manufacturing Technology Center 44
Course Descriptions 162
  Accounting (ACT) 163
  Aerospace Studies (AFS) 164
  Anthropology (ANT) 164
  Architectural Technology (AET) 165
  Art (ART) 165
  Astronomy (AST) 167
  Automated Manufacturing Technology (ATM) 167
  Automotive Manufacturing Technology (AUT) 168
  Banking and Finance (BFN) 171
  Biology (BIO) 172
  Biomedical Equipment Technology (BET) 173
  Business (BUS) 173
  Chemistry (CHM) 175
  Child Development (CHD) 176
  Civil Design Technology (CDT) 177
  Clinical Laboratory Technology (CLT) 178
  Computer Information Systems (CIS) 180
  Construction Management Technology (CMT) 183
  Criminal Justice (CRJ) 184
  Culinary Arts (CUA) 185
  Drafting and Design Technology (DDT) 187
  Economics (ECO) 187
  Electromechanical Technology (ELM) 187
  Emergency Medical Technology/ Technician (EMS, EMP) 189
  English (ENG) 191
  ESL Alabama Language Institute (ESL) 193
  Fire Science (FSC) 193
  Food Service Management (FSM) 196
  Funeral Service Education (FSE) 196
  Geography (GEO) 198
  Health Education (HED) 198
  History (HIS) 198
  Hospitality Services Management (HSM) 199
  Hotel-Motel Management (HMM) 199
  Humanities (HUM) 199
  Interdisciplinary Honors (IDH) 200
  Interdisciplinary Studies (IDS) 200
  Landscape Technology (AGR) 200
  Management and Supervision Technology (MST) . . . 203
  Mass Communications (MCM) 203
  Mathematics (MTH) 204
  Mechanical Engineering Technology (MET) 206
  Military Science (MSC) 208
  Music (MUS) 208
  Music Ensemble (MUL) 209
  Nursing (NUR) 209
  Office Administration (OAD) 211
  Parks, Recreation and Leisure (RER) 213
  Philosophy (PHL) 213
  Physical Education (PED) 214
  Physical Science (PHS) 217
  Physical Therapist Assistant (PTA) 217
  Physics (PHY) 219
  Political Science (POL) 219
  Psychology (PSY) 219
  Radio and Television Broadcasting (RTV) 220
  Radiologic Technology (RAD) 222
  Reading (RDG) 223
  Real Estate Sales and Management (RLS) 224
  Religion (REL) 224
  Retail/Marketing (REM) 224
  Sociology (SOC) 225
  Spanish (SPA) 225
  Speech (SPH) 224

Theater Arts (THR) 226
Veterinary Technology (VET) 227
Course Load 46

D
Degree and Certificates 54
Associate Degree 54
Certificate 56
Short Certificate 57
Drug and Alcohol Free Campus 16, 282
Dual Enrollment 24

E
Educational Talent Search 40
Exclusion from Class 267

F
Family Educational Rights and Privacy Act of 1974 15
Final Examinations 50
Financial Aid 33, 254
Federal Work Study Program 35
Grants 34
Jobs 35
Loans 35
Scholarships 35
Senior Adult Scholarships 35
Veterans Benefits 36
Forgiveness Policy 49
Freedom of Expression 273

G
GED Testing 42
Grades 47
Graduation Ceremony 58
Graduation Honors 58

H
Harassment Policy 9
History of the College 6
Housing 256

I
Identification Cards 256
Insurance 256
International Students 23
Internet Courses 39

J
Jefferson State Foundation 8
Jefferson State Students Taking Courses
at Other Institutions 50

L
Learning Success Center 40
Learning Resource Center 38

M
Mission Statements for Instructional Divisions 60

N
New Options 38
Non-Student/Non-Employee Policies 279

O
One Stop Career Center 40

P
Personal Counseling Referrals 256
Pioneer Bookstores 257
Policies and Procedures for Information
Technology Resources and Systems 15, 274
Email Policies and Guidelines 277
Information Technology Resources Allocation 274
Internet Use Policy 276
Policies and Procedures for Telecommunications
Facilities 278
Responsible Computing and Acceptable Use Policy 275
Program Admission Requirements 63
Programs of Study 63
EMT Basic 118
Associate in Applied Science Career and
Professional Programs 64, 102
Accounting 102
Accounting 102
Computerized Accounting 102
Automotive Manufacturing Technology 103
Business Management 106
Business Management 107
Call Center/Customer Service 107
Marketing/Retailing 107
Real Estate Marketing 107
Child Development 108
Child Development Administrator 110
Child Development Afterschool 110
Child Development Educarer 110
Clinical Laboratory Technology 111
Computer Information Systems Technology 113
Computer Programming 115
Microcomputer Applications 115
Networking 115
Web Technologies 115
Construction and Building Science Technology 116
Architectural/Civil Design Technology 117
Construction Management Technology 117
Emergency Medical Technician Paramedic 119
Finance Administration 104
Fire Science 121
Funeral Service Education 122
Hospitality Management 126
Baking/Pastry 126
Culinary Apprentice 126
Foodservice/Culinary Management 126
Hotel-Motel Management 126
Landscape Technology 128
Landscape Horticulture 128
Plant Production 128
Turfgrass Management 128
Law Enforcement 130
Manufacturing and Technology 131
Automated Manufacturing 132
Biomedical Equipment Technology 132

Computer Aided Drafting/Design 132
Electronics 132
Industrial Technology 132
Telecommunications (Outside Plant Design) 132
Tool and Die Maintenance Technology 132
Nursing Education 134
Night/Weekend RN Track 140
Registered Nursing 140
Office Administration Technology 148
Accounting Support Specialist 148
Administrative Office Applications Specialist 148
Legal Support Specialist 148
Medical Support Specialist 148
Physical Therapist Assistant 149
Radio & Television Production & Broadcasting 154
Radiologic Technology 155
Veterinary Technology 158
Certificate Programs 65, 102
Accounting 102
Business Management 106
Business Management 106
Call Center/Customer Service 106
Marketing/Retailing 106
Real Estate Marketing 106
Child Development 108
Child Development Administrator 109
Child Development Afterschool 109
Child Development Educarer 109
Computer Information Systems Technology 113
Computer Programming 114
Microcomputer Applications 114
Networking 114
Web Technologies 114
Construction and Building Science Technology . . . 116
Architectural/Civil Design Technology 117
Construction Management Technology 117
Emergency Medical Technician Paramedic 118
Finance Administration 104
Fire Science 120
Funeral Service 124
Hospitality Management 125
Baking/Pastry 125
Foodservice/Culinary Management 125
Hotel/Motel Management 125
Landscape Technology 128
Landscape Design 128
Landscape Technician 128
Sports Turf Technician 128
Law Enforcement 130
Licensed Practical Nursing 141
Manufacturing and Technology 131
Automated Manufacturing 131
Biomedical Equipment Technology 131
Computer Aided Drafting/Design 131
Electronics 131
Industrial Technology 131
Telecommunications (Outside Plant Design) 131
Tool and Die Maintenance Technology 131
Office Technology 147
Accounting Assistant 147
Legal Office Assistant 147
Medical Office Assistant 147
Office Applications Assistant 147
Radio & Television Production & Broadcasting 154
University Parallel Programs 63, 68

R

Rehabilitation Act of 1973 11
ROTC 39

S

Schedule Adjustment or Drop-And-Add Period 46
Standards of Progress Policy 48
Statement of Academic Freedom 8
Statement of Equal Opportunity 8
Statement of Philosophy and Purpose 3
Student Activities 258
Student Assessment 51
Student Organizations 260
Student Policies 264
Student Right-to-Know and
Campus Security Act of 1990 16
Student Right-to-Know Disclosure 262
Student Services 40
Student Support Services 38
Suspension 48

T

Testing and Assessment 42, 257
Transcript Requests 47
Transfer Credit 22
2+2 Tech Prep/Associate Degree Programs 30
Advanced Placement Test (AP) 28
American Culinary Federation Accredited Institutions
or Schools 29
Center for Financial Training (CFT) 29
College-Level Examination Program (CLEP) 27
Emergency Medical Services (EMT Basic) 28
Fire Academy 28
Institution Advanced Placement 30
International Baccalaureate 28
Military Training 28
Police/Corrections Academy 28
Transient Students 27
Tuition and Fees 32
Tutorial Services 256

U

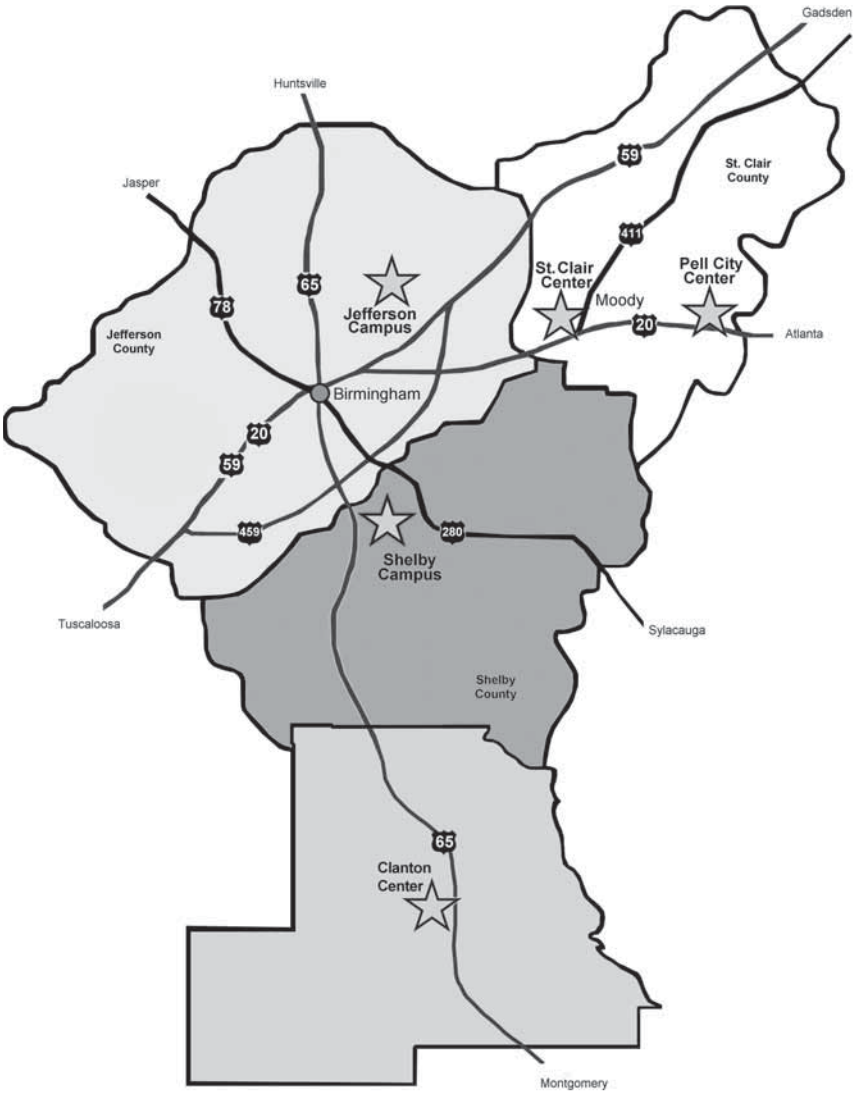
University Parallel Programs 60, 68

V

Veterans Benefits 36

W

Withdrawals 32, 46



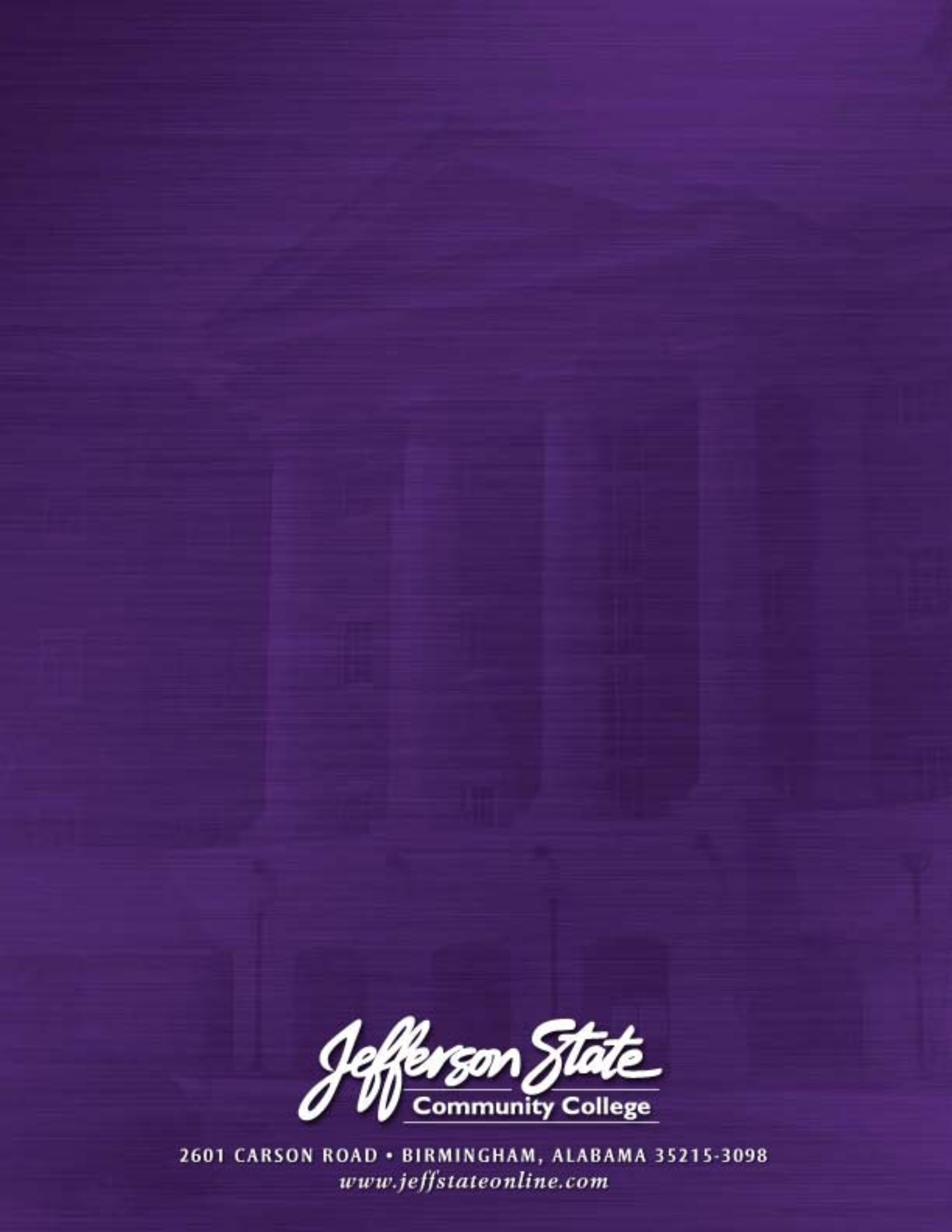
Jefferson State Community College serves the greater Birmingham, Alabama area with five convenient locations including the Jefferson Campus, the Shelby-Hoover Campus, the St. Clair Center - Moody Site, the St. Clair Center - Pell City Site, and Chilton-Clanton Site.

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-Hoover Campus is located on Valleydale Road in Shelby County, the fastest growing county in Alabama. The Moody Site and the Pell city Site are both conveniently located near Interstate 20 in St. Clair County. The Chilton-Clanton Site is conveniently located near Interstate 65.

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.



2601 CARSON ROAD • BIRMINGHAM, ALABAMA 35215-3098
www.jeffstateonline.com