Jefferson State
Community College

2018-2019

Catalog and Student Handbook

Frequently Called Numbers

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

St. Clair-Pell City Campus
500 College Circle, Pell City, AL 35125
205-812-2700 • 205-812 2705 Fax

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

Chilton-Clanton Campus
1850 Lay Dam Road, Clanton, AL 35045
205-280-8200 • 205-280-8186 Fax

Academic Areas	Phone	Fax
Nursing Department	856-6023	856-7725
Center for Professional, Career, & Technical Education		
Dean's Office	856-7701	856-8572
Programs of Study		
Biomedical Equipment Technology	856-7940	856-7725
Construction and Building Science Technology	856-7848	856-8518
Child Development	856-7848	856-8518
Clinical Laboratory Technology	856-7940	856-7725
Criminal Justice/Law Enforcement	856-7848	856-8518
EMS/Paramedic	856-7940	856-7725
Fire Science	856-7848	856-8518
Funeral Services Education	856-7848	856-8518
Manufacturing and Technology	856-7848	856-7983
Veterinary Technology	856-7848	856-8518
Transfer/General Studies Division		
Associate Dean's Office	856-6007	856-7798
Biology Department	856-6067	856-8528
Business/Information Systems	856-7864	856-7981
Communications Department	856-8585	856-7828
Liberal Arts Department	856-8585	856-7828
Mathematics/Engineering/ Physical Sciences Department	856-8521	856-6008
ACT Center	856-7896	856-8532
ADA Office	856-6077	856-7993
Advising Center	856-7775	856-8091
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	983-5245	

Academic Areas	Phone	Fax
Center for Community & Corporate Education	856-7710	856-7782
Distance Education Division		
Associate Dean's Office	856-7824	856-6055
Enrollment Services		
Admissions and Records	856-7704	856-8091
Financial Aid	856-6062	856-7926
Facilities Coordinator	856-7783	856-7782
International Students	856-7920	856-8091
Learning Resource Center	856-8524	
New Options	856-7718	856-7992
Pioneer Bookstore	856-8578	856-8555
Student Government Association	856-8543	856-6011
Testing and Assessment	856-7896	856-8532
Weekend Office	856-7775	856-8091
Nursing Department	983-5243	983-5953
Center for Professional, Career, & Technical Education		
EMS/Paramedic	983-5206	983-5992
Hospitality Management/Culinary Apprenticeship	983-5214	983-5252
Physical Therapist Assistant	983-5995	983-5992
Radiologic Technology	983-5243	983-5953
Transfer/General Studies Division		
Associate Dean's Office	983-5303	983-5304
Biology Department	983-5948	983-5981
Business/Information Systems Dept	983-5245	983-5279
Communications Department	983-5980	983-5981
Liberal Arts Department	983-5999	983-5979
Mathematics/Engineering/ Physical Sciences Department	983-5999	983-5979
Business Office	983-5926	983-5903
Enrollment Services	983-5911	856-8091
Learning Resource Center	983-5930	
Pioneer Bookstore II	983-5925	983-5906

2018-2019 Catalog and Student Handbook

Accreditations

Jefferson State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, and Associate of Applied Science degrees.
Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Jefferson State Community College.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing,
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; Telephone number 404/975-5000, FAX 404/975-5020 • www.acenursing.org.

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

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720, Rosemont, IL. 60018; Telephone number 773/714-8880, FAX 773/714-8886 • www.naacls.org.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: (703) 684-2782; email: accreditation@apta.org; • website www.capteonline.org.

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

The Associate of Applied Science Degree in the Funeral Service Education Degree Program at Jefferson State Community College is accredited by the American Board of Funeral Service Education, (ABFSE),
992 Mantua Pike, Suite 108, Woodbury Heights, New Jersey 08097 (816) 233-3747 • Web: www.abfse.org.

The Culinary Apprenticeship, Foodservice/Culinary Management, and Baking/Pastry 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 Accreditation Council for Business Schools and Programs (ACBSP) for the offeringof the Associate Degrees in Accounting, Business Management, Banking and Finance Administration, Office Administration Technology, and Business Transfer Programs.

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

The Jefferson State Community College Emergency Medical Technician Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 • www.caahep.org.
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088 • www.coaemsp.org

www.jeffersonstate.edu
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Table of Contents

Vision	4
Statement of Philosophy and Purpose	4
General Information	6
Admission to the College	22
Financial Information	38
Support Services	48
Academic Regulations	56
Degree Requirements	64
Academic Inventory	72
University Parallel Programs	82
Career Programs	118
Course Descriptions	180
Advisory Committee	238
Personnel	246
Student Handbook	260
General Index	294

Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990.

Region 4 - Atlanta (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Timothy Noonan, Regional Manager
Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite 16T70
61 Forsyth Street, S.W.
Atlanta, GA 30303-8909
Voice Phone (800) 368-1019
FAX (404) 562-7881
TDD (800) 537-7697

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.

College Catalogs and Student Handbooks from 1967 to the present are available in the Graduation Office on the Jefferson Campus in the James B. Allen Library (AL), room 100 and in the Records Office in the Fitzgerald Student Center, 4th Floor. Digital copies from 2004 to the present are available online at http://www.jeffersonstate.edu/catalogs. Students may request any information regarding previous editions at any time by contacting either office (205-856-7738-Records Office or 205-856-7793-Graduation Office) or by e-mailing records@jeffersonstate.edu.

2018-2019 Calendar

See online calendar for important dates for Session I & II classes each term.

Fall Semester 2018

June 25	Registration Begins
August 13-16	Registration Extended Hours
August 17	Classes Begin
September 3	Labor Day Holiday
September 6	Last Day to Withdraw with Partial Refund
November 10	Last Day to Receive Automatic W
November 12	Veterans' Day Holiday
November 19-21	Professional Development
November 22-24	Thanksgiving Holidays
December 8	Saturday Classes - Final Exams
December 10-14	Final Exams
December 17, 10:00 am	Grades Due
December 24-27, 31	Christmas Holidays

Spring Semester 2019

October 22	Registration Begins
January 1	New Year's Holiday
January 2-4, 7-10	Registration Extended Hours
January 4	Classes Begin
January 21	Martin Luther King, Jr./Robert E. Lee Holiday
January 24	Last Day to Withdraw with Partial Refund

March 25-30	Spring Holidays (No Classes)
April 1	Last Day to Receive Automatic W
April 27	Saturday Classes - Final Exams
April 29-May 3	Final Exams
May 3	Graduation Ceremony
May 6, 10:00 am	Grades Due

May Mini-Term 2019

March 11	Registration Begins
May 8	May Mini - Term Classes Begin
May 15	May Mini - Term Final Exams
May 16, 10:00 am	May Mini - Term Grades Due

Summer Term 2019

March 11	Registration Begins
May 20-23, 28-29	Registration Extended Hours
May 22	Classes Begin
May 27	Memorial Day Holiday
June 5	Last Day to Withdraw with Partial Refund
July 4	Independence Day Holiday
July 6	Last Day to Receive Automatic W
July 31-August 2	Final Exams
July 13	Saturday Classes - Final Exams
August 6, 10:00 am	Grades Due

College Closed

September 3	Labor Day Holiday
November 12	Veterans' Day Holiday
November 22-24	Thanksgiving Holidays
December 24-27, 31	Christmas Holidays
January 1	New Year's Holiday
January 21	Martin Luther King, Jr./Robert E. Lee Holiday
March 28-30	Spring Holidays
May 27	Memorial Day Holiday
July 4	Independence Day Holiday

Jefferson State Community College is a part of the Alabama Community College System under the control of independent Board of Trustees for the Alabama Community College System.

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Jimmy H. Baker, Chancellor

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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.

2018 - 2019 Jefferson State Community College

General Information

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 previous presidents: Dr. Leroy Brown (1964-71), Dr. George L. Layton (1971-79), Dr. Judy M. Merritt (1979-2014), and current president Keith Brown. 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 50 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, and offices and classrooms for Center for Workforce 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 classrooms and laboratories for chemistry, biology, business, computer science, office iinformation systems, and welding laboratories

The James B. Allen Library is the Learning Resource Center for students, faculty, staff and the community. It is a library furnishing bibliographies, books, journals, newspapers, and audiovisual materials.

- The Learning Resource Center houses reading, study and lecture rooms, a print shop, networked computer area for students, a multi-media classroom, and staff workroom areas. The Learning Resource Center is also available to students, staff, and the community.
- 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 George L. Layton Nursing Education Building contains learning laboratories, classrooms, and offices specially designed for nursing education and allied health programs and biomedical equipment technology. 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, building science, and veterinary technology.

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 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 Pioneer Bookstore, Student Government Association, New Options Center, ADA Accommodations Office, 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, Campus Police, Enrollment Services, and the cashier are also available in this building. The Learning Resource Center houses the Shelby-Hoover Campus Library which has an open student computer lab with internet access as well as individual study rooms and a multi-media classroom.

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.

The Judy M. Merritt Health Sciences Building is a127,000 square foot building that opened in 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, and continuing education, as well as biology and art labs. In addition, the President's Office and Pioneer Bookstore II are located in this building. A large meeting room, which has a seating capacity of approximately 375, and a smaller seminar room may be utilized by the College or community groups.

St. Clair-Pell City Campus

The St. Clair-Pell City Campus is a permanent facility located near the intersection of Highway 231 and Interstate 20 on land which was donated by the St. Clair County Economic Development Council. This facility is designed to serve the educational needs of those living in the eastern portion of the Jefferson State Community College service area.

This St. Clair County Campus is located on approximately fifty acres in Pell City and is within a park planned for the development of healthcare facilities, educational facilities, business and light industry. The St. Clair County Economic Development Council is located in the facility. The St. Clair-Pell City Campus currently consists of two buildings.

The Multipurpose Building is a three story 47,500 square foot building featuring college classrooms, computer labs, a bookstore, an enrollment services office, a media center, and administrative and faculty offices. A full-service library is available on the first floor with a networked computer area for students, study tables, and staff workroom areas.

The iCademy Building is a single story 9,700 square foot building used for training labs and office space. The labs include welding, robotics, PLC, and other manufacturing and technology-related classes.

Chilton-Clanton Campus

The Chilton-Clanton Campus, a permanent facility 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 nursing, science and computer labs, two tiered classrooms, and general-purpose classrooms. It also includes a media center and administrative and faculty offices.

A full-service library is available on the first floor with a networked computer area for students, study tables, and staff workroom areas. The Clanton Conference and Performing Arts Center (CCPAC) is a multi-purpose facility on the Chilton-Clanton Campus. The City of Clanton and Jefferson State Community College have worked closely to develop this state-of-the-art multi-purpose facility for trade shows, special events and conferences.

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 as signed 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 excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College Board of Trustees, 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 individuals with documented disabilities. To initiate a request for accommodations, employees should contact their supervisors, and students should contact the ADA Accommodations Office located in the Fitzgerald Student Center 300 at the Jefferson Campus, or the General Studies Building 106 at the Shelby-Hoover Campus. The ADA Accommodations Office staff will interview all students requesting accommodations, review all documentation submitted and will make a decision on the validity of the request for accommodations. Contact Anne Sherman, ADA Director, at 205-856-6077 or arsherman@jeffersonstate.edu.

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 Alabama Community College Board of Trustees. 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/Grievance Procedure

The following Complaint Resolution/Grievance 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 three steps: (1) Informal/Complaint Resolution and (2) Grievance Hearing. Processing 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.

An 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 an 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/or 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 and appropriate administrator 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/Complaint 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) Proposed 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 of relevant documents, correspondence, and other material; and (3) interviewing other pertinent individuals, which may include individuals external to the college. Investigations at the informal step are conducted by Legal Services and/or 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.

Grievance Hearing

The Grievance/Hearing is the third 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; and (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 against students (student against student), may be forwarded to the Dean of Enrollment Services to be handled in accordance with the student disciplinary procedures outlined in the Catalog and Student Handbook.

The Dean of Enrollment Services 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 Work/Study program are not considered employees of Jefferson State, and therefore, should adhere to usual and customary student discipline procedures as outlined in the 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 and the president 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. The intent of College policy is 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 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 to such extent, as it does not compromise the college's commitment to investigate al legations 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 as outlined below. 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 re questing to withdraw the complaint. The request must be submitted to the president. If the complainant decides to terminate the informal process by withdrawing the complaint, it will not necessarily preclude further investigation and appropriate action 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, provided, however that the complaint may be revised to address issues arising during the investigation, which were not known to the complainant or to the college 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/or others as assigned by the president.

2. Legal Services' role during the Hearing Step will be to: (1) receive and distribute (via certified mail, hand delivery, or other suitable means) Complaint Resolution-Form A to the President, Hearing Panel, and the accused; (2) assist with any additional investigation that may be required; (3) maintain permanent records relevant to the hearing; (4) notify all witnesses to appear at the hearing; (5) coordinate the hearing activities; (6) secure a court reporter, if necessary; (7) assist the president in distributing, as appropriate, Complaint Resolution-Form B; and (8) 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 and the appropriate administrator of receipt of Complaint Resolution-Form A.
   C. Following receipt of Complaint Resolution Form A, the president will appoint a hearing panel.
   D. 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. A copy of the report must be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
   E. 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 an appeal by the close of normal business hours of the college within fifteen (15) calendar day following receipt of the hearing panel's report, the right to further appeal will be forfeited.
   F. The president will have thirty (30) calendar days following date of receipt of the complainant's appeal to investigate and study the complainant's allegations, the report of the hearing panel, and to make a written report of his or her findings to the complainant. The president's report of findings will be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
   G. The complainant may appeal the president's report of findings by filing, within fifteen (15) calendar days following receipt of report, with the president 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. Upon receipt, the president will forward the complainant's appeal to the Chancel or for the Alabama Community College System. If the business hours of the college within fifteen (15) calendar day 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 and the appropriate administrator of receipt of Complaint Resolution-Form A.
C. Following receipt of Complaint Resolution Form A, the president will appoint a hearing panel.
D. 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. A copy of the report must be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
E. 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 an appeal by the close of normal business hours of the college within fifteen (15) calendar day following receipt of the hearing panel's report, the right to further appeal will be forfeited.
F. The president will have thirty (30) calendar days following date of receipt of the complainant's appeal to investigate and study the complainant's allegations, the report of the hearing panel, and to make a written report of his or her findings to the complainant. The president's report of findings will be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
G. The complainant may appeal the president's report of findings by filing, within fifteen (15) calendar days following receipt of report, with the president 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. Upon receipt, the president will forward the complainant's appeal to the Chancelor for the Alabama Community College System. If the 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 and the appropriate administrator of receipt of Complaint Resolution-Form A.
   C. Following receipt of Complaint Resolution Form A, the president will appoint a hearing panel.
   D. 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. A copy of the report must be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
   E. 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 an appeal by the close of normal business hours of the college within fifteen (15) calendar day following receipt of the hearing panel's report, the right to further appeal will be forfeited.
   F. The president will have thirty (30) calendar days following date of receipt of the complainant's appeal to investigate and study the complainant's allegations, the report of the hearing panel, and to make a written report of his or her findings to the complainant. The president's report of findings will be delivered to the complainant and the accused by certified mail, hand delivery, or other suitable means.
   G. The complainant may appeal the president's report of findings by filing, within fifteen (15) calendar days following receipt of report, with the president 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. Upon receipt, the president will forward the complainant's appeal to the Chancelor for the Alabama Community College System. If the following receipt of the president's report, the right to further appeal will be forfeited. Complaints and grievances involving alleged Title IX violations may be appealed beyond the institutional level to the chancellor. The college shall inform the chancellor of all complaints and decisions involving Title IX violations.
   H. 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 and conclusion to the complainant.

5. The intent of Jefferson State Community College policy is to provide for prompt and thorough investigation of all complaints. The time limits set forth within the guidelines are subject to change at the discretion of the president to ensure a satisfactory conclusion to the investigation.

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 college policy and may be grounds for disciplinary action.

Remedial Action

Based on the findings of the hearing panel, the president may impose appropriate disciplinary or other remedial action.

NOTE: If the last day for filing a notice of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until the close of normal business hours of the college on the first working day following the fifteenth calendar day to file.

Amended January 1, 2017 - (Refer to Policies 601.04 and 620.01, Alabama Community College System Policy Manual)

State Student Complaint Process

Alabama's Two-Year Institutions of Higher Education Student Complaint Process

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained on the College's web site at the following link, http://www.jeffersonstate.edu/about-jscc-2/complaintappeal-process/ and is also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to: Alabama Community College System Attention: Office of the Vice Chancellor for Instructional and Student Services P.O. Box 302130 Montgomery, AL 36130-2130
b) The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
d) The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

AIDS Policy

- 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 on the basis of these conditions.

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 Policies and Guidelines; and Telecommunications Facilities. (See Policies and Procedures for Information Technology Resources and Systems in the "Student Handbook" section of the Catalog and Student Handbook.)

Digital Millennium Copyright Act Peer-to-Peer File Sharing Policy

Copying, distributing, and downloading copyrighted materials, including music, videos, and games for which you do not have the owner's (copyright holder's) permission are a violation of federal law. Compliance with federal copyright law is expected of all students, faculty, and staff. Federal law provides severe penalties for the unauthorized reproduction, distribution, or digital transmission of copyrighted materials.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines up to $250,000 per offense. The FBI investigates allegations of criminal copyright infringement.

Faculty, staff, students and affiliates using college infrastructure are required to comply with U.S. copyright laws. The college reserves the right to remove or limit access to material posted on college-owned computers if it is alleged that U.S. copyright laws have been violated. If the college determines that U.S. copyright laws have in fact been violated, the infringing material will be permanently removed.

Reporting Infringement

In accordance with the Digital Millennium Copyright Act (DMCA), all claims of infringement be in writing and include:

1. A physical or electronic signature of the copyright owner or person designated to act on his/her behalf
2. Identification of the allegedly infringed copyrighted work, including:
   A. Identity of the copyright owner, if not the complainant
   B. Contact information for the complainant or person designated to act on his/her behalf, including address, telephone number and, if available, email address
   C. Citation of the copyrighted work (author/creator, title/description, copyright date)
   D. Statement of copyright ownership
3. Identification of the host Web site and sufficient information to locate it including:
   A. URL (Web address)
   B. Date, time, and time zone the Web site was observed
4. The complainant must provide:
   A. A statement that the complainant has a good faith belief that the use of the material is not authorized by the copyright owner or the law
   B. A statement that the information in the notification is accurate and, under penalty of perjury, that the complainant is authorized to act on behalf of the copyright owner.

Response to Allegations of On-Line Copyright Infringement

Distribution of copyrighted material, including music, games, and movies, for which you do not have the owner's permission is a violation of federal law and college policy. Popular file-sharing programs, such as KaZaA, LimeWire, Grokster, and Morpheus, commonly share downloaded music, movie and other files from your computer with users worldwide if you do not take specific actions to prevent this. Copyright holders and their agents frequently scan colleges' networks for copyrighted materials (especially music, games, or movies) that are available to others from computer systems on the college network. The Digital Millennium Copyright Act (DMCA) provides procedures that may be used by an Internet Service Provider (ISP) in dealing with claims of copyright infringement. As part of its compliance with federal copyright law, the College has designated a DMCA Agent who responds to bona fide notices of copyright violations as follows. As part of its response:

1. The college DMCA Agent or his designee assesses the DMCA Notice to ensure that it conforms to the statutory requirements.
2. The college DMCA Agent or his designee requests that IT staff identify the individual responsible for possible copyright-infringement using the Internet location of the allegedly infringing materials supplied in the notice.
3. The DMCA agent or designee contacts the identified individual by campus email to report that the college has received an allegation of copyright infringement in which s/he is implicated.
4. If the identified individual cited is certain that s/he is legally using the allegedly infringing material or that the copyright owner has misidentified the material, s/he may file a counter notice.
5. A counter notice must include the following information:
   A. The name, address, phone number, and physical or electronic signature of the individual filing the counter notice.
   B. Identification of the material and its location before removal.
   C. A statement under penalty of perjury that the material was removed by mistake or misidentification.

D. Consent of the individual filing the counter notice to local federal court jurisdiction.

6. If the identified individual is an employee, his/her supervisor will also be notified of the alleged copyright violation.
7. If the IP address traces back to a privately-owned computer, the issue is then closed. If the IP address traces back to a college-owned computer, a student-infringer will meet with the Dean of Enrollment Services for possible disciplinary action.

College's designated DMCA Agent:

Dean of Campus Development & Campus/Legal Services
2601 Carson Road, George Wallace Hall, Room 109
Birmingham, Alabama 35215

Other Means of "Effectively Combating" the Unauthorized Distribution of Copyrighted Material

With the use of firewall and proxy server appliances, the College is able to limit the bandwidth from lab computers and block the access to certain sites, including all file-sharing sites.

Legal Alternatives to Illegal File Sharing

There are many online legal options for music and movies. Artists and their recording labels have websites and many television network websites provide streaming of popular programs at no cost. Additional information on legal sources for online music and videos can be found at:

A. https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/educause-policy/legal-sources-onli
B. www.it.cornell.edu/policies/copyright/music.cfm

Reviewing Effectiveness

The college will periodically review the effectiveness of this plan to assess the extent to which our anti-piracy messages are reaching their intended audience, the extent to which our campus community is taking advantage of legal alternatives, and other aspects of our plan to combat the unauthorized distribution of copyrighted materials.

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 dean 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, 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 information by FERPA may be released in accordance with state and federal requirements without a student's written consent.

Disclosure is permitted to representatives of Jefferson State with legitimate educational reasons to review a student's educational record. A school representative is a person employed by the college in an administrative, supervisory, academic, research, or support staff

position; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the Jefferson State Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school representative in performing his or her tasks.

Note: Students who do not want any public or directory information released to representatives independent of the college should complete a Non-Disclosure Information Form in Enrollment Services, on the Jefferson, Shelby-Hoover, St. Clair - Pell City, or Chilton-Clanton Campuses.

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 at one of the Jefferson State locations.

   *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-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 2014 cohort are published in the 2018-2019 Catalog and Student Handbook.

Graduation and transfer-out rates for students who received athletically-related financial aid are available on the Athletic Department website. 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.

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 at all campuses. 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: www.jeffersonstate.edu.

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 ap proved 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 dean of Enrollment Services.
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. The use of e-cigarettes and smokeless tobacco is prohibited inside all campus buildings.

2018 - 2019 Jefferson State Community College

Admission to the College

Admissions Policies

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

All students must complete admission application, submit one primary form of identification, and provide high school transcript and other appropriate documentation prior to beginning the registration process. For admission, applicants must present one primary form of identification. Examples of primary forms of identification are unexpired Alabama Driver's License or instruction permit, unexpired Alabama identification card, unexpired U.S. Passport, unexpired U.S. Permanent Resident Card, Resident Alien Card-Pre-1997, unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond, U.S. Alien Registration Receipt Card (Form I-151) prior to 1978, BIA or tribal identification card with photo and I-797 Form with expiration date.

Applicants should submit the identification referenced above in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission consistent with local institutional policy.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS 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.

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.

An applicant who fails to satisfy the requirements above will not be admitted to the institution.

Required Admission Documentation

Applicants who have not previously attended a duly accredited postsecondary institution will be considered first-time college students or "native" students.

Degree seeking students must submit an admission application, primary form of identification, proof of high school graduation, official transcript(s) from high school or GED, and all other colleges attended, as well as ACT scores. Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

Admission to Courses Creditable Toward an Associate Degree

There are two types of admission status: unconditional and conditional. Unconditional status: Students who have submitted all required documentation may be admitted as unconditional status. Conditional status: Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

Residency Policy

For the purpose of assessing tuition, applicants for admission will be classified in one of three categories.

I. Resident Student

A. A resident student will be charged the in-state tuition rate established by the Alabama Community College System.

B. A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve (12) months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the state of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status simply by attending school for twelve (12) months in the state of Alabama.

C. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

1. Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a rea son other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.
2. Supporting Person: Either or both of the parents of the student, parents who are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither have legal custody, supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

D. In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
   1. Students having graduated from an Alabama high school or having obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
   2. An individual claiming to be a resident will certify by a signed statement each of the following:
      a. a specific address or location within the state of Alabama as his or her residence;
      b. an intent to remain at this address indefinitely; and c. possession of more substantial connections to the state of Alabama than with any other state.
   3. Though certifications of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connection with the state of Alabama. This evaluation will include the consideration of the following connections:
      a. consideration of the location of high school graduation;
      b. payment of Alabama state income taxes as a resident;
      c. ownership of a residence or other real property in the state and payment of state ad valorem taxes on the resi dence or property;
      d. full-time employment in the state;
      e. residence in the state of spouse, parents, or children;
      f. previous periods of residency in the state continuing for one (1) year or more;
      g. voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education;
      h. possession of state or local licenses to do business or practice a profession in the state;
      i. ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
      j. continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
      k. membership in religious, professional, business, civic, or social organizations in the state;
      l. auxiliary services in the state of checking and savings accounts, safe deposit boxes, or investment accounts; and
      m. in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

E. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state.

   Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

II. Non-Resident Student

A. A non-resident student is one who does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.
B. A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States.
   1. The dependent student is one:
      a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
      b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employ ment within ninety (90) days of registration; or
      c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under order for duties other than attending school; or
      d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
   2. The student is not a dependent (as defined by Internal Revenue Codes) who:
      a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or

b. can verify full-time permanent employment within the state of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
d. is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.

C. In determining non-resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof the applicant meets the stipulations noted above prior to admission.

III. Out-of-State Student

A. Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by that institution.
B. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

Residency Policy for Veterans, Dependents, and Spouses

For the purpose of assessing tuition, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

I. The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.
II. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National guard while enrolled at the public institution of higher education.
III. The student is a veteran of the Armed Forces of the United States, provided that the veteran has become a resident of Alabama and satisfies at least one of the following conditions:
   A. The veteran has served on active duty for a continuous period of time, not less than two (2) years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five (5) years of enrolling at an Alabama public institution of higher education.
   B. The veteran is currently serving in a reserve component of the Armed Forces of the United States, as verified by a memorandum from the commanding officer of the veteran student.
   C The veteran has been assigned a service-connected disability by the United States Department of Veterans Affairs.
IV. The student is an out-of-state veteran who resides within ninety (90) miles of a campus located in Alabama and has enrolled at an institution whose board of trustees has voted to allow non-resident in-state tuition for active and retired military.
V. The student is, at the time of registration, a minor whose supporting person is a member of the United States Military on full-time active duty stationed in Alabama under orders for duties other than attending school.

Admission Classification

First Time

A student who has no prior post-secondary experience, attending any institution for the first time.

Transfer

A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon local institutional policy.

Unconditional Admission of Transfer Students

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

Conditional Admission of Transfer Students

Transfer students who do not have official transcripts from all postsecondary institutions attended and any additional documents required by the institution on file 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 complaints/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 student. The student 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 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 criteria for awarding credit for work completed at international colleges and universities are the same as for institutions within the United States. Students must obtain a "Catalog Match" evaluation report from Education Perspectives. Their website is www.edperspective.org/jscc.
5. Credit may be awarded based on previous formal training. Examples include military training, Community College of the Air Force, Police Academy, and Fire College Certifications.

International Students - (F-1 Visa Holders)

International: A student who is a citizen of another country.

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. Signature page (printed from the online application).
3. Passport copy and photo.
4. An official copy of the score on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Step EIKEN must be submitted to the International Student Services Office as proof of English proficiency. A minimum score ranging from 5.5-6.0 on the IELTS as determined by the college, or a total score of 61 on the Internet-based TOEFL or 500 of paper based TOEFL, or a 2A on the Step EIKEN in Practical English Proficiency. Students may request that copies of their TOEFL or IELTS scores be electronically sent 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 and IELTS 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 and IELTS requirement.

****Contact the International Student Services Office for the list of countries that are currently exempt from the TOEFL or IELTS requirement, as set by the The Alabama Community College System.**

5. Financial documentation must be provided to Jefferson State including The Affidavit of Financial Support Form an original current bank letter or statement from the sponsor's financial institution showing sufficient funds to support the student's educational expenses.
6. Students must obtain a credential evaluation from an accredited evaluation company. Jefferson State accepts "High School Reports/Evaluations" from any NACES (naces.org) accredited evaluator or from AACRAO Credential Evaluators or Lisano International. Students who have completed international college and/or university coursework must obtain a "Catalog Match" with Education Perspectives (www.edperspective.org/jscc).
7. All international students must submit a physical and proof of immunizations as set out in the Medical History Form (available on line at www.jeffersonstate.edu/international under Forms). This is due at the time of enrollment.
8. Proof of adequate health insurance including medical evacuation and repatriation.
9. Copy submitted of the paid I-901 fee receipt (www.fmjfee.com) which was part of the visa application.

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.

Students who have completed international college and/or university coursework must obtain a "Catalog Match" evaluation report from Education Perspectives at (www.edperspective.org/jscc). Transfer credit is not guaranteed.

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 unless they are insured through a spouse policy or employer policy. No refunds will be issued for health insurance. The College is authorized under federal law to enroll non-immigrant alien students.

Transient Students

Transient: A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose for transferring credit back to the home college or university.

1. Transient students must complete an application form available In Enrollment Services at one of our locations or online at www.jeffersonstate.edu. Applicants should submit their application no later than two weeks prior to the semester in which they plan to enroll.

2. A transient letter must be received in Enrollment Services before a student may register. The transient letter must list all courses the student is eligible to take. This letter guarantees the transferability of courses taken at Jefferson State Community College to the student's home Institution.
3. International transient students in F-1 status must also provide Jefferson State with an Transient Approval Form completed by their Designated School Official (Immigration Advisor) and is available through the International Services Office.

Accelerated High School Program

Accelerated: A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.

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 3.0 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

Dual Enrollment and Dual Credit: A secondary education student who is earning college credit while in high school. Dual enrollment credit may be applied toward a high school diploma.

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:

Student Eligibility

A. Students must satisfy the requirements prescribed in Alabama Community College System Policy 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
B. Students must be in grade 10, 11, or 12. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9.12.
C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (un weighted) high school grade point average of 2.5 on a 4.0 scale.
D. Students must have written approval of the appropriate principal or counselor and career and technical education program representative (if applicable). Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor,

parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

E. Students registering for any college-level English or math courses must take the state-approved placement assessment to determine their academic preparedness for college-level courses. Students registering for career and technical education courses, with the exception of math and English, in the 10th or 11th grade will not be required to take the state-approved placement test. Students must take the state-approved placement assessment before the start of their 12th year of high school, or submit ACT scores which exempt them from the exam.

Course	ACT	ACCUPLACER
ENG 101 English Composition I	18 (English sub score)	WritePlacer 5-8
MTH 100 Intermediate College Algebra	20 (Math sub score)	Elementary Algebra 60-79 or College Level Math 20-4
MTH 112 Algebra	24 (Math sub score)	Precalculus Elementary Algebra 80-120 or College Level Math 50-59
MTH 113 Precalculus Trigonometry	26 (Math sub score)	College Level Math 60-79
MTH 125S Calculus I	27 (Math sub score)	College Level Math 80-120

Placement criteria are subject to change.

Students must meet the established college placement criteria prior to enrolling in Dual Enrollment for Dual Credit coursework.

Developmental courses (numbered below 100) are not offered through dual enrollment.

Continuous Eligibility

Students who meet the criteria for initial admission to the Dual Enrollment for Dual Credit Program will remain in continuous eligibility as long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the Summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

Credits

One (1) three semester credit hour postsecondary/college-level course shall equal one (1) high school Carnegie credit in the same or related subject at the secondary level. Partial credit agreements shall be developed between the college and the LEA based on additional instructional or lab time.

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.

Adherence to College Policies and Requirements

The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the Catalog, and the Student Code of Conduct. The College reserves the right to refuse re-admission to any student who violates College policies.

Provisions for Disability Services and Accommodations

Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Furthermore, since requirements under the IDEA do not apply to the postsecondary level, services described in the Individual Education Plan (IEP) will not be required for Dual Enrollment for Dual Credit courses.

The LEA will retain responsibility for providing disability services to students at its schools and while in transit between the LEA and the College. The LEA shall share in the cost and responsibility of providing disability services to students with qualified disabilities, as follows: To the extent that accommodations are required in a postsecondary setting and not otherwise provided by the LEA, the College will provide disability services to students while on its campuses. The College and the LEA will address the provision of extraordinary disability accommodation services on a case-by-case basis.

The College will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified". Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation of his or her disability to the appropriate College official. Decisions regarding accommodations provided in College courses will be made by the College upon submission of appropriate disability documentation. The College will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course. Some accommodations available at the high school may not be provided by the College.

Financial Responsibility

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College, unless covered by alternative funding sources. Students who fail to pay tuition and fees by the end of the College drop/add period will not be considered enrolled and will be automatically dropped from course rolls. The LEA (Local Education Agency) will be notified of such action.

For additional information: dualenrollment@jeffersonstate.edu.

Audit Students

Auditors are students who register for credit courses on a non-credit basis. 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) 856-7704.

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.

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 have a grade point average of 2.5 (4.0 point scale) on prerequisite general education courses used for admission (ENG 101, math elective either MTH 116 or 100 and science elective BIO 103 or 201 or CHM 104) to the MLT program. For admission into the Radiologic Technology program, the GPA must be a 2.5 or higher from most recent 24 credit hours. 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 Professional, Career and Technical Education 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 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 Jefferson State credit. Radiology requires a 2.5 minimum grade point average.
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.jeffersonstate.edu. 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 the Center for Professional, Career and Technical Education 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

Applicants must complete an application form online at www.jeffersonstate.edu. Applicants should submit their applications, as early as possible, prior to the semester in which they plan to enroll.

Transfer Students

Transfer applicants must complete an application form available in Enrollment Services at one of our locations or online at www.jeffersonstate.edu. Applicants should submit their application no later than two weeks prior to the semester in which they plan to enroll.

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

Transient Students

Transient students must complete an application form vailable in Enrollment Services at one of our locations or online at www.jeffersonstate.edu. Applicants should submit their application yno later than two weeks prior to the semester in which they plan to enroll.

Former Students Applying for Readmission

*Note: Applicants previously admitted for a specific term, who did not attend, 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.

Workforce Education Courses

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

Credit for Non-Traditional and Prior Learning Assessment (PLA) Credit

Prior Learning Assessment (PLA) is a means for a student to receive college level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education.

A maximum of 25% of non-traditional credit may be awarded and applied toward graduation. Non-traditional credit is not posted to the student's transcript until the student is enrolled. Non-traditional credit may not count toward the 25% of JSCC work needed to satisfy residency for graduation. Students may not earn credit, through non-traditional academic work, for any course in which a grade has previously been received.

PLA applies only to non-academic transfer courses. Credit awarded through nontraditional means for academic transfer courses may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System office.

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.

Jefferson State considers credit for Non-Traditional Academic Work as transfer work and a grade of "TS" (Satisfactory) will be assigned for the course.
For a complete process and how students must apply for PLA credit, visit the school's website at http://www.jeffersonstate.edu/prior-learning-assessment/. For questions and more information about Prior Learning Assessment, contact James Buxton at 205-856-7757.

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	Semester JSCC Equivalent	Hours Awarded
American Government	POL 211	3
American Literature	ENG 251	3
Biology	BIO 101, 102	8
Calculus	MTH 125S	4
Chemistry	CHM 111, 112	8
College Algebra	MTH 112	3
College Composition	ENG 101, 102	6
College Composition Modular	ENG 101	3
English Literature	ENG 261	3
Financial Accounting	BUS 241	3
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
Precalculus	MTH 113	3
Psychology, Introductory	PSY 200	3
Sociology, Introductory	SOC 200	3
Spanish Language Level 1 & 2	SPA 101, 102	8
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	Semester JSCC Equivalent	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
Computer Science A	CIS 150	3
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
Human Geography	GEO 100	3
Macroeconomics	ECO 231	3
Microeconomics	ECO 232	3
Music Theory	MUS 111S	3
Music Listening and Literature	MUS 101	3
Physics B	PHY 201, 202	8
Physics 1	PHY 201	4
Physics 2	PHY 202	4
Physics C: Mechanics	PHY 213S	4
Physics C: Electricity and Magnetism	PHY 214S	4
Psychology	PSY 200	3
Spanish Language		
Score of 3	SPA 101	4
Score of 4	SPA 102	4
Score of 5	SPA 102	4
Statistics	MTH 265	3
World History	HIS 121, 122	6

International Baccalaureate

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

Military Training 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.

Law Enforcement Academy

Upon completion of six to twelve semester hours of CRJ courses at Jefferson State, students may be awarded credit for an equivalent number of CRJ hours to be determined by the program coordinator. To receive credit, students must submit a copy of one of the following: official Peace Officers certificate (APOST), a letter on official letterhead from the academy stating student's name and date of graduation, or academic transcripts from an accredited college.

Emergency Medical Services (EMT)

Upon completion of six semester hours of approved EMS courses at Jefferson State, students may be awarded ten (10) semester hours credit for a current State of Alabama EMT 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 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1

Fire College Certifications

Official certification of completion of approved fire academy work must be sent to Enrollment Services. Certification must be either an academic transcript from an accredited college, 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 131	Fire Extinguishment Principles	3

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

Hazmat Awareness & Operations Certification

FSC 161	Hazardous Materials Awareness & Operations	3

Hazmat Technician Certification

FSC 261	Hazardous Materials Technician	3

Fire Instructor I Certification

FSC 201	Fire Instructor I	3

Fire Instructor II Certification

FSC 202	Fire Instructor II	3

Fire Instructor III Certification

FSC 203	Fire Instructor III	3

Fire Investigator Certification

FSC 241	Fire Investigator I	3

Fire Inspector I Certification

FSC 251	Fire Inspector I	3

Fire Inspector II Certification

FSC 252	Fire Inspector II	3

Fire Inspector III Certification

FSC 253	Fire Inspector III	3

Fire Officer I Certification

FSC 291	Fire Officer I	3

Fire Officer II Certification

FSC 292	Fire Officer II	3

Fire Officer III Certification

FSC 293	Fire Officer III	3

Fire Officer IV Certification

FSC 294	Fire Officer IV	3

Fire Department Safety Officer Certification

FSC 295	Fire Department Safety Officer	3

Public Fire and Life Safety Educator I; Public Information Officer Certification

FSC 255	Public Fire & Life Safety Educator	3

Rescue Technician: Confined Space Certification

FSC 231	Rescue Tech: Confined Space	3

Rescue Technician: Trench Certification

FSC 232	Rescue Technician: Trench	3

Rescue Technician: Rope Certification

FSC 230	Rescue Technician: Rope	3

Rescue Technician: Structural Collapse Certification

FSC 233	Rescue Tech: Structural Collapse	3

Rescue Technician: Vehicle and Machinery Certification

FSC 237	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 167	Supervision	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.

Child Development Program

Upon completion of nine semester hours of approved CHD courses at Jefferson State, students may be awarded three (3) semester hours credit for CHD 100 - Introduction to Early Care and Education. To receive credit, students must present official (no copies) documentation of a CURRENT Child Development Associate (CDA) Credential to the Child Development Program Coordinator.

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
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
- 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.

2018 - 2019 Jefferson State Community College

Financial Information

Tuition and Fees*

	*Tuition/Fees per credit hour
In-State Students	$ 160
Out-of-State Students	$ 289
Senior Adult Fees	$ 31

*Tuition and Fees subject to change by Alabama Community College Board of Trustees.

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

Fees are refundable unless designated.

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. The student is responsible for amounts not paid by the sponsor.

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

(Alabama Community College Board of Trustees mandated fee for students who completely withdraw from college)

Replacement I.D.	$ 5
Replacement Decal	$ 5
Diploma Fee	$20
Placement Test Transcript	$ 5

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 session 1 and 2, mini-terms and summer-term 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.gov. When completing the FAFSA, be sure to list Jefferson State Community College (school code 001022) as a college to receive your FAFSA information.

We advise that you complete your Federal tax returns (student, parent, or spouse if applicable) before completing 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 to 5 days to process a submitted FAFSA. Jefferson State has established May 1 as the 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 3 to 5 days, the student will receive a Student Aid Report (SAR) and JSCC will receive an Institutional Student Information Record (ISIR). The student can check the status of their Financial Aid on their myJSCC account. 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 advisor will compare the student's EFC to Jefferson State's cost of attendance to determine the student's eligibility for federal financial aid.

Financial Aid funds can only be paid towards courses that are required for the student's major on file in Admissions. It is the student's responsibility to meet with an academic advisor to ensure they are enrolled in courses that are required for their major. Financial aid students may receive Title IV aid for a previously passed course one time.

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 by the posted deadline. A completed financial aid file includes the student's SAR, copy of tax transcript (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. Deadlines are posted in the financial aid section on the JSCC website.

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 "may" 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 (SAP) 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. 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, whether or not the student received financial aid during those periods.

Jefferson State Community College will measure a student's performance for satisfactory academic progress in three areas: completion rate, cumulative grade point average, and maximum time frame. The Standards of Satisfactory Academic Progress apply for all Title IV financial assistance programs including Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Education Opportunity Grant (FSEOG), Federal Direct Loan Program, as well as assistance from the state.

In addition, financial aid recipients must report to the Financial Aid Office when they withdraw from a course or withdraw from the college. Complete withdrawal from school before 60% of the term is completed "may" result in the student having to repay a percentage of aid that they have received. The formulas used to calculate the refunds and repayments may be obtained from the Financial Aid Office.

Completion Rate

At the end of each semester, a student's academic progress will be reviewed by comparing the cumulative number of attempted credit hours with the number of credit hours earned. Students must earn at least two-thirds of the hours attempted to remain eligible for financial aid. When academic progress is measured, all work attempted at JSCC and all transferred credit hours from other institutions will be considered.

The following information is considered when evaluating a student's academic satisfactory progress:

- Withdrawals (W, WP, and WF), incomplete (I), and failure (F) are considered attempted but not earned hours.
- Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course.
- If a student gets a "W" or an "F" in a course, that student is allowed to repeat the course and receive financial aid (assuming he/she is meeting Satisfactory Academic Progress) until he/she receives a "D" or better.
- Once the student has received a "D" grade or better, he/she can repeat the course a second time and still receive federal aid.
- The third time the student repeats a course "in" which he/she has earned a "D" or better, this course is no longer eligible for Title IV funds.

Audited courses are not considered credits attempted or earned. Students cannot use Title IV funds to pay for audited courses.

Transfer credits do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned hours.

Students who do not meet these requirements will be terminated from financial aid.

Cumulative Grade Point Average

Financial aid recipients must maintain the following required grade point averages according to number of hours attempted. This includes all attempted hours, transfer hours, and developmental work taken, whether or not financial aid was received or courses were successfully completed.

- Students who have attempted 0-21 semester credit hours must maintain a 1.5 cumulative grade point average (GPA).
- Students who have attempted 22-32 semester credit hours must maintain a 1.75 cumulative GPA.
- Students who have attempted 33 or more semester credit hours must maintain a 2.0 cumulative GPA.

If the student has never attended Jefferson State, then the cumulative GPA from the last college attended will be used. Once the student establishes a GPA at Jefferson State, that GPA will be used to determine eligibility.

Maximum Time Frame

The maximum time frame for completing a program of study is 150% of the required length of the student's specific program. This maximum time frame includes all attempted hours, transfer hours, and developmental work taken, whether or not financial aid was received or courses were successfully completed. A student is no longer eligible for financial aid when he has attempted 150% of the number of hours required for his degree or certificate.

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 courses.

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.

Suspension

When a student is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid. The student will not be eligible again to receive financial aid until they achieve a cumulative 2.0 GPA or higher at their own expense. If the student's cumulative GPA is 2.0 or higher but they still do not meet the two-thirds progress requirement, they can then appeal to have their financial aid reinstated.

Evaluation of Academic Progress

All students will be monitored for compliance with Federal Requirements for Satisfactory Academic Progress at the end of each semester whether or not the student received financial aid during those periods. At that time, a student will be in good standing or denied financial aid assistance for the following term. The student must meet all three requirements, completion rate, cumulative grade point average, and maximum time frame, to remain eligible for financial aid. Students will be notified by the Office of Financial Aid if they are denied financial aid.

Complaints/Appeals

A student who loses financial aid because he/she fails to make satisfactory academic progress may appeal one time. Students may appeal by submitting a Complaint/Appeal form to the Financial Aid Office. 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 Complaints/Appeals Committee. Complaints/appeals must be submitted by the due date on the complaint/appeal form for the term the student is appealing to be reinstated on aid.

Students who are approved on appeal must earn grades of "C" or better in each class, with no withdrawals (grades of W, WP, WF, and I calculate as hours attempted in Financial Aid SAP Policy). Appeals are continued on a semester by semester basis until the student is current with SAP. Students who fail to complete the terms of the appeal will be expected to catch up on their SAP using their own means before they will be considered eligible to receive financial aid.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. This form can be found at http://www.jeffersonstate.edu/about-jscc-2/complaintappeal-process/ under "State Student Complaint Process".

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 online at www.fafsa.gov.

Federal Pell Grant payments are prorated according to the number of hours a student enrolls each semester. Depending on the amount of Pell grant eligibility, the chart below may not apply to all students. Some students attending less than full time (12 credit hours) may not be eligible to receive a Pell grant award.

- 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.

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 by the priority deadline is all that is required to apply for SEOG.

Alabama Student Assistance Program (ASAP)

ASAP is an Alabama student assistance program. Funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled full time (12 credit hours). Students must be eligible for Federal Pell Grant to be considered for the ASAP grant. There is no special application for these funds; completion of the FAFSA is all that is required to apply for ASAP. Funds are limited for this program.

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 at least half-time. 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 that are required for their major to be eligible for a loan. A first-time student cannot receive a loan disbursement until 30 days into the enrollment period. If a loan is awarded for one term only, the loan must be paid in two separate disbursements.

Students will be able to view their award notification and instructions to receive their funds on their myJSCC account under the Financial Aid tab once their award has been completed. If the student is receiving a loan there are additional steps for students to complete. Once a student is awarded, they will receive an award notification email with instructions on completing these steps at www.studentloans.gov.

Direct Subsidized and Unsubsidized Loans have a fixed rate of 5.05% for new loans first disbursed on or after July 1, 2018. Rates are subject to change by the Federal Government. Please refer to the student loan page at www.studentloans.gov for most current rates.

Jefferson State does not participate in the Direct Parent Plus Loan Program.

Emergency Loans

Students who face financial emergencies may apply for an emergency loan. Emergency loans cannot exceed the cost of 6 credit hours and can be used to cover tuition and fees only. A student cannot receive an Emergency loan after the last day of schedule adjustment for the semester. 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
- Funds must be repaid even if a student withdraws or does not complete the course(s)

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 obtain a scholarship application on the JSCC website under Scholarships. 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 is available on the JSCC website under Scholarships.

Senior Adult Scholarships

Alabama Community College Board of Trustees 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

- Post 9/11 GI Bill (Chapter 33)
- Montgomery G.I. Bill/Active (Chapter 30)
- Montgomery G.I. Bill/Selected Reserve (Chapter 1606)
- Montgomery G.I. Bill/Reserve (Chapter 1607 -REAP)
- Post-Vietnam Veterans' (Chapter 32- VEAP)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Veterans Vocational Rehabilitation (Chapter 31)

Students interested in applying for one of these benefits should contact the VA Certifying Official located in the Financial Aid Office. Federal VA program funds can only be paid towards courses that are required for the student's major on file in Admissions. It is the student's responsibility to speak with an academic advisor to ensure they are enrolled in courses that are required for their major.

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.
- 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 residential 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.

- 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 if applicable. Enroll ment certifications will not be submitted until payment has been received.
- Forms for certification can be printed from the Jefferson State Community College VA webpage.
- Benefits are paid on the following enrollment schedule:

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

(Reimbursement of tuition and fees only)

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 overpay-ment created through non-compliance with these policies is subject to repayment by the student.

Choice Act Compliance for In-State Tuition Rates

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence)
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- This policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

State of Alabama Veteran Programs

Alabama G.I. Dependent Scholarship Program

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependent's child, stepchild, spouse, or unmarried widow(er) of disabled veterans (living or deceased), who were permanent civilian residents of Alabama prior to entry into military service. The veteran must be rated 20% or more due to a service connected disabilities or have held the qualifying rating at the time of death. Special consideration is given to dependents of permanently and totally disabled veterans who are bona fide residents or were prior to their death.

Other benefits may be available to eligible dependents of the following: former prisoners of war (POW), those declared missing in action (MIA), and those who died in service.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow(er) does not have a filing deadline or age limitation.

For additional information or assistance contact the Business Office at (205) 856-7760 or (205) 983-5256.

Tuition Assistance Program (TA)

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition and fees for college courses taken during off-duty hours. It is important to understand that the VA does not administer TA.

Each branch of the service has its own criteria for eligibility, obligated service, application process and restrictions. This money is usually paid directly to the institution by the individual services.

Additionally, active duty members may elect to use the MGIB "top-up" in addition to their service provided TA to cover high cost courses.

TA is not a loan; it should be viewed as money you have earned just like your base pay.

For additional information or assistance contact the Business Office at (205) 856-7760 or (205) 983-5256.

Alabama National Guard Educational Assistance Program (ANGEAP)

The Alabama National Guard Education Assistance Program (ANGEAP) is for tuition and educational fees for Alabama National Guard members to attend a postsecondary educational institution in Alabama. The award is based on financial need. This award is for students who are active members in good standing with a federally-recognized unit of the Alabama National Guard. Participants also may receive federal veterans benefits, but must show a cost less aid amount of at least $100. Forms must be signed by a representative of the Alabama Military Department and the financial aid officer at the college or university the student plans to attend. Completion of the Free Application for Federal Student Aid (FAFSA) is required.

Contact the Jefferson State VA office for assistance.
va@jeffersonstate.edu

Complaint Policy for Students Receiving VA Education Benefits

For students receiving VA education benefits, any complaint against the school should be routed through the VA G.I. Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

2018 - 2019 Jefferson State Community College

Support Services

FIND YOUR
PLACE
AT JEFFERSON STATE

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, veteran's affairs, evening services, and transfer and undecided advising. Access to enrollment services is available at all Jefferson State locations by appointment or via videoconferencing.

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 Accommodations 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 Jefferson State Community College ADA Accommodations Office {ADA Office} ensures equal access to the college experience for self-identified students with disabilities as is responsible for disseminating information concerning ADA compliance and accessibility matters to students, perspective students, faculty, staff, and community members. The ADA Office utilizes a secure web platform to ensure consistency and equal access in the distribution of this information. The ADA Office website provides forms and documents related to the accommodations process including interactive forms for online submittal and methods of contacting the ADA Office. Additionally, the website includes the ADA Accommodations Office handbooks for both faculty and students as well as documentation guidelines in both digital and printable formats. The ADA Office web platform is available from any internet connection and is available to all students and faculty regardless of location or course delivery. The ADA Accommodations Office staff will interview all students requesting accommodations, review all documentation submitted and will decide on the validity of the request for accommodations. Contact Anne Sherman, ADA Director, at 205-856-6077 or arsherman@jeffersonstate.edu.

Locations

- **Jefferson Campus:** Fitzgerald Student Center, Room 300
- **Shelby-Hoover Campus:** General Studies Building, Room 106
- **St. Clair-Pell City Campus:** Enrollment Services, Room PCC 121
- **Chilton-Clanton Campus:** Enrollment Services, Room CC 113

Instructional Support

Learning Resource Centers

The Learning Resource Centers 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 have four locations: 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, first floor of the St. Clair-Pell City Campus building, and the first floor of the Chilton-Clanton Campus building.

The Learning Resource Centers' collections consist of print and electronic books, current periodicals, United States Government documents, and audio-visual materials. The Centers also provide access to premier full text electronic research databases either through license agreements or the Alabama Virtual Library. 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 are available in the Learning Resource Centers. Computers are provided for access to the internet and the library's content management system [website]. All resources are accessible from the library's website, regardless of location.

Professional librarians are available at all locations and virtually to assist students in using the library and accessing services. Instruction in using the library's resources is provided virtually and to both classes and individuals.

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. The Learning Resource Centers also have cooperative lending and borrowing agreements with area colleges and universities.

Off-Campus Programs

Jefferson State offers approved courses at temporary sites within the college's service areas. For more information, contact the dean of Instruction.

Use of Blackboard and Instructional Technology

Blackboard Learning Management System and other forms of instructional technology are used in many Jefferson State credit courses. Internet-based instruction does not regularly replace on-campus instruction in lecture courses with regularly scheduled class meetings. However, students in on-campus lecture courses may be required to use Blackboard, or other forms of instructional technology, to complete some course requirements. Every Jefferson State campus has computer labs with Internet access that are available for student use.

Instructors are encouraged to list instructional technology requirements for their courses in the official online class schedule. Students can use the official online class schedule to check instructional technology requirements for a course by selecting the course CRN, followed by the Syllabus Available link.

Jefferson State offers many courses in the following distance education formats. Each format has different on-campus participation requirements. Students with course-specific questions are encouraged to contact the course instructor before classes officially begin.

Internet Courses

Internet courses provide 80% or more of course instruction through Blackboard, and students are able to complete most course requirements without visiting a Jefferson State campus. Students can use the official online class schedule to determine if an Internet course has on-campus requirements by selecting the course CRN, followed by the Syllabus Available link. Many Internet courses can be completed entirely online, but others have required on-campus exams, labs, presentations and/or other class activities. Internet courses are not self-paced and do have assignments with specific due dates.

Hybrid/Blended Courses

Hybrid/Blended courses have regularly scheduled class meetings at a Jefferson State campus, but provide at least 50% of course instruction through Blackboard, significantly reducing the number of on-campus requirements. It is vital for students to attend the first on-campus class meeting to receive specific information about the class meetings, exams and assignments.

Videoconference Courses

Videoconference courses allow students at different Jefferson State campuses to receive simultaneous instruction, interacting with their instructor and their classmates as though all participants were in the same classroom. Interactive videoconference courses are similar to traditional lecture courses, with regularly scheduled class meetings. Students in interactive videoconference courses may be required to use Blackboard or other forms of instructional technology.

Internet, hybrid/blended and videoconference courses follow the same course outlines and semester calendar as equivalent on-campus lecture courses, are taught by Jefferson State instructors and usually require a textbook. Credit awarded for grades earned in Internet, hybrid/blended and videoconference courses is the same as credit awarded for grades earned in equivalent on-campus lecture courses.

Students enrolled in Internet courses or hybrid/blended courses should either have a home computer with reliable Internet service or plan to complete online work in the open computer labs available at every Jefferson State campus. Instruction in some Blackboard courses is delivered through streaming video and/or audio, which requires high-speed Internet.

Students enrolled in Internet courses or hybrid/blended courses become responsible for course materials and assignments in Blackboard on the first official class day of each semester. To access Blackboard:

1. Go to www.jeffersonstate.edu
2. Select myJSCC
3. Use you user name and password to log in to myJSCC. (Students unable to log in to myJSCC should email helpdesk@jefferson state.edu for assistance.)
4. Select Blackboard Courses in the Campus Links section on the right side of the page.

Students who are unable to access Blackboard after logging in to myJSCC, or need other technical assistance with Blackboard, should contact helpdesk@jeffersonstate.edu. Students should obtain each instructor's office phone number and email address for use in the event of technical difficulties with Blackboard.

Additional information and resources for Internet, hybrid/blended and videoconference courses are available on the Jefferson State Distance Education web page, and through the Distance Education Division 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. The courses are taught on the University of Alabama at Birmingham campus. 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

Learning Success Center

The Learning Success Center offers computer and other services to help students achieve their academic, career, and personal and professional development goals. The Center offers extensive computer-based instruction and reinforcement, for a variety of subjects and courses, designed to help students improve their study skills and habits. The LSC also provides all English and Math students free tutoring through SMARTHINKING, an online tutoring service. The Centers are located at the Jefferson Campus in Lurleen Wallace Hall, room 204 and at the Shelby-Hoover Campus in the General Studies Building, room 120. The LSC provides day and evening access to computers, printers, and the Internet. Please visit the LSC web-page listed under the Services tab at http://www.jeffersonstate.edu/ for additional information and assistance.

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, and other workforce investment act initiatives. The One Stop Career Center is located on the Jefferson Campus in Lurleen Wallace Hall, room 216 and may be contacted at (205) 856-8538 or (205) 856-8024.

Career and Job Resource Center

The Career and Job Resource Center offers assistance and guidance to current Jefferson State Community College students and recent graduates including resume development, college and career guidance, and information on available jobs and career options. The Center also provides assistance to community residents and businesses. Services for businesses include applicant/job matching, recruiting, tax credit information, and seminars/speakers on employment issues.

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, counseling, advice, support and referrals. Jefferson State Community College offers adult education classes 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.

Center for Workforce Education

Jefferson State offers a complete portfolio of training and educational options where and when you need them. The Center for Workforce Education is an integral part of the College's mission of achieving excellence in education. Our services are designed to meet the needs of today's busy professional.

Many of the policies and procedures of the Center for Workforce Education differ from those of the for-credit areas of the College. Those policies and procedures that are specific to non-credit are listed at www.jeffersonstate.edu.

On-Campus Community Classes for Individuals

There is truly something for everyone through the non-credit Workforce Education Office. Anyone can register to take a non-credit class without being admitted to Jefferson State. The Workforce Education office provides:

1. Certificate Programs that lead to the skills needed to obtain a job in a few weeks to a few months;
2. Professional Skills Development such as computer training, management training, leadership classes, Spanish, etc.;
3. Accelerated Child Enrichment and College Prep;
4. Online Community Education.

Learning has never been more convenient than it is by studying over the Internet. Through our partnerships, Jefferson State offers both instructor-facilitated and instructor-supported on-line classes. You may complete any of these courses entirely from your home or office at any time of the day or night.

Corporate Training Delivered At Your Work-Site

The College enters into a variety of partnership arrangements with the business community and other entities to provide training. Jefferson State instructors will come to your work-site to deliver world-class workshops, seminars and customized classes. Our account executives and instructors will work with you to determine your organization's specific needs. We serve businesses of all sizes and types and make classes available during or after business hours. If you need to use our facilities, we will make plans for your training to be delivered at one of our four locations. Sample topics include: Management and Leadership Training, Environmental Health and Safety Training, WorkKeys Job Profiling, Computer Software Training, Human Resources, Team Building, Language Training, and more.

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 Workforce Education at (205) 856-7710.

Testing and Assessment

Math and English 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 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 five years of high school graduation;
- Students scoring 18 or above on the English and math sections of the ACT who enroll at Jefferson State within five 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 MTH 098, MTH 116, ENR 094, or ENR 098.
- Audit students, transient students and dually enrolled high school students in English or math;
- Students providing documentation of assessment 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 five years of high school graduation.

- ENR 094 or ENR 098
  ACT English score of 17 or below
  SAT verbal score of 380 or below
- ENG 093
  ACT English score of 15 - 17
  SAT verbal score of 390 - 470
- ENG 101
  ACT English score of 18 or higher
  SAT verbal score of 480 or higher
- MTH 098, MTH 098S, or MTH 116
  ACT math score of 17 or below
  SAT math score of 470 or below
- MTH 100
  ACT math score of 18- 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

Placement criteria are subject to change.

Important Information about Placement Test:

- Students will be dropped from a registered course if they are not eligible for the class.
- 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.
- Placement test 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 at www.ged.com. You must be 18 years or older to take the test.

Exceptions are made for 16 and 17-year-old individuals. For questions, please contact the testing and assessment office at (205) 856-7896.

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) 856-8558.

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." Additionally, no transcript, official or unofficial will be issued via phone, facsimile, or email.

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

Workforce Education

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 Workforce Education at (205) 856-7710 for additional information.

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.

2018 - 2019 Jefferson State Community College

Academic Regulations

FIND YOUR PLACE AT JEFFERSON STATE

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 term. 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

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. In general academic performance is impacted by the number of classes a student attends. Financial Aid and other scholarship programs may require stringent attendance. It is the student's responsibility to be aware of the specific requirements of these programs. Student absences are calculated from the first official day of class. When a student registers late, the classes that the student missed from the first scheduled class date will be counted as absences. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Students are responsible for the knowledge, skills and abilities not acquired due to absences and for assignments made or due from the first official day of class. If a student has excessive absences and is in jeopardy of failing the course, she/he is encouraged to consult with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this could result in a grade of "F". Students receiving financial aid or scholarships should consult the Financial Aid Department or their scholarship coordinator to determine how an "F" or "W" may affect their tuition assistance.

Circumstances may arise, including but not limited to illness of the student or an immediate family member, accidents, death of an immediate family member, jury duty, court appearance, religious holy day, or involuntary call of military personnel to active duty, which are, upon presentation of official documentation, determined to be excused absences. Participation in college related events which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean will also be excused. When such an absence occurs, students are responsible for providing official documentation of the reason for the absence to the instructor and make-up work will be accepted.

Instructors should keep a record of attendance for each class meeting, ensuring that only students listed on the current course roster are attending class. Instructors should develop a course syllabus which clearly states how absences, late arrivals and early departures will be addressed as well as the individual instructor's policies for make-up work, consistent with the college's attendance policy. The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable. This syllabus should be distributed, explained and discussed at the first official class meeting. Student grades will be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content.

Students enrolled in Internet and/or Hybrid courses become responsible for course materials and assignments posted in Blackboard on the official first day of class. Students should access Internet and/or Hybrid courses via Blackboard within the first official week of classes and become familiar with each individual course's requirements. Students should access their Internet and/or Hybrid courses regularly to remain current regarding expected due dates and assignments. Attendance in Internet and/or Hybrid courses goes beyond course login, and is based on documentable participation in class activities. Interacting with the instructor, interacting with enrolled students, attending required on-campus meetings and/or submitting course assignments all constitute attendance. Any student who is not able to actively participate in class activities or complete course assignments is encouraged to consult the course instructor.

The above attendance policy shall apply to all credit courses at Jefferson State, including lecture, lecture/web-supported, interactive video conference, hybrid and Internet courses.

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)
F	Failure (below 60)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
I	Incomplete
AU	Audit
RW	Required Withdrawal

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 “D”, “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 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. The required workmust 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.jeffersonstate.edu. Each semester students should check their final grade report to ensure receipt of appropriate grades. Students are ultimately responsible for reporting potential errors in their final grades. Students who challenge a grade must do so with the course instructor by mid-term of the semester following the grade assignment. No grades may be challenged or changed by an instructor after that time unless there is a recording error or an extenuating circumstance.

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.

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 205-856-8091.
2. Official transcripts are sent to institutions, companies, agencies, etc., upon the student’s written request.
3. Official transcripts will not be issued to the individual student. However, the student may request an unofficial transcript that does not bear the college seal and is marked “Issued to Student.”
4. Transcript requests are processed as they are received. Requests should be made at least two weeks prior to need.
5. Enrollment Services does not issue official transcripts from other institutions. Requests for transcripts from other institutions must be directed to the institution concerned.
6. Transcript requests may be denied for students who have a financial obligation to the college. Any hold may be appealed to the College Policies Complaints/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 Complaints/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 "D" 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 "D" 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 Academic Bankruptcy by completing a "Academic Bankruptcy Application" form in Enrollment Services under the following conditions:

1. Academic bankruptcy can only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours complete satisfactorily, will be used to fulfill degree requirements. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
2. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in the 12 semester credit hours in the post-bankrupted period. Approval of the academic bankruptcy status at a college does not guarantee that other institutions will honor that status. This determination will be made by the respective transfer institution(s).

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 12 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 12 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 Dean of Enrollment Services 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

A student may request forgiveness of a course by completing the "Course Forgiveness Form". The following conditions must be met. Courses taken at Jefferson State Community College must be repeated at Jefferson State Community College for the student to be eligible for course forgiveness. If a course is repeated once, the second grade earned (excluding W, WP) 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.

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.

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 available on the college's website.

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 Assistant 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 205-856-8091.
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.

2018 - 2019 Jefferson State Community College

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 demonstrate effective reading, writing and speaking skills.
- The student will demonstrate ability to apply reasoning and logic to assess ideas and situations, support positions, draw conclusions and solve problems.
- The student will demonstrate ability to identify, analyze, organize, and synthesize credible resources in a manner that respects intellectual property.
- The student will demonstrate understanding of mathematical concepts and scientific principles, and ability to use computers.
- The student will demonstrate understanding of events in history and developments in the arts and social sciences that have shaped civilization.
- 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 Alabama Community College Board of Trustees.

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. A transfer grade of "D" will only be accepted when the transferred student's cumulative grade point average is 2.0 or above.
5. Students can receive either an Associate in Arts or an Associate in Science degree from 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. Competency in the basic use of the computer is a requirement of the Southern Association of Colleges and Schools Commission on Colleges. 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.
10. Remove all admissions conditions.

The Associate in Arts and Associate in Science Degree Core Requirements

Students can receive either an Associate in Arts or an Associate in Science degree from Jefferson State.

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 Degree Works audit to ensure they meet the requirements. The STARS articulation guide, degree plan or Degree Works audit 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 Commission on Colleges. 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, Degree Works Audit, or see Area V on the transfer institution's web site (stars.troy.edu/area_V.html).

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.

** 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 "Career 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 Commission on Colleges. 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:
Technical Core, Technical Concentration, and Electives **37-54**
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.

Advanced Certificate Requirements

The following requirements must be met in order to receive an advanced 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 an advanced certificate upon satisfactory completion of the requirements of the specific degree plan as specified by the college and by the Alabama Community College Board of Trustees.

A student must:

1. For an advanced 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 25 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 ac credited institution to satisfy degree requirements. A transfer grade of "D" will only be accepted when the transferred student's cumulative grade point average is 2.0 or above.
5 Submit a formal application for graduation during the term before he or she anticipates completing graduation requirements.
6. Fulfill all financial obligations to the college.
7. 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.
8. Remove all admissions conditions.

Advanced Certificate Core Requirements

An advanced certificate is awarded to students who satisfy the requirements of a specific advanced certificate program outlined in this catalog. All advanced 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)

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**

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 Alabama Community College Board of Trustees.

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 25 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 ac-credited institution to satisfy degree requirements. A transfer grade of "D" will only be accepted when the transferred student's cumulative grade point average is 2.0 or above.
5. Submit a formal application for graduation during the term before he or she anticipates completing graduation requirements.
6. Fulfill all financial obligations to the college.
7. 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.
8. Remove all admissions conditions.

Certificate Core Requirements

A Certificate is awarded to students who satisfy the requirements of a specific certificate less than or equal to specific programs outlined in this catalog. All short certificate programs will require 9 - 29 semester credit hours and contain the following core requirements.

Written Composition I **0 - 3**
Eligible for ENG 101

Mathematics **0 - 3**
Eligible for MTH 100 or 116 (program specific)

Maximum General Education Core, Technical Concentration, and Electives **9 - 29**
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@jeffersonstate.edu, or you may visit www.careerreadyalabama.com.

DegreeWorks Degree Audit

DegreeWorks is an online resource for all students pursuing an AA, AS, AAS, CER, or STC degree and certificate programs. It is an academic advising and degree audit tool to help students successfully navigate curriculum requirements.

To access DegreeWorks, log into myJSCC>Access Your Online Services>Student>Student Records, then click on the Degree Works Link.

Graduation Application Process

Students may apply for graduation online through myJSCC. Click on the Student tab/Student Records/Apply for Graduation. Graduation applications are also available on our website at http://www.jefferson-state.edu/enroll/forms/ or in Enrollment Services at one our locations. Applications may be faxed to 205-856-8091. Students will be notified of their graduation status.

The last day to post graduates will be the day before classes start for the next term. Students who will be transferring courses back to Jefferson State to meet graduation requirements must have an official transcript in Enrollment Services no later than two days before classes start for the next term. It is the student's responsibility to inform the graduation office at 856-7793 that a transcript will be forthcoming. No degrees will be posted after the DAY BEFORE CLASSES BEGIN for the next term.

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 24 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 24 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.

2018 - 2019 Jefferson State Community College

Academic Inventory

FIND YOUR
PLACE
AT JEFFERSON STATE

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.jeffersonstate.edu 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.jeffersonstate.edu. 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 is responsible for a diverse program of study that exposes students to a variety of disciplines. Within the division, the Business/Information Systems, Communications and Liberal Arts Division, and Mathematics/Engineering/Sciences Division offer high-quality courses that develop the characteristics, knowledge and skills identified in the college's statement of purpose and general education outcomes. The division insures that courses meet the expectations of the Alabama Community College System, the Alabama General Studies Committee and all related accrediting agencies, and increases access to educational opportunities by offering courses in a variety of formats.

Division Outcomes

- Provide transferable general education courses that prepare students to succeed in upper level programs of study.

- Provide transferable general education courses that fulfill the general studies requirements of the college's Associate in Science, Associate in Arts and Associate in Applied Science degrees.
- Provide developmental mathematics and English courses that prepare students to succeed in freshman-level courses.

Business/Information Systems Department

The Department of Business and Information Systems includes the areas of Accounting, Business, Computer Science, and Office Administration. 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.

Division Outcomes

- Prepare graduates of career programs and professional degree programs that are in demand by employers.
- Prepare students to continue their education at four-year institutions.
- Prepare currently employed students with skill courses needed for job advancement.
- Evaluate/revise programs and courses to maintain relevancy.

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.

Division Outcomes

- Provide quality instruction in developmental and transferable courses through emphasis on continued training and professional development for faculty.
- Prepare students to continue their education at four-year institutions or to enter the workforce.
- Offer courses that allow students to develop communication skills and knowledge for personal enrichment or for job advancement.

Liberal Arts Department

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

The Humanities area is dedicated to providing learning experiences in the liberal arts tradition by offering courses that present students the opportunity to pursue moral, creative, and philosophical interests. Courses within this area include art, music, religion, and philosophy. The Social Science area provides learning experiences in the liberal arts tradition by offering courses that present students the opportunity to develop self-awareness and an awareness of society and human nature. Courses within this area area include anthropology, geography, history, political science, psychology, and sociology.

Division Outcomes

- Enable students, through various disciplines, to discover, develop and use their full range of abilities to better understand the world and their place in it.
- Provide students with a basic foundation of knowledge on which more advanced learning in the various disciplines and majors can later build.
- Enable students to reason and communicate clearly and to inquire deeply.

Mathematics/Engineering/Sciences Division

Biology Department

The mission of the Biology Department is consistent with the mission of Jefferson State Community College. The department provides biology courses that serve as a knowledge base for students majoring in science, allied health and non-science disciplines. Our teaching aims to help prepare students for their future professions both inside and outside of the scientific field and also to be a more informed member of their community, able to make responsible decisions in biological matters.

Division Outcomes

- Provide quality instruction in freshman and sophomore level courses in biology that transfer to senior institutions, and that lead to associate degrees.
- Prepare students with strong content knowledge in biology with emphasis on critical thinking and problem-solving skills.

- Advise students regarding choice of courses relevant to their academic major and/or senior institution.

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.

Department Outcomes

- Provide freshman and sophomore-level courses in Chemistry, Mathematics, Physics, Physical Sciences, and Astronomy, with emphasis on critical thinking and analytical ability, that are transferable to public institutions of higher learning.
- Offer an appropriate developmental mathematics program accommodating various skill levels.
- Develop and provide courses relevant to the career and professional degree programs of the college.

Nursing Education Program

The mission of the Nursing Education Program at Jefferson State Community College is as follows:

- To contribute to the continuing provision of health care in the community by offering quality associate degree and practical nursing programs.
- To provide the organization through which the philosophy, program objectives, curriculum and program policies may be developed, implemented, evaluated, and revised within the framework of the College's organization in a manner which maintains approval by the Alabama Board of Nursing and accreditation by the National League for Nursing Accrediting Commission.
- To interpret the purposes of the Nursing Education Program to other institutions, organized groups, or individual members of the community.
- To promote an environment conducive to satisfaction and professionalism of the nurse faculty and staff.

The Mission/Philosophy of Nursing Programs

The Alabama College System

Mission – The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs. Philosophy – We believe that nursing is a dynamic profession, blending science with the use of evidence based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Competencies – NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

I. **Human Flourishing** – Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

   Patient-Centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs. (QSEN def)

II. **Nursing Judgment** – Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

   Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)

   Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)

III. **Professional Identity** – Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

IV. **Spirit of Inquiry** – Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care in an ever-changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

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. The Center offers the following professional, career, and technical programs: Biomedical Equipment Technology; Construction and Building Science Technology; Child Development; Clinical Laboratory Technology; Criminal Justice-Law Enforcement; EMS/Paramedic; Funeral Service; Hospitality Management/Culinary Apprenticeship; Manufacturing and Technology; Physical Therapist Assistant; Radiologic Technology Program; and 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

Distance Education Division

The Distance Education Division increases access to college courses by utilizing educational technologies and Internet based 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.

Division Outcomes

- Oversee development and design of transfer, career and developmental courses to ensure comparability of distance education courses with courses delivered in the traditional manner.
- Make effective and innovative use of educational hardware, software and web services to develop and deliver Internet, hybrid/blended and interactive videoconference courses.

- Schedule flexible learning opportunities that meet the needs of students with constraints that prevent them from attending traditional classes.
- Promote faculty development and training in the use of educational technologies and alternative methods of delivering instruction.
- Coordinate dual enrollment courses for qualified high school students.

Distance education courses follow the same course outlines as courses 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 developmental 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.

AA/AS Programs

Biology Department

Chilton-Clanton Campus (205) 280-8200
Jefferson Campus (205) 856-8521
Shelby-Hoover Campus (205) 983-5934
St. Clair-Pell City Campus (205) 812-2700

Biology
Environmental Science
Fisheries Aquaculture, and Aquatic Sciences (AU)
Health Science (Athens)
Health Services Administration (AU)
Pharmacy (Samford)
Respiratory Therapy/Cardiopulmonary Sciences
Wildlife Ecology and Management (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)
Business (UAB)
Computer Science
Consumer Sciences (UA)
Economics B.A.
Family and Consumer Sciences/Human Environmental Sciences
Information Systems (USA)
Information Technology (USA)
Physical Activity and Health (AU)
Public Administration (AU)
Public Health (UAB)
Public Safety and Health Administration (Athens)

Advertising Communications Department

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

Communication Studies
English
English/Language Arts Ed: Middle/High School
Foreign Language
Journalism
Speech
Speech Pathology
Theatre

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)
Geography
Graphic Design (AU)
History
Human Development and Family Studies (AU and UA)
Human Services (TSU)
Interdisciplinary Studies (Samford Adult Degree Program)
International Studies (UAB)
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) 856-8521
Shelby-Hoover Campus (205) 983-5948

Applied Mathematics (AU)
Chemistry
Engineering
- Aerospace
- Biomedical (UAB)
- Biosystems (AU)
- Chemical
- Civil
- Computer Engineering
- Computer Science
- Electrical
- Industrial
- Materials
- Mechanical

Geology
Laboratory Technology (AU)
Mathematics
Meteorology (USA)
Physics

Physical Education Faculty

Jefferson Campus (205) 856-6007

Art Education
Athletic Training
Biology Education
Business Ed: Middle/High School
Career Technical Education (Athens)
Chemistry Education
Elementary/Early Childhood Education
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
Interpreter Training (Troy)
Math Ed:Middle/High School
Music Education

Physical Education
Physics Education
Recreation Leadership (JSU)
Social Studies Ed:Middle/High School
Spanish Ed:Middle/High School
Special Education
Sport and Fitness Management (TSU)

Professional, Career and Technical Education Department

Jefferson Campus (205) 856-7848

Agriscience Education (AU)
Agricultural Business and Economics (AU)
Agronomy and Soils (AU)
Animal Sciences
Apparel and Textiles
Architecture (AU)
Biomedical Science
Clinical Laboratory Science/Medical Technology
Building Science (AU)
Criminal Justice
Emergency Management (JSU)
Emergency Medical Services (USA)
Forestry
Forestry (AA&MU)
Horticulture (AU)
Hospitality, Sport and Tourism Mgt (TSU)
Hotel & Restaurant Management (AU)
Industrial Design (AU)
Industrial Hygiene (UNA)
Interior Architecture (AU)
Interior Design
Nutrition
Polymer and Fiber Engineering (AU)
Poultry Science (AU)
Radiologic Sciences (USA)
Rehabilitation (non-certification) (TSU)
Rehabilitation and Disability Studies (AU)
Restaurant, Hotel & Meetings Management (UA)
Technology, Industrial Technology
or Engineering Technology
Telecommunication and Film or Broadcasting
Textile Management & Technology (AU)

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.

Business/Information Systems Department

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

Accounting
- Accounting
- Computerized Accounting

Business Management
- Banking and Finance
- Business Management

Computer Information Systems
- Computer Programming
- Networking
- Web Technologies

Office Administration Technology
- Accounting Support Specialist
- Administrative Office Applications Specialist
- Legal Support Specialist
- Medical Support Specialist

Nursing Education Department

Chilton-Clanton Campus (205) 280-8200
Jefferson Campus (205) 856-6023
Shelby-Hoover Campus (205) 983-5243
St. Clair-Pell City Campus (205) 812-2700

Nursing RN

Professional, Career and Technical Education Department

Jefferson Campus (205) 856-7848

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

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

Emergency Medical Services Technician
- Paramedic

Funeral Service Education

Hospitality Management
- Baking/Pastry
- Culinary Apprentice
- Foodservice/Culinary Management
- Hotel/Restaurant Management

Law Enforcement

Manufacturing and Technology
- Automotive/Automated Manufacturing
- Biomedical Equipment Technology
- Computer Aided Drafting/Design
- Electronics
- Industrial Technology
- Manufacturing Systems Technology
- Welding Technology

Veterinary Technology

Shelby-Hoover Campus (205) 983-5243

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

Emergency Medical Technician
- Paramedic

Hospitality Management
- Baking/Pastry
- Foodservice/Culinary Management
- Hotel/Restaurant Management

Law Enforcement

Physical Therapist Assistant

Radiologic Technology

Certificate Programs

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

Business/Information Systems Department

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

Accounting

Business Management
- Banking and Finance
- Business Management

Computer Information Systems Technology
- Computer Programming
- Networking
- Swift App Development
- Web Technologies

Professional, Career and Technical Education Department

Jefferson Campus (205) 856-7848

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

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

Funeral Service

Hospitality Management
- Baking/Pastry
- Foodservice/Culinary Management
- Hotel/Restaurant Management

Law Enforcement

Manufacturing and Technology
- Automotive/Automated Manufacturing
- Biomedical Equipment Technology
- Computer Aided Drafting/Design

- Electronics
- Industrial Technology
- Manufacturing Systems Technology
- Welding Technology
- Welding Technology-NCCER Level I

MLT/Phlebotomy

Shelby Campus (205) 983-7848

Child Development

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

Hospitality Management

- Baking/Pastry
- Foodservice/Culinary Management
- Hotel/Restaurant Management

Law Enforcement

2018 - 2019 Jefferson State Community College

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)

Additional Humanities and Fine Arts **6**

HUM 299P	PTK Honors Course I Leadership
HUM 299S	PTK Honors Course II Service
HUM 299L	PTK Honors Course III Leadership
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 Oral Communication
SPH 107	Fundamentals of Public Speaking
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 121	World History I
HIS 122	World History 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
SPH 116	Introduction to Interpersonal Communications

Area V:
Additional Courses

Students should see their transfer institution's Area V page for courses that will ensure transfer in your major; however, Jefferson State will count credits from the listing below to satisfy JSCC graduation requirements.

ANT 200, 220, 226, 230
ART 100, 113, 114, 121, 127, 203, 204
AST 220
BIO 101, 102, 103, 104S, 201, 202, 220
BUS 146, 241, 242, 263, 271, 272
CHM 104, 105, 111, 112, 221, 222
CIS 130, 146, 251, 285
CRJ 100, 110, 150, 160
ECO 231, 232
ENG 251, 252, 261, 262, 271, 272
GEO 100
HED 221, 231
HIS 101, 102, 121, 122, 201, 202
HUM 299L, 299S, 299P
MCM 100, 102,
MST 111, 215,
MTH 100, 110, 112, 113, 115S, 120, 125S, 126S, 227, 238, 265
MUS 101
PED 100
PHL 106, 116, 206
PHS 111, 112,
PHY 201, 202, 213S, 214S
POL 211
PSY 200, 210
REL 151, 152
SOC 200, 210, 247
SPA 101, 102, 201, 202
SPH 106, 107, 116
THR 120

*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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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**
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 to be chosen from JSCC's Area V Additional Courses listing		10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and UA's Area V page for Advertising. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Animal Sciences
(AUBURN ONLY)
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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 semester hours)

Area I:	**Written Communication**	**6**
Area II:	**Humanities and Fine Arts**	**12**
*Literature		3
Arts (A)		3
SPH 106	Fundamentals of Oral Communication	3
+Additional Humanities and Fine Arts		3
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 & Elective Courses 19

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

*Students in the Pre-Vet should also take PHY 202.
**Students in the Pre-Vet should also take CHM 222.
+Refer to JSCC's AGSC Approved Course Listing.

**For transfer information, refer to the AGSC guide and Auburn's Area V page for Animal Sciences. Failure to print and retain the Area V page for this major may result in the program not being transferable.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
ART 113	Drawing I	3
ART 114	Drawing II	3
ART 121	Two-Dimensional Composition I	3
ART 127	Three-Dimensional Composition II	3
ART 203	Art History	3
ART 204	Art History II	3
Additional hours to be chosen from JSCC's Area V Additional Courses listing		1

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
ART 203	Art History I	3
Complete two courses from the following:		6
ART 113	Drawing I	
ART 114	Drawing II	
ART 121	Two-dimensional Composition I	
ART 127	Three-dimensional Composition	
ART 204	Art History II	
Additional hours to be chosen from JSCC's Area V Additional Courses		10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		1

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Associate in Arts
Program Code – AA T027
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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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	3
Area III:	**Natural Sciences and Mathematics**	**11**
Mathematics		3
+Natural Sciences		8
Area IV:	**History, Social, and Behavioral Sciences**	**12**
*History		3
+Additional History, Social, and Behavioral Sciences (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 & Elective Courses**	**19**
Additional Hours		19

Complete 19 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, MSC, MST, MTH, MUL, MUS, OAD, PED, PHL, PHY, POL, PSY, RDG, REL, RER, RTV, SOC, SPA, SPH, THR

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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
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 & Elective Courses**	**19**
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
HED 221	Personal Health	3
Additional hours to be chosen from JSCC's Area V Additional Courses		8

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.

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 either in literature or in history.

Area V:	**Pre-Professional, Major & Elective Courses**	**19**
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).		1-4
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 either in literature or in history.

Area V:	**Pre-Professional, Major & Elective Courses**	**19**
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).		1-4
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Biomedical Science
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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 113	Precalculus Trigonometry or	
*MTH 125S	Calculus I	3-4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
Area IV:	**History, Social, and Behavioral Sciences**	**12**
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology or	3
**SOC 210	Social Problems	
Complete one history sequence below.		6
HIS 121	World History I and	
HIS 122	World History II or	
HIS 201	United States History I and	
HIS 202	United States History II	
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
Complete 19 hours from the following:		
BIO 103	Principles of Biology I	
BIO 104S	Principles of Biology II	
CHM 221	Organic Chemistry I	
CHM 222	Organic Chemistry II	
CIS 146	Microcomputer Applications	
MTH 265	Elementary Statistics or	
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	

+Refer to JSCC's AGSC Approved Course Listing.
*MTH 113 needed at UAB, MTH 125S at USA
**SOC 210 UAB only
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Building Science
(AUBURN UNIVERSITY ONLY)
Program Code - AS T039
Associate in Science

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

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
MTH 112	Precalculus Algebra	3
MTH 113	Precalculus Trigonometry	3
*CIS 146	Microcomputer Applications	3
BUS 146	Personal Finance	3
BUS 241	Introduction to Accounting I	3
Complete one of the following:		3
SPH 106	Fundamentals of Oral Communication	
SPH 107	Fundamentals of Public Speaking	
Additional hours to be chosen from JSCC's Area V Additional Courses.		1

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. Failure to print and retain the Area V page for this major may result in the program not being transferable.

+Refer to JSCC's AGSC Approved Course Listing.
* Course required for graduation from JSCC to meet computer competency.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (62-63 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 & 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	

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Business (UAB)
Program Code - AS T241
Associate in Science

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

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (62-63 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 & 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 125S	Calculus I	
BUS 100	Introduction to Business	

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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	
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 & 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, 285		
Complete one course from the following:		3
CIS 130	Introduction to Information Systems	
CIS 146	Microcomputer Applications	

*ENG 101 & ENG 102 are required for admission into the Adult Degree Completion Program.
+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101 Orientation to College	**1**

General Courses (60-61 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
+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 & Elective Courses**	**19**
HED/PED		3
Complete one course from the following:		3
CIS 130	Introduction to Information Systems	
CIS 146	Microcomputer Applications	
Complete 13 semester hours of approved technical coursework from AAS degree program.		13

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101 Orientation to College	**1**

General Courses (60 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 & Elective Courses**	**19**
MTH 126S	Calculus II	4
Complete one of the following: (check with your transfer institution)		8
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	
Additional hours to be chosen from JSCC's Area V Additional Courses listing		7

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major 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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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, & 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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		1

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major 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.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 sequence		6
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)		6
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
Complete 6-9 hours from Areas II - IV.		6-9
Complete 1 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	
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 Science Sequence		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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		5

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Note: Students transferring to AU, UA or USA should follow the Engineering: Computer Science program.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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 & Elective Courses**	**19**
	**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 to be chosen from JSCC's Area V Additional Courses.	6

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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, & Behavioral Sciences**	**9**
	History Sequence	6
	Additional History, Social, and Behavioral Sciences (6 hours maximum of history)	3

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

AEROSPACE MAJOR

Program Code - AS T069

Area V:	**Pre-Professional, Major & Elective Courses**	**24**
	Complete 24 hours from the following:	
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
	Additional hours to be chosen from JSCC's Area V Additional Courses.	7

BIOMEDICAL ENGINEERING (UAB) MAJOR
Program Code - AS T035

Area V:	Pre-Professional, Major & Elective Courses	24
Complete 24 hours from the following:		
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations I	3
MTH 237	Linear Algebra	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
BIO 103	Principles of Biology I	4

CHEMICAL MAJOR
Program Code - AS T070

Area V:	Pre-Professional, Major & Elective Courses	24
Complete 24 hours from the following:		
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

CIVIL MAJOR
Program Code - AS T071

Area V:	Pre-Professional, Major & Elective Courses	25
Complete 24 hours from the following:		
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
CIS 251	C++ Programming	3
Additional hours to be chosen from JSCC's Area V Additional Courses listing		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.

COMPUTER ENGINEERING MAJOR
Program Code - AS T072

Area V:	Pre-Professional, Major & Elective Courses	24
Complete 24 hours from the following:		
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
Additional hours to be chosen from JSCC's Area V Additional Courses.		3

COMPUTER SCIENCE MAJOR
Program Code - AS T073

Area V:	Pre-Professional, Major & Elective Courses	24
Complete 24 hours from the following:		
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations I	3
CIS 251	C++ Programming	3
MTH 250	Discrete Math	3
CHM 111	College Chemistry I	4
Additional hours to be chosen from JSCC's Area V Additional Courses listing		3

ELECTRICAL MAJOR
Program Code - AS T074

Area V:	Pre-Professional, Major & Elective Courses	25
Complete 24 hours from the following:		
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
Additional hours to be chosen from JSCC's Area V Additional Courses.		4

INDUSTRIAL MAJOR
Program Code - AS T075

Area V:	**Pre-Professional, Major & Elective Courses**	**24**
Complete 24 hours from the following:		
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

MATERIALS MAJOR
Program Code - AS T076

Area V:	**Pre-Professional, Major & Elective Courses**	**24**
Complete 24 hours from the following:		
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

MECHANICAL MAJOR
Program Code - AS T077

Area V:	**Pre-Professional, Major & Elective Courses**	**24**
Complete 24 hours from the following:		
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

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

English
Program Code - AS T079
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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 semester hours)

Area I:	**Written Communication**	**6**
Area II:	**Humanities and Fine Arts**	**12**
Literature Sequence		6
Arts (A)		3
Complete SPH 106 or 107		3
Area III:	**Natural Sciences and Mathematics**	**11**
Mathematics		3
Natural Sciences		8
Area IV:	**History, Social, and Behavioral Sciences**	12
History		3
+Additional History, Social, and Behavioral Sciences		9
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
Complete 9 hours from Areas II-IV for 120-hour program (12 hours if 128 required).		9-12
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major 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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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	
THR 120	Theater Appreciation	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
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
Complete 9 hours from the following for 120-hour program. (12 hours if 128 required.) ENG 251, ENG 252, ENG 271, ENG 272		9-12
Additional hours to be chosen from JSCC's Area V Additional Courses		7-10

+Refer to AGSC transfer guide for course options.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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 & Elective Courses**	**19**
Students must take an introductory foreign language sequence (8 hours) form the approved introductory language courses in Area II.		
Students must take an intermediate foreign language sequence (6 hours) from the approved intermediate language courses in Area II.		
Additional hours to be chosen from JSCC's Area V Additional Courses listing		5

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Forestry
Program Code - AS T094
Associate in Science

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

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60 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
PHL 106	Introduction to Philosophy	
PHL 206	Ethics and Society	
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
BIO 103	Principles of Biology I	4
BIO 104S	Principles of Biology II	4
Area IV:	**History, Social, and Behavioral Sciences**	**12**
*History		3
ECO 232	Principles of Microeconomics	3
+Additional Social and Behavioral Science (6 hours maximum of history)		6
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
Complete one of the following sequences:		8
CHM 104	Introduction to Inorganic Chemistry and	
CHM 105	Introduction to Organic Chemistry or	
CHM 111	College Chemistry I and	
CHM 112	College Chemistry II	
MTH 265	Elementary Statistics	3
**CIS Elective		3
Additional hours to be chosen from JSCC's Area V Additional Courses.		5

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

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

Students transferring to AU 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. Failure to print and retain the Area V page for this major may result in the program not being transferable.

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 115S	Precalculus Algebra & Trigonometry or	
MTH 125S	Calculus I	4
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**
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
Complete one course from the following:		4
PHY 201	General Physics I	
PHY 213S	General Physics I w/Calculus	
Additional hours to be chosen from JSCC's Area V		
Additional Courses.		7

+Refer to JSCC's AGSC Approved Course Listing.
**This requirement may be fulfilled by completing both MTH 112 & 113.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (62-63 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	College 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, & 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 & Elective Courses**	**21**
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
CIS 146	Microcomputer Applications	3

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
	BIO 201 Anatomy and Physiology I	4
	HED 231 First Aid	3
	HED 221 Personal Health	3
	Additional hours to be chosen from JSCC's Area V Additional Courses.	9

+Refer to AGSC transfer guide for course options.
*
** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 V:	**Pre-Professional, Major & Elective Courses**	**19**
	Additional History Sequence	6
	Complete 3 hrs from Areas II - IV if your transfer institution requires 120 hrs in this program (6 hrs if 128 hrs are required).	3-6
	Additional hours to be chosen from JSCC's Area V Additional Courses.	7-10

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 V:	**Pre-Professional, Major & Elective Courses**	**19**
	Additional History Sequence	6
	Complete 3 hours from Areas II - IV if your transfer institution requires 120 hours in this program (6 hrs if 128 hrs are required).	3-6
	Additional hours to be chosen from JSCC's Area V Additional Courses.	7-10

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 semester hours)

Area I:	**Written Communication**	**6**
Area II:	**Humanities and Fine Arts**	**12**
	*Literature	3
	Arts (A)	3
PHL 106	Introduction to Philosophy or	
PHL 206	Ethics and Society	3
	+Additional Humanities and Fine Arts	3
Area III:	**Natural Sciences and Mathematics**	**11-12**
MTH 112	Precalculus	3
BIO 103	Principles of Biology I	4
BIO 104S	Principles of Biology II	4
Area IV:	**History, Social, and Behavioral Sciences**	**12**
ECO 231	Principles of Macroeconomics or	
ECO 232	Principles of Microeconomics	3
	Complete 1 of the following:	9
	History Sequence and 1 from ANT, GEO, PSY, SOC or	
	*History and 2 from ANT, GEO, PSY, ECO, SOC	

*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 & Elective Courses**	**19**
**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:	9
	Check with Auburn for courses required for your track.	
CHM 112	College Chemistry II	
CHM 221	Organic Chemistry I	
CHM 222	Organic Chemistry II	
BUS 241	Principles of Accounting I	
MTH 265	Elementary Statistics	
PHY 201	General Physics I	
PHY 202	General Physics II	
SPA 101	Introductory Spanish I	

+Refer to JSCC's AGSC Approved Course Listing.

** Course required for graduation from JSCC. May not transfer.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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	

*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 Behavioral Sciences**	**12**
History Sequence		6
PSY 200	General Psychology	3
ECO 232	Principles of Microeconomics	3
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
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		3
CUA 110, 112S & 201		7*
PHL 206	Ethics and Society	3
BUS 241	Principles of Accounting I	3
ECO 231	Principles of Macroeconomics	3
Complete 6 hours from the following:		6
CUA 115, 130, 142, 165, 204, 205, 208, 216, 260, 261, HSM 122, and HMM 190 (Counts toward professional elective hours at AU)		

* Auburn accepts as 4 hours.

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

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

Interdisplinary Studies
(SAMFORD UNIVERSITY ONLY)
Program Code - AS T225
Associate in Science

Concentrations in Counseling and Human Services, Paralegal Studies, Organizational Leadership, and Liberal Studies

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 semester hours)

Area I:	**Written Communication**	**6**
Area II:	**Humanities and Fine Arts**	**12**
Literature		3
Arts (A) - Complete one course from the following:		3
ART 100	Art Appreciation	
MUS 101	Music Appreciation	
THR 120	Theater Appreciation	
SPH 107	Fundamentals of Public Speaking	3
+Additional Humanities and Fine Arts		3
Area III:	**Natural Sciences and Mathematics**	**11**
MTH 110	Finite Mathematics	3
Complete two courses from the following: 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		8
Area IV:	**History, Social, and Behavioral Sciences**	**12**
History Sequence		6
PSY 200	General Psychology	3
POL 211	American National Government	3
Area V:	**Pre-Professional, Major & Elective Courses**	**20-21**
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	3
PSY 210	Human Growth and Development	3
CIS 146	Microcomputer Applications	3
Complete one course from the following:		2-3
HED 221	Personal Health Or	
2 PED activity courses		

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		10

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Liberal Arts

(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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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
	(Some schools may not allow MTH 110)	
	+Natural Sciences	8
Area IV:	**History, Social, and Behavioral Sciences**	**12**
	*History	3
	+Additional History, Social, and Behavioral Sciences	9
	(6 hours maximum of history)	

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

Area V:	**Pre-Professional, Major & Elective Courses**	**19**
	Complete one course from the following:	3
	CIS 130 Introduction to Information Systems	
	CIS 146 Microcomputer Applications	
	Area II-IV Additional Courses	9-12
	**Additional Hours	4-7
	Complete 4-7 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, MSC, MST, MTH, MUL, MUS, OAD, PED, PHL, PHY, POL, PSY, RDG, REL, RER, RTV, SOC, SPA, SPH, THR	

+Refer to AGSC transfer guide for course options.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.may result in the program not being transferable.

Math Education

Program Code - AS T148
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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 or	3-4
	MTH 115S Precalculus Algebra and Trigonometry	
	+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 either in literature or in history.

Area V:	**Pre-Professional, Major & Elective Courses:**	**19**
	MTH 125S Calculus I	4
	MTH 126S Calculus II	4
	MTH 227 Calculus III	4
	Additional hours to be chosen from JSCC's Area V Additional Courses.	7

+Refer to AGSC transfer guide for course options.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses:**	**19**
Complete one course from the following:		3-4
MTH 113	Precalculus Trigonometry	
MTH 115S	Precalculus Algebra and Trigonometry	
MTH 125S	Calculus I	4
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
Additional hours to be chosen from JSCC's Area V Additional Courses.		4-8

+Refer to AGSC transfer guide for course options.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Meteorlogy
(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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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**	**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, & 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 & Elective Courses**	**19**
MTH 126S	Calculus II	4
MTH 227	Calculus III	4
MTH 238	Applied Differential Equations I	3
**CIS 146	Microcomputer Applications	3
Additional hours to be chosen from JSCC's Area V Additional Courses.		5

+Refer to AGSC transfer guide for course options.

**Course required for graduation at JSCC. Course may not transfer.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 CHM 104, you cannot take CHM 111.		
Area IV:	**History, Social, and Behavioral Sciences**	**12**
*History		3
PSY 200	General Psychology	3
+Additional History, Social, and Behavioral Sciences		6
(6 hours maximum of history)		

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

Area V:	**Pre-Professional, Major & Elective Courses**	**19**
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 220	General Microbiology	4
Additional hours to be chosen from JSCC's Area V Additional Courses.		7

+Refer to AGSC transfer guide for course options.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 semester hours)

Area I:	**Written Communication**	**6**
Area II:	**Humanities and Fine Arts**	**12**
*Literature - Complete one course from the following:		3
ENG 251	American Literature I	
ENG 252	American Literature II	
ENG 261	British Literature I	
ENG 262	British Literature II	
Arts (A) -Complete one course from the following:		3
ART 100	Art Appreciation	
MUS 101	Music Appreciation	
THR 120	Theatre Appreciation	
Additional Area II Humanities and Fine Arts		3
(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	
Complete two courses from the following:		6
(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 & Elective Courses**	**19**
Complete 19 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
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
MTH 265	Elementary Statistics	3
PED 100	Fundamentals of Fitness	3

Please contact the Pharmacy School at Samford if you are interested in this program.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 in either literature or history.

Area V:	**Pre-Professional, Major & Elective Courses**	**19**
Complete 9 hours from the following for 120-hour program (12 hours if 128 required).		9-12
HED 231	First Aid	
BIO 201	Human Anatomy and Physiology I	
HED 221	Personal Health	
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
POL 211	American National Government	3
POL 220	State and Local Government	3
Additional hours to be chosen from JSCC's Area V Additional Courses.		13

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
PSY 200	General Psychology	3
Complete 6 hours from Areas II-IV for 120-hour program (9 hours if 128 required).		6-9
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		10

+Refer to JSCC's AGSC Approved Course Listing.
*
** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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
Complete BIO 101 & 102 or BIO 103 & 104S		8
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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		1

Note: Students must be a registered radiographer to be eligible for entry into upper division of USA program.

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (61-62 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 & Elective Courses**	**20**
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

**Refer to JSCC's Area V Course Listing.

+Refer to JSCC's AGSC Approved Course Listing

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
	Complete 9 hours from the following courses for 120-hour program (12 hours if 128 required).	9-12
SOC 200	Introduction to Sociology	
HIS 201	United States History I	
HIS 202	United States History II	
POL 211	American National Government	
	Additional hours to be chosen from JSCC's Area V Additional Courses.	7-10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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, SPH 116 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 & Elective Courses**	**19**
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).	3-6
	Additional hours to be chosen from JSCC's Area V Additional Courses.	7-10

+Refer to JSCC's AGSC Approved Course Listing.
*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
SOC 247	Marriage and the Family	3
Complete 6 hours from Areas II-IV for 120-hour program (9 hours if 128 required).		6-9
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
**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 to be chosen from JSCC's Area V Additional Courses.		6

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.
For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

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.*

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 sequence		6
+Additional History, Social, and Behavioral Sciences (6 hours maximum of history)		6
Area V:	**Pre-Professional, Major & Elective Courses**	**19**
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	
Additional hours to be chosen from JSCC's Area V Additional Courses.		7-10

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.		10

+Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

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.

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 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 & Elective Courses**	**19**
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 to be chosen from JSCC's Area V Additional Courses.	10

++Refer to JSCC's AGSC Approved Course Listing.

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

Wildlife Ecology and Management
Program Code - T214
Associate in Science

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

Orientation Requirement***

ORI 101	**Orientation to College**	**1**

General Courses (60-61 semester hours)

Area I:	**Written Communication**	**6**
Area II:	**Humanities and Fine Arts**	**12**
	*Literature	3
	Arts (A)	3
	Complete 1 course from:	3
PHL 106	Introduction to Philosophy	
PHL 206	Ethics and Society	
	+Additional Humanities and Fine Arts	3
Area III:	**Natural Sciences and Mathematics**	**11**
	Complete 1 course from:	3-4
MTH 120	Calculus and It's applications	
MTH 125S	Calculus I	
BIO 103	Principles of Biology I	4
BIO 104S	Principles of Biology II	4
Area IV:	**History, Social, and Behavioral Sciences**	**12**
	*History	3
	Complete 1 course from HIS 101, 102, 121, 122, ECO, POL 211	3
	Complete one course from: ANT 200, 220, GEO 100, HIS 101, 102, 121, 122, PSY 200, SOC 200	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 & Elective Courses**	**21**
**CHM 104	Introduction to Inorganic Chemistry and	8
**CHM 105	Introduction to Organic Chemistry or	
CHM 111	College Chemistry I and	
CHM 112	College Chemistry II	
SPH 106	Fundamentals of Oral Communication or	
SPH 107	Principles of Public Speaking	3
****CIS 146	Microcomputer Applications	3
BUS 271	Business Statistics I or	3
MTH 265	Elementary Statistics	
PHY 201	General Physics I - Trig Based or	4
PHY 213S	General Physics with Calculus I	

**Preferred

Students interested in transferring to Auburn should contact the Student Services Office in the School of Forestry and Wildlife Sciences (daysara@auburn.edu or the webpage http://www.sfws.auburn.edu/SSO).

*** ORI 101 Waived if student currently has 12 or more earned hours or has transferred in 12 or more hours.

**** Required for graduation from JSCC. May not transfer.

For transfer information, refer to the AGSC guide and Area V page for this program. Failure to print and retain the Area V page for this major may result in the program not being transferable.

2018 - 2019 Jefferson State Community College

Career Programs

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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
HUM 299P	PTK Honors Course I Leadership
HUM 299S	PTK Honors Course II Service
HUM 299L	PTK Honors Course III Leadership
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

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 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 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 265	Elementary Statistics

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
PHS 230	Introduction to Meteorology
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

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 121	World History I
HIS 122	World History II
HIS 201	United States History I
HIS 202	United States History II
HIS 216	History of World Relions
HIS 220	Contemporary Studies
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
SPH 116	Intro. to Interpersonal Communication

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@jeffersonstate.edu.

Accounting

Jefferson Campus

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Shelby-Hoover Campus

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James Calhoun, instructor/advisor
Health Sciences Building 423
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These programs are for students who wish to seek employment in the accounting field.

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.

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 SPH 106	Fundamentals of Public Speaking or Fundamentals of Oral Communication	3
MTH 100	Intermediate College Algebra	3
CIS 113	Spreadsheet Software Applications (Excel)	3
ECO 231 ECO 232	Principles of Macroeconomics or Principles of Microeconomics	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		2

Major Courses (21 hours)

Course	Title	Sem Hrs
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	3

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 146	Microcomputer Applications	3
OAD 232	Computerized Office or	
CIS 263	Computer Maintenance	3
CIS 207	Introduction to Web Development	3
CIS 250	E-Commerce	3
Total Credit Hours		**66**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Accounting Advanced Certificate (CER C001)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 113	Spreadsheet Software Applications (Excel)	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	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
BUS 242	Principles of Accounting II	3
*Electives		5
Total Credit Hours		**32**

*ACT, BUS, MST, or CIS courses listed from the AAS selected option.
The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. To be awarded the certificate, the student should contact the Enrollment Services Graduation Office.

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
Total Credit Hours		**21**

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

Business Management

Jefferson Campus

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The Business Management Program offers options in Banking and Finance and Business Management. The Banking and Finance option helps the student develop skills appropriate for employment in the financial services industry. The Business Management curriculum enables an individual to acquire the necessary skills in order to find employment in the business area upon graduation. 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 Degree

- Banking and Finance Option (AAS C229)
- Business Management Option (AAS C043)

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

*Banking Option students must take MTH 100, not MTH 116.

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

**Banking Option students must take BUS 241, not ACT 145.

Courses specific to each option.

Banking and Finance Option (20 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 280	Real Estate Finance	2
BFN 205	Money and Banking	3
BUS 215	Business Communication	3
BUS 242	Principles of Accounting II	3
CIS 113	Spreadsheet Software Applications	3
Total Credit Hours		**62**

Business Management Option (21 hours)

Course	Title	Sem Hrs
BUS 100	Introduction to Business	3
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		**63**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Business Management Advanced Certificate

- Banking and Finance Option (CER C229)
- Business Management Option (CER C043)

Banking and Finance Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	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
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BFN 280	Real Estate Finance	2
CIS 113	Spreadsheet Software Applications	3
Total Credit Hours		**32**

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
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	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, ACT, CIS, MST or OAD Elective		3
Total Credit Hours		**30**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. To be awarded the certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Business Management Certificate

- Banking and Finance Option (STC C229)
- Business Management Option (STC C043)

Banking and Finance Option

Course	Title	Sem Hrs
CIS 146	Microcomputer Applications	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 280	Real Estate finance	2
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
Total Credit Hours		**20**

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	
MST 215	Small Business Management	3
Total Credit Hours		**21**

Child Development

Jefferson Campus

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"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 Child Development program is the first associate degree program in Alabama to receive the Early Childhood Higher Education Program accreditation 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 necessary to work effectively with young children (Birth to Age 5 - 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. Students transferring into an elementary education baccalaureate program should refer to the "University Parallel Programs" section of the Catalog and Student Handbook.

While completing courses for the AAS, students may complete incremental steps of professional recognition leading towards their degree – Basic Short Certificate, Short Certificate, and Advanced Certificate.

Child Development courses are aligned with the Early Childhood Higher Education Program Standards and more than meet the specific training requirements for the Alabama Department of Human Resources Minimum Standards.

Alabama Act 2000-775 requires criminal history check and child abuse and neglect 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 criminal history, child abuse and neglect 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: dhr.alabama.gov/documents/MinimumStandards_DayCare.pdf. See pages 38-53. Criminal history background check information and application are located at: http://dhr.alabama.gov/quicklinks/Criminal_History.aspx and Child Abuse and Neglect application is located at: http://dhr.alabama.gov/services/Child_Protective_Services/CentralRegistryClearance.aspx. 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 at the Jefferson and Shelby-Hoover Campuses and online, it is recommended that students check with an advisor for available courses 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 and observations in each course and should plan accordingly.

Child Development courses are offered in a traditional, hybrid (half online and half in class) and full online format offerings – online full semester and online compact half semester. With the exception of internship, the Educarer and Afterschool degree tracks are fully online. Students taking hybrid or online courses are to have met the minimum computer requirements for access. More information regarding this program can be found online at: www.jeffersonstate.edu/chd/.

Associate in Applied Science Degree Requirements

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, child abuse and neglect check and criminal background check. At least two semesters prior to graduation, students are to complete and submit a Graduation Application for certificates and the degree to the Enrollment Services Graduation Office.

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. While this program is not designed to transfer to a four-year institution, some course options for transfer have been identified and can be found at the Child Development website. Continued education is strongly recommended and encouraged.

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:	MTH 100 or MTH 116 or higher level math course (Math 110- Finite Math is recommended for transfer)	3
SPH 107 / SPH 106	Fundamentals of Public Speaking or Fundamentals of Oral Communication	3
Lab Science Elective: (ASCI)	(astronomy, biology, chemistry, physical science, physics) BIO 101 is recommended for transfer)	4
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
PSY 200	General Psychology	3
General Elective	(BIO 102, History or Literature recommended for transfer)	3
Computer Elective	(CIS 146 recommended for transfer)	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 Children with Exceptional Needs	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 Children with Exceptional Needs	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 (35 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 Children with Exceptional Needs	3
CHD 214	Families and Communities	3
CHD 231	School-Age Programming	3
CHD 213	Child Development Trends Seminar	3
CHD 212	Special Topics In Child Development	2
CHD 215	Supervised Practical Experience in Child Development	3
Total Credit Hours		**63**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. At least two semesters prior to graduation, students are to complete and submit an Advanced Certificate Graduation Application to the Enrollment Services Graduation Office.

Courses required for:

Child Development Advanced Certificate

- Child Development Educarer Track (CER C050)
- Child Development Administrator Track (CER C049)
- Child Development Afterschool Track (CER 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
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
Computer Elective (CIS 146 recommended for transfer prerequisite)		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
CHD 210	Educating Children with Exceptional Needs	3
Total Credit Hours		**36**

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
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
Computer Elective (CIS 146 recommended for transfer prerequisite)		3
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 Children with Exceptional Needs	3
CHD 214	Families and Communities	3
MST 111	Elements of Supervision or	
BUS 263	Legal and Social Environment of Business	3
Total Credit Hours		**36**

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
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
Computer Elective (CIS 146 recommended for transfer)		3
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 Children with Exceptional Needs	3
CHD 213	Child Development Trends Seminar	3
Total Credit Hours		**36**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. At least two semesters prior to graduation, students are to complete and submit a Certificate Graduation Application to the Enrollment Services Graduation Office.

Courses required for:

Child Development Certificate

- Child Development Educarer Track (STC C050)
- Child Development Administrator Track (STC C049)
- Child Development Afterschool Track (STC C216)
- Child Development Basic Certificate (STC C239)

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 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 214	Families and Communities	3
MST 111	Elements of Supervision or	3
BUS 263	Legal and Social Environment of Business	
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 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 213	Child Development Trends Seminar	3
Total Credit Hours		**27**

Child Development Basic Certificate

Course	Title	Sem Hrs
*CHD 100	Introduction to Early Care and Education of Children	3
CHD 204	Methods and Materials for Teaching Children or	3
CHD 209	Infant and Toddler Programs	
*CHD 206	Children's Health and Safety	3
General Elective (CHD or Gen Ed)		3
Total Credit Hours		**12**

Complete the educational component ONLY of the Child Development Associate Credential (CDA).

Students interested in achieving the Child Development Basic Certificate while meeting the educational component of the nationally recognized CDA credential may take the above three child development courses required for the Basic Certificate. These courses satisfy the requirements of the Basic Certificate and the functional areas of study identified by the CDA Council.

* Required courses

* Additional CDA credential requirements are the responsibility of the student.

** Credential and credentialing 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.

Computer Information Systems Technology

Jefferson Campus

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These programs are for students who wish to seek employment in the computer field.

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 computer programming, computer networking, and 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.

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

- 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
	ART 220*, ART 221*, BUS 241, BUS 275	
HED or PED Elective		2

Major Courses: (12 hours)

Course	Title	Sem Hrs
CIS 146	Microcomputer Applications	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 263	Computer Maintenance	3
CIS 270	Cisco CCNA I	3

Complete one of the following options:

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 215	C# Programming	3
CIS 216	Advanced C# Programming	3
CIS 255	Java Programming	3
CIS 259	Advanced Mobile App Development	3
CIS 285	Object-Oriented Programming (Advanced Java)	3
CIS 287	SQL Server	3
Total Credit Hours		**63**

Networking Option (30 hours)

Course	Title	Sem Hrs
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
CIS 273C	Cisco CCNA IV	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
CIS 278	Directory Services Administration	3
CIS 280	Network Security	3
CIS 282	Computer Forensics	3
CIS 287	SQL Server	3
Total Credit Hours		**66**

Note: CIS 294Q has been renumbered to CIS 287.

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 278	Directory Services Administration	3
CIS 287	SQL Server	3
Total Credit Hours		**63**

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.

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Computer Information Systems Technology Advanced Certificate

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

Computer Programming Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 263	Computer Maintenance	3
CIS 270	Cisco CCNA I	3
CIS 215	C# Programming	3
CIS 251	C++ Programming	3
CIS 255	Java Programming	3
Total Credit Hours		**30**

Networking Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 270	Cisco CCNA I	3
CIS 263	Computer Maintenance	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 277	Network Services Administration	3
Total Credit Hours		**30**

Web Technologies Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 207	Introduction to Web Development	3
CIS 208	Intermediate Web Development	3
CIS 250	E-Commerce	3
CIS 263	Computer Maintenance	3
CIS 270	Cisco CCNA I	3
Total Credit Hours		**30**

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.

Except the Swift App Development Certificate, the courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. To be awarded the certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Computer Information Systems Technology Certificate

- Computer Programming Option (STC C056)
- Networking Option (STC C160)
- Swift App Development Certificate (STC C248)
- Web Technologies Option (STC C213)

Computer Programming Option

Course	Title	Sem Hrs
CIS 150	Introduction to Computer Logic and Programming	3
CIS 263	Computer Maintenance	3
CIS 270	Cisco CCNA I	3
CIS 215	C# Programming	3
CIS 251	C++ Programming	3
CIS 255	Java Programming	3
Total Credit Hours		**18**

Networking Option

Course	Title	Sem Hrs
CIS 150	Introduction to Computer Logic and Programming	3
CIS 263	Computer Maintenance	3
CIS 270	Cisco CCNA I	3
CIS 271	Cisco CCNA II	3
CIS 272	Cisco CCNA III	3
CIS 273C	Cisco CCNA IV	3
Total Credit Hours		**18**

Swift App Development Certificate

Course	Title	Sem Hrs
CIS 157	Introduction to App Development with Swift	3
CIS 220	App Development with Swift I	3
CIS 227	App Development with Swift II	3
Total Credit Hours		**9**

Web Technologies Option

Course	Title	Sem Hrs
CIS 150	Introduction to Computer Logic and Programming	3
CIS 263	Computer Maintenance	3
CIS 270	Cisco CCNA I	3
CIS 207	Introduction to Web Development	3
CIS 208	Intermediate Web Development	3
CIS 209	Advanced Web Development	3
Total Credit Hours		**18**

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.

Construction and Building Science Technology

Jefferson Campus

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Structures are developed in three phases: (1) the conceptual design phase, in which the structure is conceived and formulated by the designer, (2) the working drawing stage, in which drawings and specifications are developed in order to fabricate the structure and, (3) the construction stage, in which the structure is physically erected. The Department of Construction and Building Science Technology offers the following options that cover the process from the conceptual design to the constructed structure: 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.

Take a look at our website: www.jeffersonstate.edu/programs/construction-management-technology

Look for the Degree Schedule link to know when during the year you should take each course.

Associate in Applied Science Degree Requirements

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	3
AET 233	Structural Design of Buildings	4
AET 241	Building and Zoning Code	3
AET 191	Basic Building Information Modeling (BIM)	3
CDT 205	Fundamentals of Surveying	3
CDT 225	Mechanics and Strength of Structures	4
CMT 101S	Construction Materials and Methods	3
CMT 120	Construction Problem Solving	1
CMT 161	Introduction to Sustainable Construction	1
CMT 209	Electrical and Mechanical Equipment in Buildings	4

Courses specific to each option.

Architectural/Civil Design Technology Option (18 hours)

Course	Title	Sem Hrs
AET 103	Working Drawings	3
AET 110	Basic Architectural CAD	3
AET 291	Adv Building Information Modeling (BIM)	3
CDT 221	Structural Drafting for Technicians	3
AET 182A	Special Topics in Architectural Engineering Technology: Architectural Desktop	3
Social and Behavioral Science Elective: (ASOC) (anthropology, geography, history, economics, political science, sociology, psychology)		3
Total Credit Hours		**66**

Construction Management Technology Option (23 hours)

Course	Title	Sem Hrs
CMT 102	Construction Blueprint Reading	3
CMT 114	10 Hour OSHA Construction Safety	1
CMT 140	Concrete Testing	1
CMT 156	Contracting and Construction Law	3
CMT 205S	Construction Management	3
CMT 206S	Construction Estimating	3
CMT 217	Software Applications in Construction	3
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**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Construction and Building Science Technology Advanced Certificate

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

Architectural/Civil Design Technology Option

Course	Title	Sem Hrs.
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)		3
AET 101S	Architectural Drawing	3
AET 110	Basic Architectural CAD	3
AET 182A	Special Topics in Architectural Engineering, Architectural Desktop	3
AET 191	Basic Building Information Modeling (BIM)	3
AET 291	Adv Building Information Modeling (BIM)	3
CMT 101S	Construction Materials and Methods	3
CMT 120	Construction Problem Solving	1
CMT 161	Introduction to Sustainable Construction	1
Total Credit Hours		**32**

Construction Management Technology Option

Course	Title	Sem Hrs.
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
CIS 146	Microcomputer Applications	3

Humanities and Fine Arts Elective: (AHUM)		3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
AET 101S	Architectural Drawing	3
AET 241	Building and Zoning Codes	3
CMT 102	Construction Blueprint Reading	3
CMT 101S	Construction Materials and Methods	3
CMT 114	10 Hour OSHA Construction Safety	1
CMT 120	Construction Problem Solving	1
CMT 161	Introduction to Sustainable Construction	1
CMT 206S	Construction Estimating	3
MST 111	Elements of Supervision or	
MST 215	Small Business Management	3
Total Credit Hours		33

Except the Ironworker Certificate, the courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. To be awarded the certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Construction and Building Science Technology Certificate

- Architectural/Civil Design Technology Option (STC C020)
- Construction Management Technology Option (STC C059)
- Ironworker Certificate (STC C247)

Architectural/Civil Design Technology Option

Course	Title	Sem Hrs
CIS 146	Microcomputer Applications	3
AET 101S	Architectural Drawing	3
AET 110	Basic Architectural CAD	3
AET 182A	Special Topics in Architectural Engineering Technology: Architectural Desktop	3
AET 191	Basic Building Info Modeling (BIM)	3
AET 291	Advanced Building Information Modeling (BIM)	3
CMT 101S	Construction Materials and Methods	3
CMT 120	Construction Problem Solving	1
CMT 161	Introduction to Sustainable Construction	1
MTH 100	Intermediate College Algebra	3
Total Credit Hours		**26**

Construction Management Technology Option

Course	Title	Sem Hrs
AET 101S	Architectural Drawing	3
AET 241	Building and Zoning Codes	3
CIS 146	Microcomputer Applications	3
CMT 102	Construction Blueprint Reading	3
CMT 101S	Construction Materials and Methods	3
CMT 114	10 Hour OSHA Construction Safety	1
CMT 120	Construction Problem Solving	1
CMT 161	Introduction to Sustainable Construction	1
CMT 206S	Construction Estimating	3
MTH 100	Intermediate College Algebra	3
Management Elective		2
MST 111	Elements of Supervision or	
MST 215	Small Business Management	
Total Credit Hours		**26**

Ironworker Certificate

Course	Title	Sem Hrs
ORI 101	Orientation to College	1
WKO 110	NCCER Core	3
IWR 111	Ironworker Tools and Equipment	4
IWR 113	Ironworker Trade Practices	4
IWR 115	Ironworker Field Work	4
Total Credit Hours		**16**

Emergency Medical Services

Shelby-Hoover Campus

James Norris, director/advisor, Emergency Services
General Studies Building, room 316D
(205) 983-5206 • jnorris @jeffersonstate.edu

Kyle Cohen, clinical coordinator/advisor
Generals Studies Building, room 316B
(205) 983-5236 • kacohen@jeffersonstate.edu

Jefferson Campus

Stacy Clark, instructor/advisor
George Layton Building, room 251
(205) 856-6048 • slclark@jeffersonstate.edu

Mandel Hill, instructor/advisor
Generals Studies Building, room 316B
George Layton Building, room 245
(205) 856-6017 • mhill25@jeffersonstate.edu

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 three levels of EMS training and education. The EMT level is a one semester course. Upon completion, students will be eligible to sit for the National Registry examination and apply for a State of Alabama EMT license.

The Advanced EMT level is a one semester course which is taken for credit only. Upon completion, students will be eligible to sit for the National Registry examination and apply for a State of Alabama Advanced EMT license.

Students who enroll in the Paramedic program must pursue an Associate in Applied Science degree.

The Paramedic 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.

Admission to the EMS Program

Admission to the college is required before a student can enter the EMS Program. Students must complete the EMS programs Application Packet. This packet must be turned in by the deadline to EMS program faculty in order to be admitted into the EMS program.

Transfer Students

Students wishing to transfer to Jefferson State should call or write the program director for information on program admission requirements. In order to be a transfer student the student must be admitted to the program. Students must complete at least 25% of the required EMS courses at Jefferson State for an associate degree/certificate.

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 (GSB 100) at the Shelby-Hoover Campus.

Grading Scale

Letter grades for all EMS 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

A GRADE OF “C” OR BETTER IS REQUIRED FOR SUCCESSFUL COMPLETION OF ALL EMS COURSES.

Emergency Medical Services Technician

Emergency Medical Technician 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 is taught as a block course consisting of EMS 118, and 119. Students who wish to enroll in these courses must submit a program application. 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 each of our locations and at the EMS offices at the Jefferson and Shelby-Hoover Campuses.

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.

Courses required for:

EMT

Course	Title	Sem Hrs
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
Total Credit Hours		**10**

Advanced Emergency Medical Technician

Advanced Emergency Medical Technician is designed for students wishing to expand their career in Emergency Medical Services with the ability to initiate intravenous therapy and limited pharmacology. This course qualifies students to work or volunteer as an Advanced Emergency Medical Technician (AEMT) for a fire department, ambulance service or in private industry.

AEMT is taught as a block course consisting of EMS 155 and 156. Students who wish to enroll in these courses must submit a program application. Students who did not take EMT at JSCC for credit 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 each of our locations and at the EMS offices at the Jefferson and Shelby-Hoover Campuses.

All students successfully completing the AEMT course 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 AEMT license.

Courses required for:

AEMT

Course	Title	Sem Hrs
EMS 155	Advanced Emergency Medical Technician	8
EMS 156	Advanced Emergency Medical Technician Clinical	2
Total Credit Hours		**10**

Associate in Applied Science Degree Requirements

Paramedic

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

1. Possess a current Alabama license as an AEMT or must have successfully completed a National Standard Training Curriculum (NSTC) AEMT course.
2. Be unconditionally admitted to the College.
3. Successful completion of EMS 189 or BIO 201 with a grade of "C" or higher.
4. Be eligible for ENG 101 and MTH 100.
5. Meet other requirements as outlined in the information and admission packets.

Admission to the 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.

Courses required for:

Paramedic Degree (AAS C232)

General Courses (19 Hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
*BIO 103	Principles of Biology I	4
SPH 107	Fundamentals of Public Speaking or	
SPH 106	Fundamentals of Oral Communications	3
PSY 200	General Psychology	3

*A higher-level Biology course will satisfy this requirement. See advisor for a substitution request.

Major Courses (55 Hours)

Course	Title	Sem Hrs
EMS 118	Emergency Medical Technician	9
EMS 119	Emergency Medical Technician Clinical	1
EMS 155	Advanced Emergency Medical Technician	8
EMS 156	Advanced Emergency Medical Technician Clinical	2
EMS 189	Applied Anatomy and Physiology for the Paramedic	4
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
Total Credit Hours		**74**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Paramedic Advanced Certificate (CER C232)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPH 107	Fundamentals of Public Speaking or	
SPH 106	Fundamentals of Oral Communications	3
EMS 155	Advanced Emergency Medical Technician	8
EMS 156	Advanced Emergency Medical Technician Clinical	2
EMS 189	Applied Anatomy and Physiology for the Paramedic	4
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	2
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	2
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	5
EMS 256	Paramedic Team Leadership	1
Total Credit Hours		**54**

Students earning this certificate may take the National Registry Exam and apply for licensure as a Paramedic.

Fire Science

Jefferson State's Fire Science Program is being discontinued effective immediately. Only those students who have already begun the sequence of Fire Science courses at Jefferson State prior to Fall 2016 may register for Fire Science courses. No new students will be admitted to the Fire Science Program or be allowed to take Fire Science courses.

Current Fire Science students should contact the program at 205-856-7701, or 856-7893, or by e-mail at lsbennett@jeffersonstate.edu to request assistance in developing a plan to complete graduation requirements.

Funeral Service Education

Jefferson Campus

Venus Riley Smith, CFSP, Program Coordinator/advisor
Harold Martin Building, Room G-9
(205) 856-7841 • vriley@jeffersonstate.edu

Dr. Jzyk Ennis, CFSP, instructor/advisor
Harold Martin Building, Room G-10
(205) 856-7852 • jennis@jeffersonstate.edu

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		
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3

In addition, a student must have and maintain a current valid apprenticeship with the state board of funeral service within the state that he or she plans to practice.

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 Degree Program at Jefferson State Community College is accredited by the American Board of Funeral Service Education, 992 Mantua Pike, Suite 108,

Woodbury Heights, New Jersey, 08097 (816) 233-3747. Web: www.abfse.org.

The annual passage rate of first-time takers on the National Board Examination (NBE) graduation rates and employment rates 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 Funeral Service Education Program requires that students complete the National Board Examination in order to graduate. Other state board examinations may be required as well.

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 program coursework in the specified time, four semesters and an extension, must repeat all FSE and BIO requirements and sign a new contract. 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 FSE Program:

1. Four semesters, two days per week on campus
2. Four semesters, computer based instruction. (Distance Learning). Please note the Distance Learning option has on-campus requirements.

Attendance is mandatory for all distance learning orientation sessions. Orientation sessions will be posted on the FSE Website. Any student that fails to attend the mandatory distance learning orientation may not be admitted for the semester. Students must sign a contract for the option they choose. Students must take the National Board Exam (NBE) to meet graduation requirements.

While completing requirements for A.A.S. degree, a student can earn the advanced certificate and the short term certificate. To be awarded the advanced certificate and the short term certificate, the student should contact the Enrollment Services Graduation Office.

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
   C. 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)

A grade of "C" or better is required in all courses with FSE or BIO prefix.

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 higher level math course	3
PSY 200	General Psychology or	
SOC 200	Introductory Sociology	3
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 110	Law and Ethics for Funeral Service	3
FSE 145	Basic Accounting Procedures 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	Thanatochemistry	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 or	3
CIS 130	Introduction to Information Systems or	
CIS 146	Microcomputer Applications	
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, CIS 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 or BIO 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 Funeral Service Education Program at Jefferson State Community College has as its central Aims recognition of the importance of funeral service personnel as:

1. Members of a human services profession;
2. Members of the community in which they serve;
3. Participants in the relationship between bereaved families and those engaged in the funeral service profession;
4. Professionals knowledgeable of and complaint with federal, state and local regulatory guidelines, as well as;
5. Professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains

The Funeral Service Education Program's Objectives are as follows:

1. To enlarge the background and knowledge of students about the funeral service profession;

2. To educate students in every phase of funeral service, and to help them to develop proficiency and skills necessary for the profession, as defined in the Preamble at the beginning of Chapter 9 of the Manual on Accreditation;
3. To educate students concerning the responsibilities of funeral service profession to the community at large;
4. To emphasize high standards of ethical conduct;
5. To provide a curriculum at the post-secondary level of instruction;
6. To encourage student and faculty research in the field of funeral service.

Advanced Certificate Requirements

The completion of this advanced certificate allows students to sit for state only examination for funeral directing. It is not accredited by the American Board of Funeral Service Education. Students are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

All advanced certificate program coursework must be completed within three semesters of initial enrollment. Students who enter the certificate option must declare by the end of the first semester if they wish to transfer to the A.A.S. degree option. In order to make the transfer from advanced certificate to degree the student must have all prerequisites for the degree option already completed.

Courses required for:

Funeral Service Education Advanced Certificate (CER C098)

A grade of "C" or better is required in all courses with FSE prefix.

Course	Title	Sem Hrs
ENG 101	English Composition	3
MTH 100 MTH 116	Intermediate College Algebra or Mathematical Applications or approved MTH elective	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
CIS 130 CIS 146 FSE 227	Introduction to Information Systems or Microcomputer Applications or Computer Principles and Funeral Service Application	3
FSE 101	Funeral Directing	3
FSE 110	Law and Ethics for Funeral Service	3
FSE 145	Basic Accounting Procedures for Funeral Services	3
FSE 201	Embalming I	3
FSE 202	Embalming II	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		**36**

*BIO or FSE courses considered for transfer or substitution should be no more than four years old.

Attendance is mandatory for all distance learning orientation sessions. Orientation sessions will be posted on the FSE Website. Any student that fails to attend the mandatory distance learning orientation may not be admitted for the semester. Students must sign a contract for the option they choose.

Certificate Requirements

The completion of this certificate allows students to sit for state only examination for funeral directing. It is not accredited by the American Board of Funeral Service Education. Students are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

All certificate program coursework must be completed within three semesters of initial enrollment. Students who enter the certificate option must declare by the end of the first semester if they wish to transfer to the A.A.S. degree option. In order to make the transfer from certificate to degree the student must have all prerequisites for the degree option already completed.

Courses required for:

Funeral Service Certificate (STC C097)

A grade of "C" or better is required in all courses with FSE prefix.

Course	Title	Sem Hrs
ENG 101	English Composition	3
MTH 100 MTH 116	Intermediate College Algebra or Mathematical Applications or approved MTH elective (A116)	3
FSE 101	Funeral Directing	3
FSE 110	Law and Ethics for Funeral Service	3
FSE 145	Basic Accounting Procedures for Funeral Services	3
FSE 223	Funeral Service Social Science	3
FSE 225	Funeral Service Management I	3
FSE 226	Funeral Service Management II	3
CIS 130	Introduction to Information Systems or	3

CIS 146	Microcomputer Applications or	
FSE 227	Computer Principles and	
	Funeral Service Application	
Total Credit Hours		**27**

*BIO or FSE courses considered for transfer or substitution should be no more than four years old.

Attendance is mandatory for all distance learning orientation sessions. Orientation sessions will be posted on the FSE Website. Any student that fails to attend the mandatory distance learning orientation may not be admitted for the semester. Students must sign a contract for the option they choose.

Hospitality Management

Culinary Arts/Pastry/Baking
Hotel/Restaurant Management

Jefferson Campus

Todd Jackson, department chair /advisor
Fitzgerald Student Center, room 100-C
(205)-856-7737 • tjackson@jeffersonstate.edu

Shelby-Hoover Campus

Joseph Mitchell, director/advisor

Health Sciences Building, room 122
(205) 983-5212 • jmitchell@jeffersonstate.edu

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/Restaurant 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:

Course	Title	Sem Hrs
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.

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.

Courses required for:

Hospitality Management Degree

- Culinary Apprentice Option (AAS C062)
- Hotel/Restaurant Management Option (AAS C236)
- 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 or	3
SPH 106	Fundamentals of Oral Communication	
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)

Grade of "C" required in each course.

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 (28 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). 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 163	Foundations of Healthy Cooking Techniques	2
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 261S	Culinary Apprenticeship Practicum-Savory	1
Total Credit Hours		**69**

Hotel/Restaurant Management Option (26 Hours)

Grade of "C" required in each course.

Course	Title	Sem Hrs
HMM 105S	Principles of Management	3
HSM 240	Housekeeping Administration or	
CUA 115	Advanced Food Preparation	3
CUA 210	Beverage Management	2
HMM 240	Hospitality Managerial Accounting	3
HMM 251	Front Office Management or	
CUA 205	Introduction Garde Manger	3
BUS 263	Legal and Social Environment of Business	3
HMM 241	Restaurant Service Management I	3
HMM 190	Hotel/Motel Internship**	6
Total Credit Hours		**67**

Foodservice/Culinary Management Option (24 hours)

Grade of "C" required in each course.

Course	Title	Sem Hrs
HMM 105S	Principles of Management	3
CUA 115	Advanced Food Preparation	3
CUA 163	Foundations of Healthy Cooking Techniques	2
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
CUA 255	Field Experience - Savory**	6
CUA 261S	Culinary Apprenticeship Practicum - Savory	1
Total Credit Hours		**67**

Baking/Pastry Option (30 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 115	Advanced 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 261P	Culinary Apprenticeship Practicum Pastry	1
CUA 253	Field Experience Pastry**	6
Total Credit Hours		**71**

* 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.

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Hospitality Management Advanced Certificate

- Foodservice/Culinary Management Option (CER C092)
- Hotel/Restaurant Management Option (CER C236)
- Baking/Pastry Option (CER C030)

Foodservice/Culinary Management Option

Grade of "C" required in CUA and HMM courses.

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 130 CIS 146	Introduction to Information Systems or Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
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		**41**

Hotel/Restaurant Management Option

Grade of "C" required in CUA, HSM, and HMM courses.

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 130 CIS 146	Introduction to Information Systems or Microcomputer Applications	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
CUA 101	Orientation to the Hospitality Profession	3
HMM 105S	Principles of Management	3
HSM 240 CUA 115	Housekeeping Administration or Advanced Food Preparation	3

CUA 210	Beverage Management	2
HMM 240	Hospitality Managerial Accounting	3
HMM 251	Front Office Management or	
CUA 205	Introduction Garde Manger	3
BUS 263	Legal/Social Environment of Business	3
HMM 241	Restaurant Service Management I	3
HMM 190	Hotel/Motel Internship	6
Total Credit Hours		**41**

Baking/Pastry Option

Grade of "C" required in CUA courses.

Course	Title	Sem Hr
ENG 101	English Composition I	3
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	
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)		3
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		**41**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. To be awarded the certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Hospitality Management Certificate

- Foodservice/Culinary Management Option (STC C092)
- Hotel/Restaurant Management Option (STC C236)
- Baking/Pastry Option (STC C030)

Foodservice/Culinary Management Option

Grade of "C" required in each course.

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/Restaurant Management Option

Grade of "C" required in each course.

Course	Title	Sem Hrs
CUA 101	Orientation to the Hospitality Profession	3
HMM 105S	Principles of Management	3
HSM 240	Housekeeping Administration or	
CUA 115	Advanced Food Prep	3
CUA 210	Beverage Management	2
HMM 240	Hospitality Managerial Accounting	3
HMM 251	Front Office Management or	
CUA 205	Introduction Garde Manger	3
BUS 263	Legal/Social Environment of Business	3
HMM 241	Restaurant Service Management I	3
HMM 190	Hotel/Motel Internship	6
Total Credit Hours		**29**

Baking/Pastry Option

Grade of "C" required in each course.

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**

Law Enforcement

Jefferson Campus

Cecilia Tubbs, program coordinator/advisor
George Layton Building, room 253
(205) 856-6051 • ctubbs@jeffersonstate.edu

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.jeffersonstate.edu or contact Cecilia Tubbs at 856-6051.

It is the responsibility of Law Enforcement students to understand state and federal minimum professional requirements such as criminal background checks; drug, health, physical, psychological screenings; credit checks; and codes of professional and ethical conduct. For more information on state requirements, refer to Alabama Peace Officers Standards and Training Commission at www.apostc.state.al.us.

Courses required for:

Law Enforcement Degree (AAS C140)

General Courses (28 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		6

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

Major Courses (33 Hours)

Course	Title	Sem Hrs
Grade of "C" required in each course.		
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 130	Introduction to Law and Judicial	3
CRJ 150	Introduction to Corrections	3
CRJ 208	Introduction to Criminology	3
CRJ 216	Police Organization and Administration	3
CRJ Electives		15
Complete five courses from the following:		
CRJ 140	Criminal Law and Procedure	
CRJ 146	Criminal Evidence	
CRJ 147	Constitutional Law	
CRJ 160	Introduction to Security	
CRJ 178	Narcotics/Dangerous Drugs	
*CRJ 220	Criminal Investigation	
*CRJ 227	Homicide Investigation	
*CRJ 230	Criminalistics	
*CRJ 236	Advanced Criminalistics	
**CRJ 280	Internship in Criminal Justice	
CRJ 290	Seminar in Criminal Justice	
Total Credit Hours		**61**

*CRJ 220, 227, 230, and 236 are also offered to law enforcement officers via Crime Scene Investigation directed by Mark Bailey, chief of Campus Security (205) 856-6093.

** 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.

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Law Enforcement Advanced Certificate (CER 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
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
CIS Elective		3
CRJ 100	Introduction to Criminal Justice	3
CRJ 110	Introduction to Law Enforcement	3
CRJ 150	Introduction to Corrections	3
CRJ 208	Introduction to Criminology	3
CRJ 216	Police Organization and Administration	3
CRJ Electives		6
Complete two courses from the following: (CRJ 130, 140, 146, 147, 178, 220, 227, 236, 280, 290)		
Total Credit Hours		**33**

*CRJ 220 is also offered to law enforcement officers via Crime Scene Investigation directed by Mark Bailey, chief of Campus Security (205) 856-6093.

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. To be awarded the certificate, the student should contact the Enrollment Services Graduation Office.

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
CRJ 110	Introduction to Law Enforcement	3
CRJ 130	Introduction to Law and Judicial Process	3
CRJ 150	Introduction to Corrections	3
CRJ 208	Introduction to Criminology	3
CRJ 216	Police Organization and Administration	3
Criminal Justice Elective		3
Complete one courses from the following: (CRJ 140, 146, 147, 160, 178, 220, 227, 236, 280, 290)		
Total Credit Hours		**27**

Manufacturing and Technology

Jefferson Campus

Donald Wilcher, program director/advisor
Manufacturing Technology
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Danny Taylor, instructor/advisor, Welding
Ruby Carson - Welding Lab
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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, biomedical equipment technology, industrial and commercial electronics, computer aided drafting/design (CADD), and welding. Manufacturing and Technology offers seven options that cover these areas: (1) Industrial Technology, (2) Biomedical Equipment Technology, (3) Automotive/Automated Manufacturing, (4) Electronics, (5) Computer Aided Drafting/Design (CADD), (6) Welding, and (7) Manufacturing Systems Technology.

The Manufacturing & Technology Program requires that students enrolled in the Manufacturing Systems Technology option to take the four credentialing exams that make up the Manufacturing Skills Council's (MSSC) Certified Production Technician (CPT). This is in conjunction with the required courses of this degree track. There are additional fees for the MSSC CPT certification: credentialing exams (4), MSSC registration, and the MSSC curriculum that is embedded in four of the option courses. Total current fees for all four CPT areas are $752. 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.

Associate in Applied Science Degree Requirements

Courses specific to each option.

Courses required for:

Manufacturing and Technology Degree

- Industrial Technology Option (AAS C124)
- Biomedical Equipment Technology Option (AAS C036)
- Automotive/Automated Manufacturing Option (AAS C230)
- Electronics Option (AAS C067)
- Computer Aided Drafting/Design Option (AAS C055)
- Manufacturing Systems Technology Option (AAS C240)
- Welding Technology Option (AAS C238)

General Courses (22 Hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
SPH 107	Fundamentals of Public Speaking or	3
SPH 106	Fundamentals of Oral Communication	
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
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

Major Courses (except Biomedical Equipment Technology and Welding Technology Option) (12 Hours)

Course	Title	Sem Hrs
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3

Industrial Technology Option (31 Hours)

Course	Title	Sem Hrs
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
AUT 208	Automated System Diagnosis & Troubleshooting	3
AUT 213	Robotic Project	3
ATM 211	Introduction to Programmable Logic Controllers	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
ELM 215	Industrial Controls I	4
MET 220	Mechanical Systems I	3
MET 190	Mechanical Tools I	4
Industrial Technology Elective		2 or 3
AUT 293	Automotive Co-op Education	
AUT 191	Special Topics, Welding	
ATM 212	Advanced Programmable Logic Controllers II	
ATM 220	Advanced Motor Drives	
WKO 110	NCCER Core	
Total Credit Hours		**65**

Biomedical Equipment Technology Option (48 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	4
BET 241	The Law and Legal Issues in Biomed	3
ELM 202	Digital Circuits I	3
ELM 205	Electronics I	3
ELM 206S	Electronics II	3
HED 231	First Aid	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
MET 190	Mechanical Tools I	4
ELM 210	Fluid Power I	3
Total Credit Hours		**70**

Automotive/Automated Manufacturing Option (31 Hours)

Course	Title	Sem Hrs
ATM 211	Intro to Programmable Logic Controllers	3
ATM 212	Advanced Programmable Logic Controllers	3
ATM 220	Advanced Motor Drives	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
AUT 208	Automated System Diagnosis & Troubleshooting	3
AUT 213	Robotics Project	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
ELM 215	Industrial Controls I	4
Automotive/Automated Elective		3
AUT 293	Automotive Co-op Education	
AUT 262	Computer Integrated Manufacturing	
MET 201	Basic Computer Aided Drafting	
MET 220	Mechanical Systems I	
WKO 110	NCCER Core	
Total Credit Hours		**65**

Electronics Option (31 Hours)

Course	Title	Sem Hrs
ATM 211	Introduction to Programmable Logic Controllers	3
ATM 212	Advanced Programmable Logic Controllers II	3
ATM 220	Advanced Motor Drives	3
AUT 208	Automated System Diagnosis & Troubleshooting	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
ELM 202	Digital Circuits I	3
ELM 205	Electronics I	3
ELM 215	Industrial Controls I	4
Electronics Elective		3
AUT 293	Automotive Co-op Education	
AUT 262	Computer Integrated Manufacturing	
MET 201	Basic CAD	
WKO 110	NCCER Core	
MET 220	Mechanical Systems I	
Total Credit Hours		**65**

Computer Aided Drafting/Design Option (30 Hours)

Course	Title	Sem Hrs
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
MET 190	Mechanical Tools I	4
MET 192	Machinery's Handbook Functions	3
MET 201	Basic CAD	3
MET 202	Advanced CAD	3
MET 204	Basic Computer-Aided Modeling	3
MET 211	Advanced Computer-Aided Modeling	3
MET 239	Geometric Dimensioning & Tolerancing	2
CADD Elective		3 or 4
AUT 293	Automotive Co-op Education	
MET 191	Mechanical Tools II	
ELM 215	Industrial Controls I	
WKO 110	NCCER Core	
AUT 262	Computer Integrated Manufacturing	
Total Credit Hours		**64**

Manufacturing Systems Technology Option (35 Hours)

Course	Title	Sem Hrs
AUT 144	Manufacturing Systems, Methods and Processes	3
IET 114	Basic Electricity	3
MET 190	Mechanical Tools I	4
MET 191	Mechanical Tools II	4
MET 201	Basic CAD	3
MET 220	Mechanical Systems I	3
MET 233	Materials	3
MET 237	Automated Inspection Principles	3
MST 111	Elements of Supervision	3
ADM 106	Quality Control Concepts	3
Manufacturing Systems Technology Elective		3
AUT 293	Automated Cooperative Education	
MET 204	Basic Computer Aided Modeling	
ELM 215	Industrial Controls	
AUT 186	Principles of Welding and Metal Cutting	
Total Credit Hours		**69**

Welding Technology Option (40 hours)

Course	Title	Sem Hrs
WKO 110	NCCER Core	3
WDT 120	Shielded Metal Arc Welding Groove	3
AUT 213	Robotics Project	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
MET 190	Mechanical Tools I	4
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 115	GTAW Carbon Pipe	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 166	Flux Core Arc Welding (FCAW)	3
WDT 219	Welding Inspection and Testing Theory	3
WDT 221	Pipefitting and Fabrication	3
WDT 229	Boiler Tube	3
WDT 258	Certification Lab	3
Total Credit Hours		**62**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Manufacturing and Technology Advanced Certificate

- Industrial Technology Option (CER C124)
- Biomedical Equipment Technology Option (CER C036)
- Automotive/Automated Manufacturing Option (CER C230)
- Electronics Option (CER C067)
- Computer Aided Drafting/Design Option (CER C055)
- Welding Technology Option (CER C238)
- Manufacturing Systems Technology Option (CER C240)

Industrial Technology Option (40 Hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)		3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
MET 190	Mechanical Tools I	4
MET 220	Mechanical Systems I	3
Total Credit Hours		**40**

Biomedical Equipment Technology Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)		3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
BET 211	Biomedical 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	4
BET 241	The Law and Legal Issues in Biomed	3
Total Credit Hours		**40**

Automotive/Automated Manufacturing Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
PHY 115	Technical Physics	4
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)		3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3

AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
Total Credit Hours		**37**

Electronics Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
PHY 115	Technical Physics	4
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)		3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
ELM 202	Digital Circuits I	3
ELM 205	Electronics I	3
Total Credit Hours		**40**

Computer Aided Drafting/Design Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theatre, music philosophy, foreign language, literature)		3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
ELM 200	Electric Circuits I	3
MET 190	Mechanical Tools I	4
MET 201	Basic CAD	3
MET 204	Basic Computer-Aided Modeling	3
MET 239	Geometric Dimensioning & Tolerances	2
Total Credit Hours		**39**

Manufacturing Systems Technology Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
Humanities and Fine Arts Elective: (AHUM) (recommend: PHL 206 Ethics and Society)		3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
AUT 144	Manufacturing Systems, Methods and Processes	3
MET 190	Mechanical Tools I	4
ADM 106	Quality Control Concepts	3
MET 233	Materials	3
MET 237	Automated Inspection Principles	3
Total Credit Hours		**40**

Welding Technology Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146	Microcomputer Applications or	3
CIS 161	Introduction to Networking	
Humanities and Fine Arts Elective: (AHUM) (recommend: PHL 206 Ethics and Society)		3
WKO 110	NCCER Core	3
WDT 120	Shielded Metal Arc Welding Groove	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
MET 190	Mechanical Tools I	4
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 166	Flux Core Arc Welding (FCAW)	3
WDT 219	Welding Inspection and Testing	3
Total Credit Hours		**37**

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the certificate. To be awarded the certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Manufacturing and Technology Certificate

- Industrial Technology Option (STC C124)
- Biomedical Equipment Technology Option (STC C036)
- Automotive/Automated Manufacturing Option (STC C230)
- Electronics Option (STC C067)
- Computer Aided Drafting/Design Option (STC C055)
- Manufacturing Systems Technology Option (STC C240)
- Welding Technology Option (STC C238)
- Welding Technology – NCCER Level I (STC C246)

Industrial Technology Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146 CIS 161	Microcomputer Applications or Introduction to Networking	3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
ELM 200	Electric Circuits I	3
MET 190	Mechanical Tools I	4
Total Credit Hours		**28**

Biomedical Equipment Technology Option

Course	Title	Sem Hrs
ELM 200	Electric Circuits I	3
ELM 201S	Electric Circuits II	3
BET 211	Biomedical 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	4
BET 241	The Law and Legal Issues in Biomed	3
Total Credit Hours		**28**

Automotive/Automated Manufacturing Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146 CIS 161	Microcomputer Applications or Introduction to Networking	3
PHY 115	Technical Physics	4
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
ELM 200	Electric Circuits I	3
Total Credit Hours		**28**

Electronics Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra or higher	3
CIS 146 CIS 161	Microcomputer Applications or Introduction to Networking	3
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
ELM 200	Electric Circuits I	3
ELM 202	Digital Circuits I	3
ELM 205	Electronics I	3
Total Credit Hours		**27**

Computer Aided Drafting/Design Option

Course	Title	Sem Hrs
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
ELM 200	Electric Circuits I	3
MET 190	Mechanical Tools I	4
MET 201	Basic CAD	3
MET 204	Basic Computer-Aided Modeling	3
MET 239	Geometric Dimensioning and Tolerances	2
Total Credit Hours		**27**

Manufacturing Systems Technology Option

Course	Title	Sem Hrs
AUT 102	Lean Manufacturing & Industrial Safety	3
AUT 104	Blueprint Reading for Manufacturing	3
AUT 116	Introduction to Robotics	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics	3
AUT 144	Manufacturing Systems, Methods and Processes	3
MET 190	Mechanical Tools I	4
ADM 106	Quality Control Concepts	3
MET 233	Materials	3
MET 237	Automated Inspection Principles	3
Total Credit Hours		**28**

Welding Technology Option

Course	Title	Sem Hrs
WKO 110	NCCER Core	3
WDT 120	Shielded Metal Arc Welding Groove	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
MET 190	Mechanical Tools I	4
WDT 109	SMAW Fillet/PAC/CAC	3
WDT 119	Gas Metal Arc/Flux Cored Arc Welding	3
WDT 166	Flux Core Arc Welding (FCAW)	3
WDT 219	Welding Inspection and Testing Theory	3
Total Credit Hours		**25**

Welding Technology - NCCER Level I Certificate

Course	Title	Sem Hrs
WKO 110	NCCER Core	3
AUT 186	Principles of Industrial Maintenance Welding and Metal Cutting Techniques	3
WDT 109	SMAW Fillet/PAC/CAC Welding	3
WDT 258	Certification Lab	3
Total Credit Hours		**12**

Medical Laboratory Technology

Jefferson Campus

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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 medical laboratory technology/clinical 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. 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 medical 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:

- Grandview Medical Center
- UAB Medical West
- Cooper Green Mercy Health Services Department
- LabCorp/Brookwood Baptist Health
- Brookwood Baptist Health - Shelby
- Brookwood Baptist Health, Princeton
- Brookwood Baptist Health - Jasper
- Brookwood Baptist Health - Citizens
- St. Vincents, Birmingham
- St. Vincents, East
- St. Vincents, Blount
- St. Vincents, St. Clair
- Northport Medical Center
- DCH Regional Medical Center
- Childrens Hospital
- Med Help Clinics
- Bibb Medical Center
- Coosa Valley Medical Center
- Russell Medical Center
- Pickens County Medical Center
- Southern Lab Partners

All MLT 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 MLT Program based on the number of places available for clinical experience at affiliated clinical laboratories. To be considered for admission, students must have a grade point average of 2.5 on prerequisite general education courses required for admission (ENG 101, math elective either MTH 116 or 100 and science elective BIO 103 or 201 or CHM 104) 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. Compass Test Scores, 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 MLT program are ineligible for admission, but may apply to the program as a new student.

New MLT 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. Student background checks must reveal a “crime free” status for the last five years. 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 Medical Laboratory Technology Program Coordinator and the Center for Professional, Career and Technical Education Dean will make final determinations regarding applicants’ eligibility for participation in program activities. The technical performance standards for the MLT Program are stated below:

Medical 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.

Grading Scale

Letter grades for all MLT courses are assigned according to the following systems:

A	Excellent (90-100)
B	Good (80-89)
C	Average (73-79)
D	Poor (60-72)
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 (i.e. 78.6 is 78.6) Only the final grade is rounded: 0.5 or higher is raised to the next whole number.

A GRADE OF "C" OR BETTER IS REQUIRED FOR ALL MLT COURSES.

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. 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. Provide official COMPASS test scores in ENG, RDG and MTH (required regardless of ACT scores or completion of ENG and MTH courses).
4. Maintain a grade point average of 2.50 or above (4.00 scale) on prerequisite general education courses used for admission (ENG 101, math elective either MTH 116 or 100 and science elective BIO 103 or 201 or CHM 104).
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 Medical Laboratory Technology education program is considered to be a "transfer student." Students who are eligible and are interested in transferring into Jefferson State's Medical Laboratory Technology Program should call or write the program coordinator for information on admission criteria and required procedures. Transfer of MLT credit is considered on a course by course basis by MLT faculty. Due to the uniqueness of each MLT program's curriculum, competency testing for advanced credit may be required.

In order to be a transfer student the student must be admitted to the program. Students must complete at least 25% of the required MLT courses at Jefferson State to earn an associate degree.

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 MLT course (make less than a "C") may repeat the course only once. Students who fail a MLT course a second time or who fail two MLT 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 MLT 294-297, students must have completed all of the required general education and prerequisite MLT courses with a grade of "C" or higher and have an overall 2.00 GPA.

Jefferson State's Medical 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:

Medical Laboratory Technology Degree (AAS C242)

General Courses (23 Hours)

Course	Title	Sem Hrs
EENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 or MTH 116 or higher level math course	3
BIO 103 BIO 201	Principles of Biology I or Human Anatomy and Physiology I	4
CHM 104	Introduction to Inorganic Chemistry (or higher)	4
PSY 200	General Psychology	3
SPH 107 SPH 106	Fundamentals of Public Speaking or Fundamentals of Oral Communication	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3

Major Courses (47 Hours)

Course	Title	Sem Hrs
*MLT 100S	Phlebotomy	2
MLT 111S	Urinalysis	3
MLT 121S	Hematology and Body Fluids	6
*MLT 131S	Laboratory Techniques	4
MLT 141S	MLT Microbiology I	5
MLT 142S	MLT Microbiology II	3
MLT 151S	MLT Clinical Chemistry	5
MLT 161S	Integrated Laboratory Simulation	2
MLT 181S	MLT Immunology	2
MLT 191S	MLT Immunohematology	5
MLT 293S	MLT Clinical Seminar	2
MLT 294S	Medical Laboratory Practicum I	2
MLT 295S	Medical Laboratory Practicum II	2
MLT 296S	Medical Laboratory Practicum III	2
MLT 297S	Medical Laboratory Practicum IV	2
Total Credit Hours		**70**

*May be taken prior to first semester of 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 MLT 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.

The following short term certificate is available in Medical Laboratory Technology with an emphasis on Phlebotomy.

Students may take the courses offered in the short certificate prior to admission to the MLT program. The certificate program is not limited to only those students desiring to obtain the A.A.S. in Medical Laboratory Technology but is open to all enrolled students at Jefferson State.

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the short certificate. To be awarded the short certificate in MLT/Phlebotomy, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Medical Laboratory Technology/Phlebotomy Certificate (STC C249)

Course	Title	Semester Hours
MLT 100S	Phlebotomy	2
MLT 131S	Laboratory Techniques	4
PSY 200	General Psychology	3
General Elective (MLT or General Education)		3
Total Credit Hours		**12**

Phlebotomy Certification: Students completing MLT 100 and MLT 131 are eligible to sit for the National Health Career Association (NHA) certification exam. Upon successful completion of the exam, students will obtain certification.

MLT/Phlebotomy Short Certificate: The MLT/Phlebotomy Short Certificate can be obtained by completing MLT 100S, MLT 131S, PSY 200 and one other course from the General Education or MLT course offerings. Upon completion of these 12 semester credit hours, students may be awarded the Short Certificate in MLT/Phlebotomy by applying for graduation either online or in the Graduation Office.

Special Circumstances

AAS Students Priority

MLT100S and MLT131S are required for the 2-year Medical Laboratory Technology Associates of Applied Science (AAS) degree. Students admitted to the MLT program in Summer or Fall semesters will be registered in the courses first, and non-MLT students will be admitted if room is available. The exception to this is the Spring semester, when any student can enroll in Phlebotomy Certification classes.

Nursing Education

Registered Nursing Degree
- Traditional Program Track
- Evening Program Track

Jefferson Campus

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205-856-7947 • ktjohnson@jeffersonstate.edu

Shelby-Hoover Campus

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MISSION

The mission of the nursing programs of the Alabama Community College system is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

PHILOSOPHY

We believe that nursing is a dynamic profession, blending science with the use of evidence based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

COMPETENCIES

NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills, and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems with which they work. (QSEN)

1. Human Flourishing-Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)
   A. Patient-Centered Care-Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN def)
2. Nursing Judgment – Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community contact. (NLN def)
   A. Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)
   B. Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)
3. Professional Identity – Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)
   A. Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)
4. Spirit of Inquiry – Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)
   A. Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)
   B. Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)

Approvals and Accreditation

The Registered Nursing Program is state approved by the Alabama Board of Nursing and nationally accredited by the Accreditation Commission for Education in Nursing. 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 for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendre or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."
2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?
5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?
6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?
7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?
8. Have you ever been placed on a state and/or federal abuse registry?
9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

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. A minimum of 2.5 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring. Students are ranked for admission based on a formula using the ACT test 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). A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable). 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 100	3 hours
BIO 201	4 hours
ENG 101	3 hours

5. 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.
6. Current certification in cardiopulmonary resuscitation (CPR) at the health care provider or professional rescuer level is required upon admission. Only American Heart Association CPR certification is accepted for the Nursing Education Program. Courses that lack performance validation of skills do not satisfy the CPR certification requirement.
7. 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 at nursing orientation. Students must test negative for drugs and alcohol during a screening conducted prior to assignment for clinical experiences. Random drug and alcohol screening will be required throughout the program.
8. 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 Associate Dean 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
9. A background screen will be required prior to admission to the program. The cost of this screen must be paid by the student. Students who fail to complete the background screen by the established deadline will not be admitted. Students whose back ground screen is not acceptable to affiliate agencies will not be admitted to the program.
10. 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.
11. 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); an annual flu shot, 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 Essential Functions included here and also published on the medical form. If you have individual concerns, please contact the nursing campus chairperson.

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
205-856-6077

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 Associate Dean 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 2.00 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 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. In order to be a transfer student, the student must be admitted to the program. Students must complete at least 25% of the required NUR courses at Jefferson State for an associate degree.
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 are not eligible for transfer but may apply as a new student.

Nursing courses may not be audited.

Progression Requirements

Students are referred to the "Nursing Education Program's Progression Guidelines" as published in the Nursing Student Handbook and additional information is 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 ap proved by the associate dean of nursing;
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations;
4. Successfully complete the program within 7 semesters 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 success fully completed; and
5. Successfully remediate foundational knowledge and skills with as signed 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 co-requisite courses.
6. Over twelve months have elapsed since the student was enrolled in a nursing course.
7. Student has been dismissed from the program.
8. Student has had 2 semesters of either course withdrawals or failures in 2 semesters of the program.

Dismissal: A STUDENT WILL BE SUBJECT TO DISMISSAL FROM THE NURSING PROGRAM OR DENIED READMISSION OR ADMISSION IF THE STUDENT:

1. Acts in a manner that nurse faculty evaluate as being a breach of safety, confidentiality, legality, or accountability.
2. Violates nursing practice standards outlined in the Alabama Board of Nursing Administrative Code or engages in conduct identified in the Code as grounds for denial, suspension, or revocation of a nursing license as the same applies to Jefferson State nursing students.
3. Falsifies records.
4. Fails to produce documents as required by the Nursing Education Program.
5. Violates the college's Academic Honesty Code, the Code of Student Conduct, or the Drug and Alcohol Free Campus Policy.

6. Fails to comply with the NEP Background Screen Policy or Drug and Alcohol Screen Policy or based on results of the screens is unacceptable by the clinical facility for placement.
7. Habitually ignores or fails to follow the policies, professional and legal rules or regulations, ethical principles under which the nursing program and its affiliated clinical agencies operate.
8. Is denied acceptance by a clinical agency for clinical experiences.

Associate in Applied Science Degree Requirements

Courses required for:

Nursing Degree (AAS C162)

General Courses (27 Hours)

Course	Title	Sem Hrs
MTH 100	Intermediate College Algebra	3
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 210	Human Growth and Development	3
SPH 107	Fundamentals of Public Speaking or	3
SPH 106	Fundamentals of Oral Communication	
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theater, music, philosophy, foreign language, literature)		3

Major Courses (39 Hours)

Course	Title	Sem Hrs
NUR 112	Fundamental Concepts of Nursing	7
NUR 113	Nursing Concepts I	8
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
NUR 211	Advance Nursing Concepts	7
NUR 221	Advanced Evidence Based Clinical Reasoning	7
Total Credit Hours		**66**

First Term

Course	Title	Sem Hrs
NUR 112	Fundamental Concepts of Nursing	7
MTH 100	Intermediate College Algebra	3
BIO 201	Anatomy and Physiology I	4

Second Term

Course	Title	Sem Hrs
NUR 113	Nursing Concepts I	8
ENG 101	English Composition I	3
PSY 210	Human Growth and Development	3
BIO 202	Anatomy and Physiology II	4

Third Term

Course	Title	Sem Hrs
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
SPH 107	Fundamentals of Public Speaking or	3
SPH 106	Fundamentals of Oral Communication	

Fourth Term

Course	Title	Sem Hrs
NUR 211	Advance Nursing Concepts	7
BIO 220	General Microbiology	4

Fifth Term

Course	Title	Sem Hrs
NUR 221	Advanced Evidence Based Clinical Reasoning	7
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theater, music, philosophy, foreign language, literature)		3

Evening RN Program Track

Jefferson Campus

Kathleen Johnson, advisor
Allen Library, room 101P
205-856-7947 • ktjohnson@jeffersonstate.edu

Shelby-Hoover Campus

Kimberly Rigg
General Studies Building, room 100
205-983-5949 • krigg@jeffersonstate.edu

The program is approved by the National League for Nursing Accrediting Commission, the Alabama Board of Nursing and The Alabama Community College System. Students in the evening 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.

Evening Associate Degree Nursing Program Track Degree Requirements

Courses required for:
Nursing Degree (AAS C162)

ALL GENERAL EDUCATION COURSES MUST BE COMPLETED PRIOR TO APPLYING TO THE EVENING PROGRAM TRACK.

General Courses (27 Hours)

Course	Title	Sem Hrs
MTH 100	Intermediate College Algebra	3
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 210	Human Growth and Development	3
SPH 107	Fundamentals of Public Speaking or	3
SPH 106	Fundamentals of Oral Communication	
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theater, music, philosophy, foreign language, literature		3

Major Courses (39 Hours)

Course	Title	Sem Hrs
NUR 112	Fundamental Concepts of Nursing	7
NUR 113	Nursing Concepts I	8
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2
NUR 211	Advance Nursing Concepts	7
NUR 221	Advanced Evidence Based Clinical Reasoning	7
Total Credit Hours		**66**

First Term

Course	Title	Sem Hrs
NUR 112	Fundamental Concepts of Nursing	7
MTH 100	Intermediate College Algebra	3

Second Term

Course	Title	Sem Hrs
NUR 113	Nursing Concepts I	8

Third Term

Course	Title	Sem Hrs
NUR 114	Nursing Concepts II	8
NUR 115	Evidence Based Clinical Reasoning	2

Fourth Term

Course	Title	Sem Hrs
NUR 211	Advance Nursing Concepts	7

Fifth Term

Course	Title	Sem Hrs
NUR 221	Advanced Evidence Based Clinical Reasoning	7
Humanities and Fine Arts Elective: (AHUM) (art, humanities, religion, theater, music, philosophy, foreign language, literature)		3

Office Administration Technology

Shelby-Hoover Campus

Sandi Logan, department chair/advisor
Health Sciences Building, room 428
(205) 983-5944 • slogan@jeffersonstate.edu

Jefferson Campus

DeNedra M. Peasant, advisor
Ruby Carson Hall, room 119C
(205) 856-7856 • dpeasant@jeffersonstate.edu

These programs are for students who wish to seek employment in office careers.

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.

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 or PED 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 (Accounting track)	
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-10, CPT-4 Coding)	3
OAD 216	Advanced Health Information Management (ICD-10, 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
BUS 242	Principles of Accounting II	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 113	Spreadsheet Software Applications	3
Total Credit Hours		**60**

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

** Internship assignment should be office related.

The courses listed below are part of the A.A.S. degree. While completing requirements for A.A.S. degree, a student can earn the advanced certificate. To be awarded the advanced certificate, the student should contact the Enrollment Services Graduation Office.

Courses required for:

Office Technology Advanced 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 / BUS 241	Basic Accounting Procedures or Principles of Accounting I	3

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
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 / CIS 113	Computerized Financial Recordkeeping or Spreadsheet Software Applications	3
Total Credit Hours		**33**

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

Physical Therapist Assistant

Program offered only at the Shelby-Hoover Campus

Vanessa LeBlanc, PT, DPT Program Director
General Studies Bldg., 316F
(205) 983-5995 • vleblanc@ jeffersonstate.edu

Cindy Elliott, PTA, AAS, BS, MS
Instructor /Advisor
General Studies Bldg., 316A
(205) 983-5270 • cwelliott@jeffersostate.edu

Leslie Naugher, PTA, AAS, BS, MS
Academic Coordinator of Clinical Education
General Studies Building, room 316E
(205) 983-5996 • lnaugher@ jeffersonstate.edu

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. Physical therapist assistants utilize various rehabilitative techniques to help patients whose abilities have been impaired by an accident, injury, illness, disease or other health-related conditions that limit movement and functional abilities. Employment settings include acute care and rehabilitation hospitals, outpatient clinics, schools, nursing homes, home health and sports medicine clinics. The Physical Therapist Assistant is an important member of the dynamic rehabilitation team and will interact 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 requires one year of prerequisite general education coursework and one year of core PTA coursework. The prerequisite courses include ENG 101, BIO 201, BIO 202, PSY 200, PSY 210, MTH 100 or higher level MTH elective, Humanities elective, SPH 106 or 107, and OAD 211 Medical

Terminology. These courses may be taken over a longer period of time but must be completed prior to taking PTA major courses. This is a pre-admit program and requires a specific application process for admission into the professional phase of the program. Once admitted, a student will have the option to follow an On-Campus program or a hybrid Online track program. The On-Campus classes are all enhanced and/or supported by the Blackboard course-management system. The Online-track program conducts lecture courses via the Blackboard course-management system but cannot be completed entirely online. The Online-track program requires students to be at the Shelby-Hoover Campus for all laboratory sessions. Online lecture courses may also require students to visit instructional sites for various requirements or to complete exams, quizzes, and/or clinicals.

The time commitment required for completion of PTA lecture and laboratory courses is generally 25-40 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; email: accreditation@apta.org; website: www.capteonline.org 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 AT www.jeffersonstate.edu/PTA.

Students admitted to the PTA Program begin PTA courses in the summer term. 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 January 15: 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, MTH 100 or higher level MTH elective, OAD 211 Medical Terminology, SPH elective, and Humanities/Fine Arts elective 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 with a grade of "C" or better before the start of the PTA program.

Students meeting the eligibility criteria are admitted in order of their rank scores. In order to be considered for Summer Term (May) 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. The general application is located at Enrollment Services, Allen Library 101 on the Jefferson Campus, at the Shelby-Hoover Campus or online at www.jeffersonstate.edu.
2. Submit official transcripts from all colleges attended to Enrollment Services by the application deadline.
3. Request a transcript evaluation prior to submitting a program application and by the application deadline.
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.jeffersonstate.edu/pta). Applications are due in GSB 316 no later than 4:00 pm on January 15th. The completed application packet must include: Signed documentation by a Physical Therapist or Physical Therapist Assistant of 75 hours or more experience in a physical therapy setting that is completed before the application deadline. It is required that at least 25 of the 75 hours consist of exposure to an acute care (hospital based), inpatient rehabilitation, or skilled nursing facility setting.
5. Currently possess and maintain a cumulative grade point average (GPA) of 2.50 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. All applicants must provide proof of achieving a composite score of 21 or higher on the ACT examination. The ACT composite must be achieved within three (3) years prior to the deadline. The scores must be included with the application and on file with enrollment services by the deadline. Information regarding dates for the ACT is available by contacting Jefferson State Community College's Testing Services at Lurleen Wallace Hall 322, 2601 Carson Road, Birmingham, AL 35215, (205) 856-7896, testing@jeffersonstate.edu.
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 alcohol during screenings conducted in the program. 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 medical professionals 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. The Program Director 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 is required prior to assignment for clinical experiences. 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. 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 satis factory 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.

Transfer Students

Students wishing to transfer should call or write the program director for information on program admission requirements. In order to be a transfer student, the student must be admitted to the program. Students must complete at least 25% of the required PTA courses at Jefferson State to earn an associate degree.

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/hospitalization insurance 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, the Alabama Physical Therapy Practice Act, 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" upon readmission or as a new student. 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. Students may also be dismissed for other behaviors that violate practice standards, codes of conduct, policies, professional/legal rules or regulations, ethical principles, or any acts that are considered a breach of safety, confidentiality, legality or accountability.

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 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
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
SPH 107	Fundamentals of Public Speaking or	3
SPH 106	Fundamentals of Oral Communication	
OAD 211	Medical Terminology	3
***MTH Elective (AMTH)	MTH 100 or higher level math course	3

* If the student has taken ENG 101 and ENG 102, and has a higher grade in ENG 102, will consider grade achieved in ENG 102 for ranking purposes. Will not use the grade for ranking purposes if ENG 102 has been requested as a substitute for the SPH requirement. Students should request review of appropriate upper level courses in writing and submit with application.

** Credit for BIO 201 and BIO 202 can be no older than 5 years. An exception may be made if the student can provide documentation of having passed BIO 230 Human Pathophysiology with at least a C within the last 5 years. (May consider grades achieved in upper level anatomy and/or physiology for ranking purposes.) Students should request review of appropriate upper level courses in writing and submit prior to the application deadline.

*** MTH 116, MTH 231, and MTH 232 will not fulfill this requirement. Students who plan to transfer to four-year institutions should take MTH113.

Major Courses (40 Hours)

Summer Term

Course	Title	Sem Hrs
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

Course	Title	Sem Hrs
PTA 200S	PTA Issues and Trends	2
PTA 240	Physical Disabilities I	2
PTA 251S	Therapeutic Procedures II	4
PTA 260	Clinical Education I	1
PTA 230	Neuroscience	2
PTA 231	Rehabilitation Techniques	2
PTA 232	Orthopedics for the PTA	2

Spring Semester

Course	Title	Sem Hrs
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**

Radiologic Technology

Program offered only at the Shelby-Hoover Campus

Christie Bolton, Program Coordinator/Advisor
Heath Sciences Building, room 323
(205) 983-5218 • cbolton@jeffersonstate.edu

Annette W. Ferguson, Clinical Coordinator/Advisor
Health Sciences Building, room 324
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THE RADIOLOGIC TECHNOLOGY PROGRAM CURRICULUM AND ADMISSION STANDARDS ARE CURRENTLY BEING REVISED. ALL CHANGES WILL BE POSTED ON THE RADIOLOGY WEB PAGE FOR THE APPROPRIATE DEADLINES.

The program develops the student's knowledge of the fundamental principles and skills underlying radiologic technology. The five-semester program consists of general education and clinical experiences. Current clinical affiliations are: The Children's Hospital of Alabama, UAB Medical West, St. Vincent's East, Baptist Medical Center Princeton, Baptist Medical Center Shelby, St. Vincent's St. Clair, St. Vincent's Birmingham, Kirklin Clinic, Brookwood Medical Center, UAB Highlands, Grandview 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) jrcert.org. 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 healthcare community.

This program mission is consistent with the colleges Statement of Philosophy and Purpose in the Jefferson State Community College Catalog and Student Handbook.

Program Goals:

The program mission can be met by the achievement of the following goals:

1. Students will demonstrate clinical competence.
   - Student Learning Outcomes:
   - Students will apply positioning skills.
   - Student will select appropriate technical factors.
   - Students will practice radiation protection.
2. Students will effectively communicate.
   - Student Learning Outcomes:
   - Students will use effective oral communication skills.
   - Students will practice written communication skills.
3. Students will utilize critical thinking skills.
   - Student Learning Outcomes:
   - Students will manipulate technical factors for non-routine examinations.
   - Students will adapt positioning for trauma patients.
4. Students will evaluate the importance of professionalism.
   - Student Learning Outcomes:
   - Students will develop a professional resume.
   - Students will exhibit professional behaviors such as punctuality in the clinical setting.
5. Provide qualified radiographers to meet the health care needs of the community.
   - Student Learning Outcomes:
   - Students will pass the ARRT national certification on the first attempt.
   - Students will complete the program according to program guidelines.
   - Students will be satisfied with their education.
   - Employers will be satisfied with the graduate's performance.
   - Of those pursuing employment, students will be gainfully employed within six months post-graduation.

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 online at www.jeffersonstate.edu.

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 June 1.
   A. Program application with Essential Functions
   B. All transcripts (official high school and college) or official GED scores
   C. Official ACT scores, either national or residual. A minimum score of 18 is required.
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 GPA for the last 24 hours attempted for college credit.
5. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript.)
6. All required general education courses must be completed with a grade of "C" or better for program admission and completion.
7. Applicants must be eligible for placement into the following courses:
   - ENG 101, MTH 100

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 Program 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.

Transfer Students

Students wishing to transfer should call or write the program coordinator for information on program admission requirements. To be a transfer student, the student must be admitted to the program. Students must complete at least 25% of the required RAD courses at Jefferson State to earn an associate degree.

Progression

Uninterrupted progression through the program is required. Students should refer to the information published in the Radiologic Technology Program Student Handbook which may be obtained from program faculty or upon admission to the program. 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. All required general education courses must be completed with a "C" or better.

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

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

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 check before entering clinical rotations. Failure to pass drug screens and background check could result in the inability to participate in the clinical aspect of the radiologic technology program. Applicants who have been ranked for admission must pass a background check prior to the mandatory admission orientation session to guarantee program admission. 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. If you have questions or concerns you may contact the Radiography Program Coordinator at (205) 983-5218 or American Registry of Radiologic Technologist (ARRT) at (651) 687-0048. Applicants who have been ranked for admission must attend the mandatory admission orientation session on the date scheduled by the program. Failure to attend a mandatory admission orientation session may result in forfeiting admittance into the RAD program.

The Radiologic Technology Program curriculum course content is delivered online in some courses. Students must have access to a computer and have a basic understanding of computer technology to participate in course work.

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)	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
SPH 107 SPH 106 ENG 102	Fundamentals of Public Speaking or Fundamentals of Oral Communication or English Composition II	3
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 Credit Hours		**75**

Veterinary Technology

Jefferson Campus

Jodi Turner Bloch, D.V.M. director
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(205) 856-8519 • jturnerbloch@jeffersonstate.edu

Michelle Campbell, L.V.T., instructor/advisor
Harold Martin Building, room 115
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Kristi Healy, L.V.T., instructor/advisor
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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 (Blackboard) 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 or visit the VT website at www.jeffersonstate.edu/VetTech/index.aspx for an Application for Eligibility for the Program. Submit VT Application by the deadline. Please contact the Veterinary Technology Department (205-856-8519, 205-856-8551, 205-856-8003) or website 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.

Applicants must have completed or be in the process of completing all required general education courses prior to the Fall or Spring semester for which they are applying to begin Veterinary Technology courses - See General Education Requirements.

Applicants can have no less than a grade of "C" on any required general education courses.

Applicants must have a minimum of 360 hours of clinical veterinary experience prior to the term in which they are applying to start the Veterinary Technology Program.

Applicants must apply and be admitted to Jefferson State Community College or currently enrolled students must be in good standing with the college.

Applicants must apply to the Veterinary Technology Program by deadlines found on the website.

Veterinary Technology application should be accompanied by two letters of recommendation (one of these letters must be from a veterinarian)

Applicants must provide proof of health insurance

Accepted students are required to attend a mandatory orientation for Veterinary Technology

- Veterinary Technology students will be assigned clinical activities at veterinary hospitals or operations off-campus with a minimum of 20 hours per week. Students are required to secure their own clinical site locations.
- 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.
- Online tests may require proctoring and students are required to secure an approved location for proctoring which may require travel for the student.
- All students in the Veterinary Technology Program must have access to a computer and high-speed 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 must 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. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude towards others.
2. Possess emotional stability to be able to perform duties in animal life and death situations
3. Be able to handle stress and work well as part of a team
4. Have a personality that is conducive to working well with veterinary clientele
5. Be able to work shifts of 24 hours in length
6. Be oriented to reality and not mentally impaired by mind-altering substances
7. Not be addicted to drugs or alcohol

Desirable Worker Characteristics

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 minimum standards:

Letter grades for all VET 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

*Please note: Students must pass Veterinary Technology courses with a letter grade of at least a C (grade of 75-79).

Students must maintain a grade of "C" or better in each of the required Veterinary Technology courses and maintain a cumulative GPA of 2.0 or higher.

If a student withdraws or makes below a "C" in a Veterinary Technology course, the student cannot progress in the program until the course has been repeated successfully.

Veterinary Technology courses may only be repeated once; students failing to make a grade of "C" or better on a course that has been repeated may be dismissed from the program.

It is still a requirement in courses which have both online coursework and required tasks, that students must pass both portions with a minimum grade of "C" to pass that course.

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.

Students must maintain professional conduct as outlined in the Veterinary Technology Code of Ethics.

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)

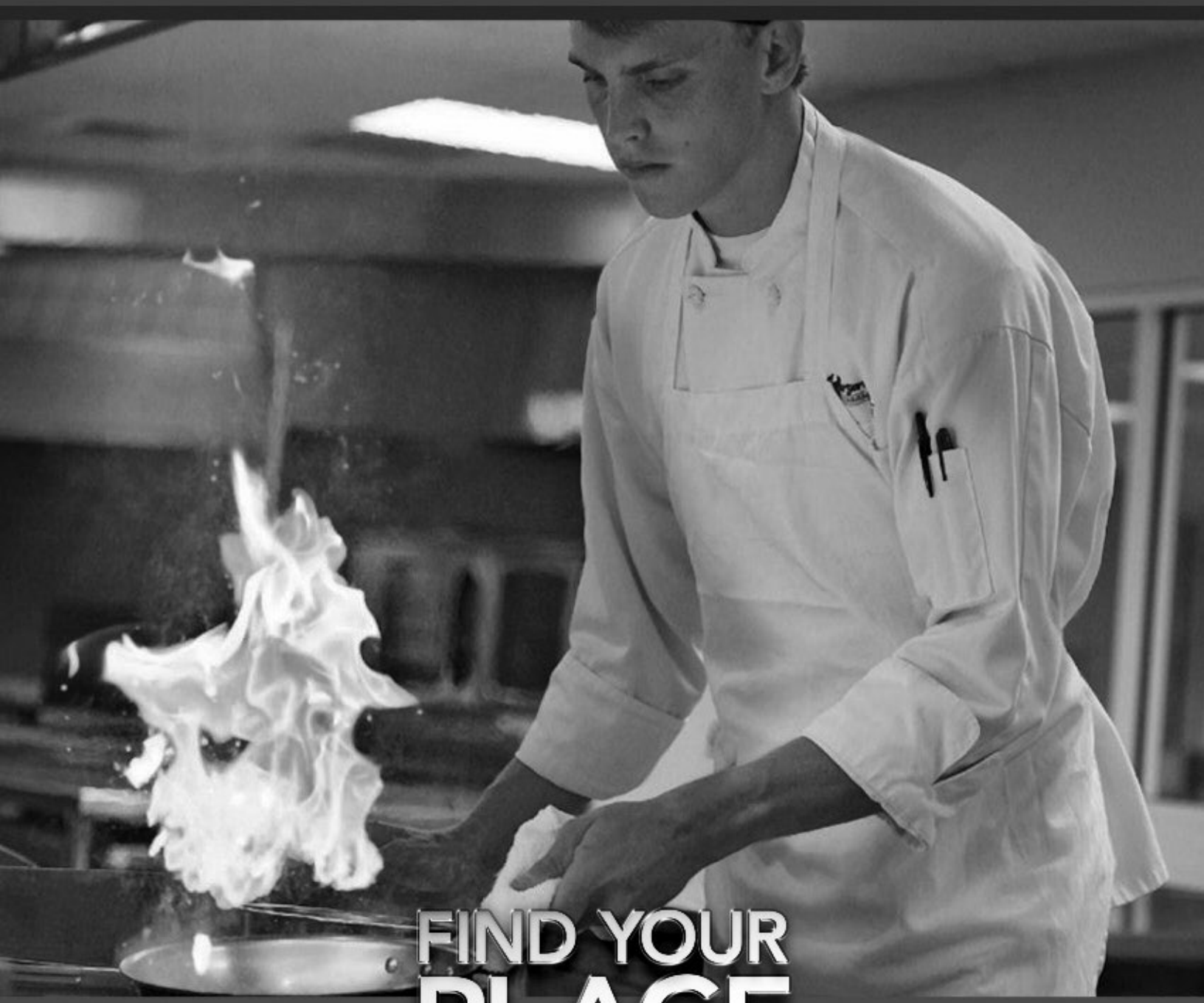
Course	Title	Sem Hrs
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 or MTH 116 or higher level math course	3
CIS Elective		3
Social and Behavioral Science Elective: (ASOC)	(PSY 200 recommended)	3
Humanities and Fine Arts Elective: (AHUM)	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	3
SPH 107 SPH 106 ENG 102	Fundamentals of Public Speaking or Fundamentals of Oral Communication or English Composition II	3

Major Courses (54 Hours)

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 244	Seminar in Veterinary Technology	3
VET 246	Vet Tech Large Animal Clinics	2
VET 250	Vet Tech Preceptorship	3
Total Credit Hours		**76**

2018 - 2019 Jefferson State Community College

Course Descriptions



Course Abbreviations

The following are the official catalog course abbreviations used by Jefferson State.

ACT	Accounting
ADM	Advanced Manufacturing
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
CIS	Computer Information Systems
CMT	Construction Management Technology
CRJ	Criminal Justice
CUA	Culinary Arts
ECO	Economics
ELM	Electromechanical Technology
EMS	Emergency Medical Technology/Technician Basic
ENG	English
ENR	English/Reading
ESL	Alabama Language Institute
FSC	Fire Science
FSE	Funeral Service Education
GEO	Geography
HED	Health Education
HIS	History
HSM	Hospitality Services Management
HMM	Hotel-Motel Management
HUM	Humanities
IDH	Interdisciplinary Honors
IET	Industrial Engineering Technology
IWR	Ironworker
MST	Management and Supervision Technology
MCM	Mass Communication
MTH	Mathematics
MET	Mechanical Engineering Technology
MLT	Medical Laboratory Technology
MSC	Military Science
MUL	Music Ensemble
MUS	Music
NUR	Nursing
OAD	Office Administration
ORI	Orientation to College
PHL	Philosophy
PED	Physical Education
PHS	Physical Science
PHY	Physics
PTA	Physical Therapist Assistant
POL	Political Science
PSY	Psychology
RAD	Radiologic Technology
REL	Religion
SOC	Sociology
SPA	Spanish
SPH	Speech
THR	Theater Arts
VET	Veterinary Technology
WDT	Welding Technology
WKO	Workplace Skills Enhancement

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.

Credit Hour Definitions

Jefferson State Community College adheres to the policies and procedures of the Alabama Community College System (ACCS) and the ACCS Board of Trustees for determining credit hours awarded for courses and programs as outlined in 705.01. Jefferson State Community College operates on a semester system. A semester system is defined as having a fall semester, spring semester and summer term. Both the fall and spring semesters have 15 weeks of instruction plus an exam period, the summer term consists of 10 weeks of instruction plus an exam period.

Jefferson State adopts the Federal definition of a credit hour as being an amount of work represented in intended learning outcomes and verified as evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

An hour of classroom instruction is defined as not less than 50 minutes of instructor/student contact. In courses less than 15 weeks, the weekly classroom instruction hours are increased to equal that of a traditional 15-week course. Jefferson State uses the semester credit hour as the unit of credit for all coursework. Each semester credit hour is approximate to an hour of classroom instruction per week during a 15-week semester. Distance education or hybrid formats have academic activities or other academic work that approximate the same instructor/student contact to traditionally taught on-campus sections.

The Alabama Community College System Board Policy 705.01 outlines the following six categories of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship. The definitions for each category/type of instruction are:

Theory

Theory is instruction focused on principles, concepts, or ideas. Generally requires extensive out-of-class preparation prior to class each week as well as follow-up assignments. "Theory" instruction is the term which will be used to include lecture, recitation, discussion, demonstration, seminar, and other standard classroom instruction. "Theory" instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of theory instruction as defined)

Experimental Laboratory

Experimental Laboratory is instruction focused on experimentation in a classroom, laboratory, or studio through teacher-assisted, hands-on learning experiences. An experimental laboratory is generally required in conjunction with the theory of an academic course. "Work is normally completed in the learning environment, but may include out-of-class assignments such as practice and/or laboratory report writing. "Experimental laboratory" instruction is generally under the direct supervision of an instructor. Ratio: 2:1 (one hour of credit for two hours of "experimental" instruction as defined) or 3:1 (one hour of credit for three hours of "experimental" instruction as defined)

Practical Application Laboratory

Practical Application Laboratory is experience-based instruction focused on "real world" activities, albeit in a simulated environment, for the purpose of developing occupational competencies related to the use of equipment, tools, machines, and other program-specific work products. A practical application laboratory is generally required in career and technical programs; requires limited out-of-class assignments per week; and emphasizes the use of equipment, tools, and machines found within the lab environment. "Practical application laboratory" involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 2:1 or 3:1, depending on program (one hour of credit for two or three hours of "practical application" instruction as defined)

Clinical Practice

Clinical Practice is experience-based instruction focused on "real world" activities and offered in a "real-world" environment, generally in healthcare or service occupation programs, for the purpose of developing skills related to the discipline. A clinical practice laboratory is generally required in healthcare related fields. Work is normally completed in the learning environment, but may include out-of-class assignments. "Clinical Practice" is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 3:1 (one hour of credit for three hours of "clinical practice" instruction as defined)

Preceptorship

Preceptorship is advanced experience-based instruction, under the supervision of a licensed healthcare professional, for the purpose of enhancing occupational competencies. The course instructor works with the healthcare professional to determine the clinical assignments for students. The instructor must be readily available for consultation with the healthcare professionals. Ratio: 5:1 or 3:1 (one hour of credit for five hours or three hours of preceptorship instruction as defined) NOTE: programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

Internship

"Internship" is the term which will be used to include cooperative education, apprenticeships, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to and coordinated with the educational program. Student activity in internship is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for control and supervision of the student on the job. Work is normally completed in the learning environment, but may include out-of-class assignments. Ratio: 5:1 (one hour of credit for five hours of "internship" instruction as defined) NOTE: programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

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 hrs.
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 hrs.
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 246Q Microcomputer Accounting. 3 hrs.
(Same as OAD 137)
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 hrs.
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 hrs.
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 hrs.
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 hrs.
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)

Advanced Manufacturing (ADM)

ADM 106 Quality Control Concepts. 3 hrs. (2-2)
PREREQUISITE: None
This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.

Aerospace Studies (AFS)

AFS 101 Air Force Today I. 1 hr.
PREREQUISITE: None
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. Code C. (F)

AFS 102 Air Force Today II. 1 hr.
PREREQUISITE: None
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. Code C. (Sp)

AFS 201 The Air Force Way I. 1 hr.
PREREQUISITE: None
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. Code C. (F)

AFS 202 The Air Force Way II. 1 hr.
PREREQUISITE: None
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. Code C. (Sp)

Anthropology (ANT)

ANT 200 Introduction to Anthropology. 3 hrs.
PREREQUISITE: None
This course is a comprehensive introduction to anthropology, the study of humanity. It is both a scientific and a humanistic endeavor to explain differences and similarities in culture, appearance, language, and ideological perspectives. It incorporates basic biology and physiology, history, geography, sociology, and evolution. All four subfields of anthropology: cultural, physical, archaeological, and linguistic; will be explored. The course consists of lectures, films, and discussions about different forms of human organization, lifestyles and practices throughout the world. Core Area IV, ASOC, TSOC. (F, Sp, Su)

ANT 220 Cultural Anthropology. 3 hrs.
PREREQUISITE: None
Cultural anthropology is a social science that provides a comprehensive understanding of human diversity. This course will introduce students to the history, methods, and theories of the discipline, while primary attention will be given to the concept of culture as an analytical tool and to the research methods of ethnographic fieldwork. Drawing on material from all parts of the world, we will examine a variety of topics including: culture; kinship and social organization; beliefs and values; economic and political change; language; and sickness and healing. Core Area IV, ASOC, TSOC. (Sp)

ANT 226 Culture and Personality. 3 hrs.
PREREQUISITE: None
This course explores the relationship between personality development and culture from a cross-cultural perspective. Core Area IV, ASOC, TSOC. (Sp)

ANT 230 Introduction to Archaeology. 3 hrs.
PREREQUISITE: None
This is an introduction to the practice of archaeology and its major themes such as ancient diet, trade, and political systems from our human past. Covering such topics as where to dig, how to analyze what is found, and what is known about the origins of the human species, agriculture, cities, and civilization; this course integrates both archaeological methods and theory. Core Area IV, ASOC, TSOC. (F, Sp)

Architectural Technology (AET)

AET 101S Architectural Drawing. 3 hrs. (2-2)
PREREQUISITE: None
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 hrs. (2-2)
PREREQUISITE: AET 101S and AET 291
The purpose of this course is to teach the student to create and draw a set of architectural working drawings and formalize specifications. This will include a set of architectural working drawings. 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 hrs. (2-2)
PREREQUISITE: None
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 182A (181A) Special Topics Architectural Desktop. 3 hrs. (2-2)
PREREQUISITE: AET 110
These courses provide specialized instruction in various areas related to architectural engineering. Emphasis is placed on meeting students' need. (Sp)

AET 191 (290) Basic Building Information Modeling (BIM). 3 hrs. (2-2)
PREREQUISITE: CIS 146 or AET 110
The purpose of this course is to introduce the student to the basics of Building Information Modeling (BIM). Industry-driven BIM software will be utilized to create accurate and effective building models. Emphasis will be placed on providing the student with the fundamental tools and techniques used to simultaneously create 2D drawings and 3D models using BIM software. Fundamental concepts include, user interface, parameters, families, massing, rendering and printing. (F, Sp)

AET 233 Structural Design of Buildings. 4 hrs.
PREREQUISITE: CDT 225
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 hrs.
PREREQUISITE: CMT 101S 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)

AET 291 Advanced Building Information Modeling (BIM). 3 hrs. (2-2)
PREREQUISITE: AET 191
The purpose of this course is to expand on the skills learned in AET 191. Industry-driven BIM software will be utilized to create accurate and useful building models while further exposing students to the power and potential of BIM and its impact on the Architecture, Engineering and Construction Industry. Emphasis will be placed on the information component of BIM. BIM software will be used to create detailed

construction documents, as well as, basic 3D model presentation techniques, project phasing, managing design options, collaboration/teamwork and creating custom content. (F)

Art (ART)

Studio courses must be taken in sequence except with the permission of the department head.

ART 100 Art Appreciation. 3 hrs.
PREREQUISITE: None
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 art work. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art. Core Area II (Arts), AHUM, THUM, TFA. (F, Sp, Su)

ART 109 Art Museum Survey. 3 hrs.
PREREQUISITE: None
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. AHUM. (as needed)

ART 113 Drawing I. 3 hrs. (0-6)
PREREQUISITE: None
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. AHUM. (F, Sp)

ART 114 Drawing II. 3 hrs. (0-6)
PREREQUISITE: ART 113 or permission of Instructor or Department Head
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. AHUM. (F or Sp)

ART 121 Two Dimensional Composition. 3 hrs. (0-6)
PREREQUISITE: ART 113 or permission of Instructor or Department Head
This course introduces 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. AHUM. (F or Sp)

ART 127 Three Dimensional Composition. 3 hrs. (0-6)
PREREQUISITE: ART 113 or permission of Instructor or Department Head
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. AHUM. (F or Sp)

ART 143 Crafts. 3 hrs. (0-6)
PREREQUISITE: None
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. Basket weaving, P. Pottery, Q. Quilting, S. Stained Glass, T. Textiles, W. Watercolor. AHUM. (Sp or Su)

ART 175 Digital Photography I. 3 hrs. (1-6)
PREREQUISITE: None
This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos. AHUM. (F, Sp)

ART 203 Art History I. 3 hrs.
PREREQUISITE: None
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. Core Area II (Arts), AHUM, THUM, TFA. (F)

ART 204 Art History II. 3 hrs.
PREREQUISITE: None
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. Core Area II (Arts), AHUM, THUM, TFA. (Sp)

ART 220 Introduction to Computer Graphics. 3 hrs. (0-6)
PREREQUISITE: None
This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals 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. AHUM. (F, Sp, Su)

ART 221 Computer Graphics I. 3 hrs. (0-6)
PREREQUISITE: ART 220
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. AHUM. (F or Sp)

ART 233 Painting I. 3 hrs. (0-6)
PREREQUISITE: ART 113
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. AHUM. (F)

ART 234 Painting II. 3 hrs. 3 hrs. (0-6)
PREREQUISITE: ART 233
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 to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. AHUM. (as needed)

ART 253 Graphic Design I. 3 hrs. (0-6)
PREREQUISITE: ART 283
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. AHUM. (Sp)

ART 254 Graphic Design II. 3 hrs. (0-6)
PREREQUISITE: ART 253
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 to the communication of ideas. AHUM. (F)

ART 275 Digital Photography II. 3 hrs. (1-6)
PREREQUISITE: ART 175
This course explores various uses of digital Photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects. AHUM. (Sp)

ART 283 Graphic Animation. 3 hrs. (0-6)
PREREQUISITE: None
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. AHUM. (F)

ART 284 Graphic Animation II. 3 hrs. (0-6)
PREREQUISITE: ART 283
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. AHUM. (Sp)

Astronomy (AST)

AST 220 Introduction to Astronomy. 4 hrs. (3-2)
PREREQUISITE: None
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. Core Area III, ASCI, TSCI. (F, Sp, Su)

Automated Manufacturing Technology (ATM)

ATM 181/281 Special Topics. 3 hrs. (3-0)
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 hrs. (3-0)
PREREQUISITE: None
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 211 Introduction to Programmable Logic Controllers. 3 hrs. (2-2)
PREREQUISITE: ELM 215 or approval of program coordinator
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. (F, Su, on demand)

ATM 212 Advanced Programmable Logic Controllers. 3 hrs. (2-2)
PREREQUISITE: ATM 211 or approval of program coordinator
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system. (Sp, on demand)

ATM 220 Advanced Motor Drives. 3 hrs. (1-4)
PREREQUISITE: ELM 215 or approval of program coordinator
This course covers advanced AC and DC motor drives. Topics include various AC and DC drive systems and trouble-shooting, 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 networks.
(F, on demand)

ATM 281D Special Topics, Die Maintenance. 3 hrs. (2-2)
PREREQUISITE: Approval of Program Coordinator
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 hrs. (3-0)
PREREQUISITE: None
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 electro-mechanical systems and body components of a typical vehicle will be examined.

AUT 102 Lean Manufacturing and Industrial Safety. 3 hrs. (3-0)
PREREQUISITE: None
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. 3 hrs. (3-0) (Same as DDT 114)
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 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. 3 hrs. (2-2) (Same as ELM 200)
PREREQUISITE: MTH 100, appropriate score on placement test, permission of program coordinator, or equivalent
This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit

configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

AUT 114 Introduction to Programmable Logic Controllers I. 3 hrs. (2-2)
(Same as ATM 211)
PREREQUISITE: None
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

AUT 116 Introduction to Robotics. 3 hrs. (2-2)
(Same as MET 193)
PREREQUISITE: None
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. 4 hrs. (2-4)
(Same as ELM 215)
PREREQUISITE: ELM 200 or equivalent
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. 3 hrs. (2-2)
(Same as ELM 210)
PREREQUISITE: None
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 136 Principles of Refrigeration. 3 hrs. (1-4)
PREREQUISITE: None
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

AUT 144 Manufacturing Systems, Methods, and Processes. 3 hrs.
PREREQUISITE: None
This course provides an introduction to the common types of Manufacturing Systems and Manufacturing Support Systems, Production Operations, Facilities, Product/Production Relationships, while highlighting the philosophy of Lean Manufacturing and Just-in-Time (JIT) Manufacturing. This includes an introduction to Production Performance indicators including Safety, Quality, Delivery, Cost, and Morale (SQCDM). Automated techniques covering robotics, automated inspection, material handling, and logistics/ID systems will be examined. Common types of Manufacturing Systems (single station, assembly lines, automated production lines, automated assembly lines, cellular, and flexible manufacturing) will be studied. Coverage of Manufacturing Support Systems will include an overview of product design, process planning, and production planning/control. Students will be prepared to analyze production processes resulting in operational standards, including cycle time analysis to meet tact times.

AUT 161 Die Maintenance and Repair. 3 hrs. (2-2)
(Same as ATM 281D)
PREREQUISITE: Approval of program coordinator
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. 4 hrs. (2-4)
(Same as MET 190)
PREREQUISITE: None
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. 3 hrs. (3-0)
(Same as DDT 115)
PREREQUISITE: None
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. 2 hrs. (2-0)
(Same as MET 239)
PREREQUISITE: None
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. 3 hrs. (1-4)
(Same as MET 201)
PREREQUISITE: None
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 184 Introduction to Weld Technologies and Projection Welding Applications. 3 hrs. (2-2)
PREREQUISITE: approval by program coordinator or AUT 186
This course provides an understanding of joint types; weld joint positions, and multi-positional weld techniques. Students will learn sound methods of fabrication, metallurgy, welding of dissimilar metals, and techniques in SMAW, GMAW, and GTAW. Upon completion of this course, students will know the safety concerns with respect to material welding and possess the knowledge and understanding to select the correct weld type and technique for job specific applications.

AUT 186 Principles of Industrial Maintenance Welding and Metal Cutting Techniques. 3 hrs. (1-4)
PREREQUISITE: None
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. 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.

AUT 191 Special Topics (Welding). 2 hrs. (0-4)
PREREQUISITE: AUT 186 or approval of program coordinator
This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

AUT 208 Automated System Diagnosis and Troubleshooting. 3 hrs. (2-2)
PREREQUISITE: ATM 211 and ATM 220
This course focuses on systematically solving problems in automated systems. Emphasis is placed on safety, test equipment, basic troubleshooting techniques and hands on problem solving. Upon completion, students will be able to use a systematic process to solve complex malfunctions.

AUT 213 Robotics Project. 3 hrs. (1-4)
PREREQUISITE: AUT 116
In this course, students apply skills learned to design, fabricate, analyze, program, and/operate a robotics system under faculty supervision.

AUT 221 Advanced Programmable Logic Controllers. 3 hrs. (2-2)
(Same as ATM 212)
PREREQUISITE: AUT 114, ATM 211, or approval of program coordinator
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

AUT 230 Preventive and Predictive Maintenance. 3 hrs. (1-4)
Prerequisites: None
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. 3 hrs. (1-4)
(Same as ATM 220)
PREREQUISITE: None
This course covers advanced AC and DC motor drive topics. Topics include various AC and DC drive systems and trouble-shooting, 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 262 Computer Integrated Manufacturing. 3 hrs. (3-0)
PREREQUISITE: None
This course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. Students cover the design requirements associated with such a cell (center), how a center is integrated into the full system, and the technician's role in the process improvement of not only the cell but the full CIM system. Related safety and inspection and process adjustment are also covered.

AUT 265 Materials. 3 hrs. (3-0)
(Same as MET 233)
PREREQUISITE: None
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. 3 hrs. (3-0)
(Same as MET 235)
PREREQUISITE: None
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. 3 hrs. (1-4)
(Same as MET 202)
PREREQUISITE: MET 201 or AUT 169 or equivalent experience
This course provides instruction in 3D design modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wireframe, surface and solid modeling along with the development of 2D working drawings from 3D models.

AUT 272 Advanced Solid Modeling. 3 hrs. (1-4)
(Same as MET 211)
PREREQUISITE: MET 201 or AUT 169 or equivalent experience
Continuation of AUT 171. This course provides instruction in 3D design modeling utilizing the 3D capabilities of Computer-Aided Design software. Topics include solid modeling, assembling models, and documenting assemblies. Upon completion of this course a student should be able to draw, dimension, and render the solid model of an assembly using 3 dimensional microcomputer techniques.

AUT 278 Robotic Programming and Welding. 3 hrs. (1-4)
PREREQUISITE: AUT 116 and AUT 186 or approval of program coordinator
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.

AUT 284 Robotic Mig Welding. 3 hrs. (2-2)
PREREQUISITE: None
This course is designed to teach students how to MIG weld using a robot weld cell and includes extensive hands-on training. Topics include robot programming and the inter-relationship with welding principles, programmed safety precautions utilized in robotic welding, robotic weld controls systems, troubleshooting, and utilization of multi-functional teach pendants. Upon completion students will be able to operate MIG welding industrial robots and understand the interaction between robots and MIG welding technology.

AUT 293 Automotive Cooperative Education. 3 hrs. (Int 15)
PREREQUISITE: Successful completion of at least one semester and Program Coordinator approval
This course is designed to give students practical, on-the-job experiences in all phases of automotive manufacturing under the supervision of a qualified professional. Grades are based on the successful completion of the work experience as judged by the students' work, supervisor, and faculty coordinator.

Banking and Finance (BFN)

BFN 100 Principles of Banking. 2 hrs.
PREREQUISITE: None
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. Code C.
(F, W, Sp, Su)

BFN 101 Law and Banking: Principles. 2 hrs.
PREREQUISITE: None
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. Code C.
(W, Su)

BFN 102 Law and Banking: Applications. 2 hrs.
PREREQUISITE: None
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. Code C. (F, S)

BFN 110 Marketing for Bankers. 2 hrs.
PREREQUISITE: None
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. Code C. (W, Su)

BFN 147 Consumer Lending. 2 hrs.
PREREQUISITE: None
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. Code C. (once yearly)

BFN 167 Supervision. 2 hrs.
PREREQUISITE: None
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. Code C. (F, Sp)

BFN 205 Money and Banking. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp)

BFN 236 Analyzing Financial Statements. 2 hrs.
PREREQUISITE: None
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. Code C. (as needed)

BFN 280 Real Estate Finance. 2 hrs.
PREREQUISITE: None
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. Code C. (as needed)

Biology (BIO)

BIO 101 Introduction to Biology I. 4 hrs. (3-2)
PREREQUISITE: None
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. Core Area III, ASCI, TSCI. (F, Sp, Su)

BIO 102 Introduction to Biology II. 4 hrs. (3-2)
PREREQUISITE: BIO 101
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. Core Area III, ASCI, TSCI. (F, Sp, Su)

BIO 103 Principles of Biology I. 4 hrs. (3-2)
PREREQUISITE: None
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. Core Area III, ASCI, TSCI. (F, Sp, Su)

BIO 104S Principles of Biology II. 4 hrs. (3-3)
PREREQUISITE: BIO 103
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. Core Area III, ASCI, TSCI. (Sp, Su)

BIO 111 Survey of Human Biology. 4 hrs. (3-2)
PREREQUISITE: Funeral Service Majors only
This course is for the non-science majors and covers an overview of human body functions with an emphasis on major organ systems. Currently open to Funeral Service majors only. Code C. (F)

BIO 201 Human Anatomy and Physiology I. 4 hrs. (3-2)
PREREQUISITE: None, Recommended BIO 103
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. ASCI. (F, Sp, Su)

BIO 202 Human Anatomy and Physiology II. 4 hrs. (3-2)
PREREQUISITE: BIO 201
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. ASCI. (F, Sp, Su)

BIO 220 General Microbiology. 4 hrs. (2-4)
PREREQUISITE: BIO 103 or 201, Recommended: 4 hrs. of chemistry
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. ASCI. (F, Sp, Su)

BIO 230 Human Pathophysiology. 4 hrs. (3-2)
PREREQUISITE: BIO 201, BIO 202, and BIO 220
Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. ASCI. (F)

BIO 250S Directed Studies in Biology I. 1-3 hrs.
PREREQUISITE: Permission of department head
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, students will be able to demonstrate knowledge of the topics as specified by the instructor. Code C. (on demand)

BIO 251 Directed Studies in Biology II. 1-3 hrs.
PREREQUISITE: BIO 250
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, students will be able to demonstrate knowledge of the topics as specified by the instructor. Code C. (on demand)

Biomedical Equipment Technology (BET)

BET 211 Biomedical Electronic Systems I. 3 hrs. (3-0)
PREREQUISITE: Admission to program
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 hrs.
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 hrs.
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 hrs. (2-2)
PREREQUISITE: Admission to program
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. 4 hrs. (Clin 12)
PREREQUISITE: Admission to program
The purpose of this course is to assign each student to a local hospital facility working as a trainee. Students will work with qualified individuals in the field. The student upon completion of this course will be qualified as an entry-level employee for a hospital or vendor. (Su)

BET 241 The Law and Legal Issues in Biomed. 3 hrs.
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 hrs.
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 hrs.
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 215 Business Communication. 3 hrs.
PREREQUISITE: None
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.
Code C. (F, Sp, Su)

BUS 241 Principles of Accounting I. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

BUS 242 Principles of Accounting II. 3 hrs.
PREREQUISITE: BUS 241
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. Code B. (F, Sp, Su)

BUS 248 Managerial Accounting. 3 hrs.
PREREQUISITE: BUS 242
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. Code B. (F, Sp, Su)

BUS 263 The Legal and Social Environment of Business. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

BUS 271 Business Statistics I. 3 hrs.
PREREQUISITE: MTH 112
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. Code B. (F, Sp, Su)

BUS 272 Business Statistics II. 3 hrs.
PREREQUISITE: BUS 271
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. Code B. (F, Sp, Su)

BUS 275 Principles of Management. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

BUS 285 Principles of Marketing. 3 hrs.
PREREQUISITE: None
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. Code B. (F, Sp, Su)

Chemistry (CHM)

CHM 104 Introduction to Inorganic Chemistry. 4 hrs. (3-3)
PREREQUISITE: MTH 098, 116, or equivalent math placement score
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. Core Area III, ASCI, TSCI. (F, Sp, Su)

CHM 105 Introduction to Organic Chemistry. 4 hrs. (3-3)
PREREQUISITE: CHM 104 or CHM 111
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. Core Area III, ASCI, TSCI. (Sp, Su)

CHM 111 College Chemistry I. 4 hrs. (3-3)
PREREQUISITE or COREQUISITE: MTH 112 or equivalent math placement score
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. Core Area III, ASCI, TSCI. (F, Sp, Su)

CHM 112 College Chemistry II. 4 hrs. (3-3)
PREREQUISITE: CHM 111
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. Core Area III, ASCI, TSCI. (Sp, Su)

CHM 220 Quantitative Analysis. 4 hrs. (3-3)
PREREQUISITE: CHM 112
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. ASCI. (on demand)

CHM 221 Organic Chemistry I. 4 hrs. (3-3)
PREREQUISITE: CHM 112
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. ASCI. (F)

CHM 222 Organic Chemistry II. 4 hrs. (3-3)
PREREQUISITE: CHM 221
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. ASCI. (Sp)

Child Development (CHD)

CHD 100 Introduction of Early Care and Education of Children. 3 hrs.
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 hrs.
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 hrs.
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. On completion, students will be able to select and implement creative and age-appropriate experiences for young children.

CHD 203 Children's Literature and Language Development. 3 hrs.
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 which support a language-rich environment for young children.

CHD 204 Methods and Materials for Teaching Children. 3 hrs.
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 hrs.
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 hrs.
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 hrs.
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 hrs.
PREREQUISITE: None
This course focuses on child development from infancy through 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, that is appropriate and supportive of the families and the children.

CHD 210 Educating Children with Exceptional Needs. 3 hrs.
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 212 Special Topics in Child Development. 2 hrs.
PREREQUISITE: CHD 230
This course provides students with knowledge of a variety of issues and trends related the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

CHD 213 Child Development Trends Seminar. 3 hrs.
PREREQUISITE: CHD 230
This course includes current topics in the child development field as an update to the professional caregiver industry needs determined by course topics. Upon completion of this class, students will demonstrate the competency needed in meeting the course objectives.

CHD 214 Families and Communities in Early Care and Education Programs. 3 hrs.
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 hrs. (Int 15)
PREREQUISITE: Permission of Program Coordinator, meet DHR standards
This course provides a minimum of 135 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 hrs. (Int 10)
PREREQUISITE: Permission of Program Coordinator, meet DHR standards
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 will be able to demonstrate competency in a child care setting.

CHD 230 Introduction to Afterschool Programs. 3 hrs.
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 hrs.
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 hrs. (2-2)
PREREQUISITE: Eligible for MTH 100
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. 3 hrs. (2-2)
PREREQUISITE: AET 101S and AET 110
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 225 Mechanics and Strength of Structures. 4 hrs.
PREREQUISITE: 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)

Computer Information Systems (CIS)

CIS 113 Spreadsheet Software Applications. 3 hrs.
PREREQUISITE: CIS 146 or spreadsheet experience
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. Code C. (F, Sp, Su)

CIS 117 Database Management Software Applications. 3 hrs.
PREREQUISITE: CIS 146 or database experience
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. Code C. (F, Sp)

CIS 130 Introduction to Information Systems. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

CIS 146 Microcomputer Applications. 3 hrs.
PREREQUISITE: Keyboarding skills recommended
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. Code B. (F, Sp, Su)

CIS 150 Introduction to Computer Logic and Programming. 3 hrs.
PREREQUISITE: CIS 146 or equivalent background
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. Code C. (F, Sp, Su)

CIS 157 Introduction to App Development with Swift. 3 hrs. (1-4)
PREREQUISITE: CIS 150
This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools techniques, and concepts needed to build a basic iOS system. Code C. (Sp)

CIS 161 Introduction to Networking Communications. 3 hrs.
PREREQUISITE: CIS 146 or equivalent background
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. Code C. (F, Sp, Su)

CIS 207 Introduction to Web Development. 3 hrs
PREREQUISITE: CIS 146 or equivalent background
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. Code C. (F, Sp, Su)

CIS 208 Intermediate Web Development. 3 hrs.
PREREQUISITE: CIS 207
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. Code C. (Sp)

CIS 209 Advanced Web Development. 3 hrs.
PREREQUISITE: CIS 207 or equivalent
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. Code C. (Su)

CIS 215 C# Programming. 3 hrs.
Prerequisite: CIS 150
This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft.NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code C.

CIS 216 Advanced C# Programming. 3 hrs.
PREREQUISITE: CIS 215
This course is a continuation of C# programming. Techniques for the improvement of application and systems programming will be covered and other topics may include developing GUI's with C#, memory management, Classes and objects, functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code C.

CIS 220 App Development with Swift I. 3 hrs. (1-4)
PREREQUISITE: CIS 157
This is the first of two courses designed to teach specific skills related to app develop using Swift language. Code C. (Su)

CIS 222 Database Management Systems. 3 hrs.
PREREQUISITE: CIS 150 or database experience
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. Code C.

CIS 227 App Development with Swift II. 3 hrs. (1-4)
PREREQUISITE: CIS 220
This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps. Code C. (F)

CIS 250 E-Commerce. 3 hrs
PREREQUISITE: CIS 146 or equivalent background and Web related computer experience
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. Code C. (F)

CIS 251 C++ Programming. 3 hrs.
PREREQUISITE: CIS 150
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. Code B. (F, Sp, Su)

CIS 255 Java Programming. 3 hrs.
PREREQUISITE: CIS 150
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. Code B. (F, Sp, Su)

CIS 259 Advanced Mobile App Development. 3 hrs.
PREREQUISITE: None
This course serves as a capstone class for app development. Students will conceive, design, develop, and deploy a finished app for mobile platforms using specified app-development software. Code C.

CIS 261 COBOL Programming. 3 hrs.
PREREQUISITE: CIS 150
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. Code B. (as needed)

CIS 262 Advanced COBOL Programming 3 hrs.
PREREQUISITE: CIS 261
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 be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Code B. (as needed)

CIS 263 Computer Maintenance. 3 Hrs.
PREREQUISITE: None
This course provides students with hands-on practical experience in installing software, operating systems, trouble-shooting, and maintaining systems. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Code C. (F, Sp, Su)

CIS 270 Cisco CCNAI. 3 hrs.
PREREQUISITE: None
This course is the first part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Code C. (F)

CIS 271 Cisco CCNA II. 3 hrs.
PREREQUISITE: CISCO 270
This course is the second part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Code C.

CIS 272 Cisco CCNA III. 3 hrs.
PREREQUISITE: CISCO 271
This course is the third part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.

CIS 273C Cisco CCNA IV Code Codec. 3 hrs.
PREREQUISITE: CISCO 272
This course is the fourth part of a four-part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards. Code C.

CIS 275 Workstation Administration. 3 hrs.
PREREQUISITE: CIS 161 or equivalent experience
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. Code C. (Sp)

CIS 276 Server Administration. 3 hrs.
PREREQUISITE: CIS 161 or equivalent experience
This course introduces network operating system administration. 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. Code C. (Sp)

CIS 277 Network Services Administration. 3 hrs.
PREREQUISITE: CIS 161 or equivalent experience
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. Code C. (Su)

CIS 278 Directory Services Administration. 3 hrs.
PREREQUISITE: CIS 161 or equivalent experience
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. Code C. (Su)

CIS 280 Network Security. 3 hrs.
PREREQUISITE: CIS 161 or equivalent experience
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 hrs.
PREREQUISITE: CIS 213, CIS 222, CIS 251, CIS 255, CIS 209, or CIS 285
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. Code C. (Sp)

CIS 282 Computer Forensics. 3 hrs.
PREREQUISITE: None
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) Certification. Code C. (F)

CIS 284 CIS Internship. 3 hrs. (Int 15)
PREREQUISITE: Permission of Instructor
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. Code C. (F, Sp)

CIS 285 Object Oriented Programming. 3 hrs.
PREREQUISITE: CIS 255 or equivalent
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#. Code B. (Sp)

CIS 287 SQL Server. 3 hrs.
PREREQUISITE: CIS 161 or equivalent experience
This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. Code C.

CIS 291 Case Study in Computer Science. 3 hrs.
PREREQUISITE: Permission of Instructor
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. Code C. (F, Sp, Su)

CIS 294 Special Topics. 3 hrs.
PREREQUISITE: None
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.
Code C. (Sp)

Construction Management Technology (CMT)

CMT 101S Construction Materials and Methods. 3 hrs.
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 102 Construction Blueprint Reading. 3 hrs.
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 114 10 Hour OSHA Construction Safety. 1 hr.
PREREQUISITE: None
The purpose of this course is to introduce the student to OSHA and the regulations present within the construction industry. Upon completion of this course the student will be able to identify the primary safety rules established by OSHA, know reporting procedures, as well as, being able to use the OSHA manual. Emphasis will be placed on the importance of safety, OSHA, safety programs, and safety procedures. Students completing this course will receive their ten-hour OSHA certification. (F)

CMT 120 Construction Problem Solving. 1 hr.
PREREQUISITE: None
The purpose of this course is to introduce the student to the construction related problem solving using spreadsheets and construction calculators. Emphasis is on using the various functions of the construction calculator and developing the skills necessary to estimate elements of a construction project, and developing spreadsheets used for estimating various construction applications. (F)

CMT 140 Concrete Testing. 1 hr.
PREREQUISITE: None
The purpose of this course is to introduce the student to the properties of concrete and to provide an understanding of the precautions that must be taken during the curing process. Emphasis will be placed on hands on activities to understand how concrete hardens and gains strength. How freezing damages concrete during the curing period and understanding the precautions necessary to prevent concrete from drying during the curing period. (F)

CMT 156 Contracting and Construction Law. 3 hrs.
PREREQUISITE: None
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 161 Introduction to Sustainable Construction. 1 hr.
PREREQUISITE: None
The purpose of this course is to introduce the student to the Green Building movement in response to the growing demand for sustainable, healthy, and energy-efficient construction methods. Students will study the proven methods of new and remodeled green construction. Emphasis will be placed on teaching the hard science and the commonsense solutions to building sustainable, healthy and energy-efficient structures. Upon completion of this course a student will be aware of the building science theory of green construction. (F)

CMT 205S Construction Management. 3 hrs.
PREREQUISITE: CMT 217
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 hrs.
PREREQUISITE: Eligible for MTH 100, CMT 101S, CMT 120 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 hrs.
PREREQUISITE: 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 217 Software Applications in Construction. 3 hrs. (2-2)
PREREQUISITE: Eligible for MTH 100, CMT 101S, and either CMT 102 or AET 101S
The purpose of this course is to introduce the student to software used in a construction office. This will include scheduling, financial management, and construction records. Upon completion of this course, the student will know how to organize, bid, purchase, account for, plan, and schedule a construction job using various computer software packages. (Sp)

Criminal Justice (CRJ)

The following introductory courses are offered each term online: CRJ 100, 110, 150, 208. A traditional section of CRJ 100 is offered each term. At least one pre-law course (CRJ 130, 140, 147) will be offered each term. Other major requirements may be offered only once per year so it is incumbent upon students to appropriately schedule classes.

CRJ 100 Introduction to Criminal Justice. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

CRJ 110 Introduction to Law Enforcement. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp)

CRJ 130 Introduction to Law and Judicial Process. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp)

CRJ 140 Criminal Law and Procedure. 3 hrs.
PREREQUISITE: None
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. Code C. (F or Sp)

CRJ 146 Criminal Evidence. 3 hrs.
PREREQUISITE: None
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. Code C. (as needed)

CRJ 147 Constitutional Law. 3 hrs.
PREREQUISITE: None
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. Code C. (F or Sp)

CRJ 150 Introduction to Corrections. 3 hrs.
PREREQUISITE: None
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. Code B. (F, Sp)

CRJ 160 Introduction to Security. 3 hrs.
PREREQUISITE: None
This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered. Code B. (F or Sp)

CRJ 178 Narcotics/Dangerous Drugs. 3 hrs.
PREREQUISITE: None
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. Code B. (F or Sp)

CRJ 208 Introduction to Criminology. 3 hrs.
(Same as SOC 208)
PREREQUISITE: None
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. Code B. (F, Sp, Su)

CRJ 209 Juvenile Delinquency. 3 hrs.
(Same as SOC 209)
PREREQUISITE: None
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. Code B. (F, Sp)

CRJ 216 Police Organization and Administration. 3 hrs.
PREREQUISITE: None
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered. Code C. (F or Sp)

CRJ 220 Criminal Investigation. 3 hrs.
PREREQUISITE: None
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. Code C. (F or Sp)

CRJ 227 Homicide Investigation. 3 hrs.
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. Code C. (as needed)

CRJ 230 Criminalistics. 3 hrs.
PREREQUISITE: None
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. Code C. (as needed)

CRJ 236 Advanced Criminalistics. 3 hrs.
PREREQUISITE: None
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. Code C. (as needed)

CRJ 280 Internship in Criminal Justice. 3 hrs.
PREREQUISITE: Sophomore status, 2.0 GPA, and permission of program coordinator
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. Code C. (as needed)

CRJ 290 Selected Topics - Seminar in Criminal
Justice. 3 hrs.
PREREQUISITE: None
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. Code C. (as needed)

Culinary Arts (CUA)

CUA 101 Orientation to the Hospitality Profession. 3 hrs.
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)

CUA 110 Basic Food Preparation. 3 hrs.
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 hrs.
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. (F,Sp)

CUA 112S Sanitation, Safety and Food Service. 2 hrs.
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, Su)

CUA 115 Advanced Food Preparation. 3 hrs. (1-6)
PREREQUISITE: CUA 110, 112S, 120, 201
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, Sp, Su)

CUA 120 Basic Food Preparation Lab. 2 hrs. (0-6)
Corequisite: CUA 110
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. (F, Sp, Su)

CUA 130 Chocolate and Truffles. 3 hrs. (1-6)
PREREQUISITE: CUA 204 or permission of instructor
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. (F)

CUA 142 Specialty Breads. 2 hrs. (1-3)
PREREQUISITE: CUA 204 or permission from instructor
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. (Su)

CUA 163 Foundations of Healthy Cooking Techniques. 2 hrs. (1-3)
PREREQUISITE: CUA 101, 112S, 110, 120, 111
This course is designed to provide students with a foundation in preparing foods based on healthy cooking principles and techniques. Topics covered include: Healthy eating patterns, Healthy ingredients, Healthy cooking techniques, and developing healthy menus. This course will primarily focus on applications of healthy cooking techniques in lab format. Upon completion, students will be able to apply the learned techniques to begin cooking for good health. (F, Sp)

CUA 165 Cake Decorating and Design. 3 hrs. (2-3)
PREREQUISITE: CUA 204 or permission of instructor
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. (Sp)

CUA 180 Special Topics in Commercial Food Service. 1 hr. (0-3)
PREREQUISITE: None
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. (F, Sp)

CUA 201 Meat Preparation and Processing. 2 hrs. (1-3)
PREREQUISITE: CUA 110, 120 with a grade of C or better
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. (F, Sp, Su)

CUA 204 Foundations of Baking. 3 hrs. (1-6)
PREREQUISITE: CUA 110, 112, 120 with a grade of C or better
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, Su)

CUA 205 Introduction to Garde Manger. 3 hrs. (1-6)
PREREQUISITE: CUA 110, 120
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. (F, Sp)

CUA 208 Advanced Baking. 2 hrs. (1-3)
PREREQUISITE: CUA 204, CUA 130
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. (Sp)

CUA 210 Beverage Management. 2 hrs.
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 hrs.
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. (F, Sp)

CUA 216 Plated Dessert Design. 2 hrs. (2-3)
PREREQUISITE: CUA 204 or permission of instructor
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. (Su)

CUA 253 Field Experience Pastry. 3 hrs. (0-20)
PREREQUISITE: Foodservice majors, CUA 101, 112S, 110, 120
A minimum of 200 hours of supervised practical experience in an approved food service system assigned by the Coordinator. Students are supervised jointly by director on the job and by the college instructor. Students gain practical experience in food services. This course may be repeated credit.

CUA 255 Field Experience Savory. 3 hrs. (0-20)
PREREQUISITE: Foodservice majors, CUA 101, 112S, 110, 120
A minimum of 200 hours of supervised practical experience in an approved food service system assigned by the Coordinator. Students are supervised jointly by director on the job and by the college instructor. Students gain practical experience in food services. This course may be repeated credit.

CUA 260 Internship for Culinary Apprentice. 1 hr. (Intern 5 hrs.)
PREREQUISITE: Culinary Arts majors
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 hr.
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. Currently courses are available in P. Pastry and S. Savory. (Su)

Economics (ECO)

ECO 231 Principles of Macroeconomics. 3 hrs.
PREREQUISITE: None
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. Core Area IV ASOC TSOC. (F, Sp, Su)

ECO 232 Principles of Microeconomics. 3 hrs.
PREREQUISITE: None
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. Core Area IV ASOC TSOC. (F, Sp, Su)

Electromechanical Technology (ELM)

ELM 181/281 Special Topics in Electromechanical Technology. 1-3 hrs.
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 200 Electric Circuits I. 3 hrs. (2-2)
PREREQUISITE: Eligible for MTH 100, appropriate score on placement test, permission of program coordinator, or equivalent
This course provides an in-depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. (F, Sp, Su)

ELM 201S Electric Circuits II. 3 hrs. (2-2)
PREREQUISITE: ELM 200 or equivalent
This course provides an in-depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems (Sp, on demand)

ELM 202 Digital Circuits I. 3 hrs. (2-2)
PREREQUISITE: None
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 hrs. (2-2)
PREREQUISITE: ELM 201S
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 hrs. (2-2)
PREREQUISITE: ELM 205
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 hrs. (2-2)
PREREQUISITE: None
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 hrs. (2-4)
PREREQUISITE: ELM 200 or equivalent
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)

Emergency Medical Technology/ Technician (EMS)

EMS 118 Emergency Medical Technician. 9 hrs. (6-6)
PREREQUISITE: Admission to EMP Basic Courses
This course is required to apply for certification as an Emergency Medical Technician. 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, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

EMS 119 Emergency Medical Technician Clinical. 1 hr. (Clin 3)
PREREQUISITE: Admission to EMP Basic Courses
This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

EMS 155 Advanced Emergency Medical Technician. 8 hrs. (5-6)
PREREQUISITE: Admission to the EMS Program and a valid Alabama EMT License or finished an accredited EMT course within 30 days of the first day of class.
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a corequisite.

EMS 156 Advanced Emergency Medical Technician Clinical. 2 hrs. (Clin 6)
PREREQUISITE: Admission to the EMS Program and a valid Alabama EMT License or finished an accredited EMT course within 30 days of the first day of class.
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National

Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a corequisite.

EMS 189 Applied Anatomy and Physiology for the Paramedic. 4 hrs. (4-0)
PREREQUISITE: Enrolled at JSCC
Note: EMS 189 or BIO 201 is a prerequisite for the first Paramedic course.
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.

EMS 240 Paramedic Operations. 2 hrs. (1-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

EMS 241 Paramedic Cardiology. 3 hrs. (2-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

EMS 242 Paramedic Patient Assessment. 3 hrs. (2-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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.

EMS 243 Paramedic Pharmacology. 1 hr. (0-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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.

EMS 244 Paramedic Clinical I. 1 hr. (Clin 3)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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 and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration

EMS 245 Paramedic Medical Emergencies. 3 hrs. (2-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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.

EMS 246 Paramedic Trauma Management. 3 hrs. (2-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.

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.

EMS 247 Paramedic Special Populations. 2 hrs. (1-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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. In 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.

EMS 248 Paramedic Clinical II. 3 hrs. (Clin 9)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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.

EMS 253 Paramedic Transition to the Workforce. 2 hrs. (1-2)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

EMS 254 Advanced Competencies for the Paramedic. 2 hrs. (1-2)
PREREQUISITE: PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
This course is designed 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, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMS 255 Paramedic Field Preceptorship. 5 hrs. (Clin 15)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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.

EMS 256 Paramedic Team Leadership. 1 hr. (Clin 3)
PREREQUISITE: EMS 189 or BIO 201 and a valid Alabama Advanced EMT License or finished an accredited Advanced EMT course within 30 days of the first day of class.
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 hrs.
PREREQUISITE: Appropriate placement score
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 099 Introduction to College Writing. 1 institutional hr.
PREREQUISITE: None. COREQUISITE: ENG 101
This course places emphasis on providing students with additional academic and non-cognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student.

ENG 101 English Composition I. 3 hrs.
PREREQUISITE: Successful completion of ENG 093, ENR 094, ENR 098, or a score of 5 or higher on the WritePlacer section of Accuplacer, or a score of 18 or higher on the ACT (or equivalent SAT score)
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. Core Area I. (F, Sp, Su)

ENG 102 English Composition II. 3 hrs.
PREREQUISITE: A grade of "C" or higher in ENG 101 or the equivalent
English Composition II provides instruction and practice in the writing of six (6) formal analytical 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. Core Area I. (F, Sp, Su)

ENG 246-247-248-249 Creative Writing. 3 hrs.
PREREQUISITE: Consent of instructor
These courses provide instruction and practice in the writing of 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. Code C. (F, Sp)

ENG 251 American Literature I. 3 hrs.
PREREQUISITE: ENG 102 or equivalent
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. Core Area II THUM TLIT AHUM. (F, Sp, Su)

ENG 252 American Literature II. 3 hrs.
PREREQUISITE: ENG 102 or equivalent
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research Core Area II THUM TLIT AHUM. (F, Sp, Su)

ENG 261 English Literature I. 3 hrs.
PREREQUISITE: ENG 102 or equivalent
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. Core Area II THUM TLIT AHUM. (F, Sp, Su)

ENG 262 English Literature II. 3 hrs.
PREREQUISITE: ENG 102 or equivalent
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. Core Area II THUM TLIT AHUM. (F, Sp, Su)

ENG 271 World Literature I. 3 hrs.
PREREQUISITE: ENG 102 or equivalent
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. Core Area II THUM TLIT AHUM. (F, Sp, Su)

ENG 272 World Literature II. 3 hrs.
PREREQUISITE: ENG 102 or equivalent
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. Core Area II THUM TLIT AHUM. (F, Sp, Su)

English/Reading (ENR)

ENR 094 Integrated Reading and Writing. 4 institutional hrs.
PREREQUISITE: None
This course will provide comprehensive instruction in basic reading and writing skills, paragraph and essay construction, comprehension skills, vocabulary development, and critical reading. (F, Sp, Su)

ENR 098 Writing and Reading for College. 4 institutional hrs.
PREREQUISITE: None
This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component.

Alabama Language Institute (ESL)

ESL 098 Advanced ESL. 3 institutional hrs.
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 hrs.
PREREQUISITE: None
This course teaches the many functions of the fire service, its importance and origins. It is designed to acquaint the student with the philosophy and history of the fire service and fire protection, the exacting loss of life and property, and the organization and function of public and private fire protection agencies. Emphasis is placed on the organization and function of federal, state, county, city, and private fire protection. Code C. (on demand)

FSC 110 (210) Building Construction Principles. 3 hrs.
PREREQUISITE: None
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. Emphasis is placed on construction principles: wood, ordinary, steel, concrete, and truss construction. Code C. (on demand)

FSC 131 Fire Extinguishment Principles. 3 hrs.
PREREQUISITE: None
This is a study of water supplies and services, fire extinguishing chemicals, and the selection and use of extinguishing agents. Emphasis is placed on dry chemical, dry powder, foam and halogenated agents. Code C. (on demand)

FSC 160 Hazards Awareness. 3 hrs.
PREREQUISITE: None
This course includes the basic awareness of characteristics and behavior of solids, liquids, and gases when involved in fire. Emphasis is placed on characteristics, storage, and handling of various materials. Code C. (on demand)

FSC 161 Hazardous Materials Awareness and Operations. 3 hrs.
PREREQUISITE: None
This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III - Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472, Standard on Professional Competence of Responders to Hazardous Materials Incidents current edition. Code C. (on demand)

FSC 201 Fire Instructor I. 3 hrs.
PREREQUISITE: None
A course that trains participants to teach a class from a prepared lesson plan. This course introduces the student to the concept of utilizing training aids to enhance his/her presentation, how to properly select these training aids, and how to use the training aid selected. Subject areas for this course include: Communication, Concepts of Learning, Methods of Teaching, Organizing the Class, Performance Evaluations, Testing and Evaluations, The Lesson Plan, Teaching Techniques, and the Use of Instructional Materials. The student will give several presentations during the week, all leading to the final fifteen-minute graded presentation on the final day of class. Code C. (on demand)

FSC 202 Fire Instructor II. 3 hrs.
PREREQUISITE: None
This course provides the Fire Instructor I with the next level of understanding for the training of personnel. This course trains the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating training aids, and student tests and evaluation. During the course, the students are divided into groups, each of which is responsible for the development of a lesson plan to be presented to the class on the final day. Code C. (on demand)

FSC 203 Fire Instructor III. 3 hrs.
PREREQUISITE: None
This course is intended for the instructor who is ready to assume a leadership role by moving into the upper management level of his/her department. This course consists of subjects designed to give the instructor more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. If you bring your own laptop computer the required software is Microsoft Word and PowerPoint. Code C. (on demand)

FSC 208 Fire Combat Tactics and Strategy. 3 hrs.
PREREQUISITE: None Code C
This course is designed to offer the advanced firefighter or beginning fire officer the necessary information and related techniques to ensure effective fire scene operations. Topics of study include: Pre-fire Planning, Tactical Operations, and Scene Management Techniques. Students are given the opportunity to participate in group activities, discussions, and practical exercises to further enhance the learning experience and reinforce methodology discussed. Code C. (on demand)

FSC 220 National Incident Management Systems II (NIMS II). 3 hrs.
PREREQUISITE: None
This course will extend the students understanding of NIMS I and allow them to operate in several complex roles in a Unified Command system. These positions may include Command and General Staff, Incident Command, and deputies and/or assistants to the Incident Commander. This is accomplished by utilizing tabletop exercises and real-time scenarios. This course will meet the baseline requirements for the NIMS 300 and NIMS 400. Code C. (on demand)

FSC 230 Rescue Technician: Rope. 3 hrs.
PREREQUISITE: Certified Volunteer Firefighter or Certified Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course.
This course in rope rescue techniques includes a classroom review of equipment, knots and rope safety. Instruction events include: 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. Code C. (on demand)

FSC 231 Rescue Technician: Confined Space. 3 hrs.
PREREQUISITE: Certified Volunteer Firefighter or Certified Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course.
This course is designed for both fire department personnel and private industry, this course provides responders with a comprehensive understanding of accidents involving a confined space. It teaches the responder how to recognize the hazard, access the victim, 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 ensure student retention of this material. Code C (on demand)

FSC 232 Rescue Technician: Trench. 3 hrs.
PREREQUISITE: Certified Volunteer Firefighter or Certified Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course.
A course designed to offer a combination of classroom and practical evolutions that allow 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 operations of "unsafe" trenches, by using shoring equipment, and practice in developing skills in lifting practices within the trench environment. Code C. (on demand)

FSC 233 Rescue Technician: Structural Collapse. 3 hrs.
PREREQUISITE: Certified Volunteer Firefighter or Certified Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course.
This course is designed to comply with NFPA 1006, Standard for Rescue Technician Professional Qualifications. It is an intense course which addresses heavy construction collapse and emphasizes the following discipline areas: breaching and breaking, lifting and moving, interior shoring, exterior shoring, and cutting and burning. Code C. (on demand)

FSC 237 Rescue Technician: Vehicle and Machinery. 3 hrs.
PREREQUISITE: Certified Volunteer Firefighter or Certified Firefighter I or documented proof of Hazardous Materials Awareness & Operational training, Introduction to Technical Rescue, completion of EMT Basic course.
This course is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to plan for a vehicle/machinery incident, establish fire protection, stabilize a vehicle or machine, isolate potential harmful energy sources,

determine vehicle access and egress points, create access and egress openings for rescue, disentangle victims, remove a packaged victim to a designated safe area, and terminate a vehicle/machinery incident. Code C. (on demand)

FSC 241 Fire Investigator I. 3 hrs.
PREREQUISITE: None
This course targets fire investigators, police officers, and company-level officers with a desire to learn more about determining the origin and cause of fire. Students wishing to attend this course should be prepared for an intense week of training and practical skills application. Topics covered include: Determining the Point of Origin, Burn Patterns, Evidence Collection and Analysis, Interviewing Techniques, and Court Procedure and Testifying. Code C. (on demand)

FSC 242 Fire Investigator II. 3 hrs.
PREREQUISITE: None
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. Code C. (on demand)

FSC 251 Fire Inspector I. 3 hrs.
PREREQUISITE: None
A beginning level course for firefighters and other interested parties wishing to become more involved in the aspect of fire prevention and inspections. This course is primarily designed for those entering into fire service inspections and would be extremely useful to city inspectors and company level officers. Some of the topics covered in this course include: Building Construction, Decorative Materials and Furnishings, Fire Drills, Inspection Procedure, Code Enforcement, and Fire Alarm and Communications. Code C. (on demand)

FSC 252 Fire Inspector II. 3 hrs.
PREREQUISITE: None
This course delves deeper into the interpretation of applicable codes and standards, covers the procedure involved in various types of inspections, and prepares the inspector for the plans review process. It is an advanced level course which covers a wide range of topics some of which 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. Code C. (on demand)

FSC 253 Fire Inspector III. 3 hrs.
PREREQUISITE: None
This course provides the participant with an in-depth view of the skills and duties required of the Fire Inspector III. The Fire Inspector III is an individual at the third and most advanced level of progression, who has met the job performance requirements specified in NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plans Examiner, current edition. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues. Code C. (on demand)

FSC 254 The ISO (AIA) Standards. 3 hrs.
PREREQUISITE: None
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. Code C. (on demand)

FSC 255 Public Fire and Life Safety Educator. 3 hrs.
PREREQUISITE: None
With the leading cause of death among children being unintentional injuries, the need for fire and life safety education has become evident in today's society. 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. Code C. (on demand)

FSC 261 Hazmat Technician. 3 hrs.
PREREQUISITE: None
This course is designed for the student already certified at the Hazardous Materials Awareness and Operational level, this course develops the skills already learned and provides in-depth training in the mitigation of hazardous materials incidents. Through both classroom and practical training, the student becomes familiar with health and safety issues, incident management, hazard and risk analysis, personal protective clothing, and decontamination. Code C. (on demand)

FSC 270 Fire Protection Systems. 3 hrs.
PREREQUISITE: None
This course will teach students the design and operation of fire protection systems for commercial, residential, and special hazard environments. Students will understand the general principals of automatic sprinkler systems, heat and smoke control systems, standpipe systems, and fire detection/ alarm systems, and portable extinguishing systems. Code C. (on demand)

FSC 280 Fire Apparatus and Equipment. 3 hrs.
PREREQUISITE: None
This is a study of driving laws, techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. Code C. (on demand)

FSC 291 Fire Officer I. 3 hrs.
PREREQUISITE: None
The Fire Officer I curriculum identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as: Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety. Code C. on demand)

FSC 292 Fire Officer II. 3 hrs.
PREREQUISITE: None
This course is structured for the fire officer who is ready to assume a leadership role by moving into the middle management level of his/her department. This course gives the officer more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a proactive role in their department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material. Some new subject areas include information management, government structure, and department budget planning and management. Code C. (on demand)

FSC 293 Fire Officer III. 3 hrs.
PREREQUISITE: None
This course is specialized for the chief officer who is ready to advance into the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. This is a projects-based class. Code C. (on demand)

FSC 294 Fire Officer IV. 3 hrs.
PREREQUISITE: None
This course meets executive management level needs. The course is designed to meet the elements of NFPA 1021, Chapter 7. Fire Officer IV will emphasize management of fire protection services to include human resource management, multi-agency emergency service delivery with horizontal/vertical communication requirements and risk management. There will be group interactive exercises, which will reinforce class lectures. Code C. (on demand)

FSC 295 Fire Department Safety Officer. 3 hrs.
PREREQUISITE: None
The purpose of this course is to provide training for fire officers and firefighters on the role and responsibilities of the Incident Safety Officer, and to allow participants to practice some of the key skills needed for competency as an Incident Safety Officer. This training program is for Fire Officers who could be asked to assume the duties of the Incident Safety Officer either as a staff assignment or an on-scene appointment. The program is also appropriate for firefighters who will be working on-scene with the Incident Safety Officer and must understand and appreciate the scope and duties of the job. Code C. (on demand)

FSC 299 Legal Aspects of the Fire Service. 3 hrs.
PREREQUISITE: None Code C
This course introduces students to the legal obligations and responsibilities within the fire service along with the limitations and restrictions placed on emergency responders. Students will discuss and apply federal and state laws, codes, regulations and standards relevant to the fire service. Both civil and criminal law will be addressed. Code C. (on demand)

Funeral Service Education (FSE)

FSE 101 Funeral Directing. 3 hrs.
PREREQUISITE: Admission to program
This course is a study relating to general information on religious practices, fraternal and military funerals, the shipping of remains, cremation, and aftercare. It surveys the history of funeral service including social, cultural, mourning, and religious customs associated with funerals and final dispositions. A major focus is on the role and growth of the funeral service profession and affiliated organizations as an American social institution with emphasis on individuals and events that have influenced contemporary funeral principles and practices. (F)

FSE 110 Law and Ethics for Funeral Service. 3 hrs.
PREREQUISITE: Admission to program
This course is designed to introduce students to law and ethics as it relates to general small businesses and to the funeral profession. Major topics of funeral law include: sources of law, the legal status of the dead human body, the duty of burial, right to control funeral arrangements, final disposition, liability for funeral expenses, and torts involving the dead human body and the funeral director. Further areas of discussion include cemeteries, crematories, state and federal laws and regulations pertaining to funeral service, and the legal aspects of being a licensed funeral director and/or embalmer. General law topics discussed include wills, estates, probate and related matters. Students will focus on the bodies of law and the judicial system in the United States to understand types of contracts, sale of goods, characteristics related to bailments (including common and private carriers), commercial paper, legal issues regarding agencies, employment, basic forms of business organization and methods of acquiring and transferring real and personal property. Ethical discussions will include how to facilitate higher ethical decisions, actions in proper treatment of the deceased and professional services to the bereaved. (F)

FSE 145 Basic Accounting Procedures for Funeral Services. 3 hrs.
PREREQUISITE: Admission to Program
This course explores requirements for those interested in franchising, starting, or acquisitioning a mortuary or other death care-related small business as an entrepreneurial endeavor. This course gives an introduction to basic principles of accounting theory. This subject covers financial statements and their analysis, journalizing concepts, receivables, payables, deferrals and accruals. Inventory costing methods, depreciation methods and payroll accounting are included. Applications to funeral home operations are made throughout the subject material. It is not the aim of this course to develop accounting proficiencies which would enable the graduating student to handle all accounting tasks without the aid of a consulting accountant.

FSE 201 Embalming I. 3 hrs.
PREREQUISITE: Admission to program
This course is a study of the process of chemically treating the dead

human body to reduce the presence and growth of microorganism's temporarily inhibiting organic decomposition, and restoring an acceptable appearance. Topics include fundamental practices associated with pre-embalming, embalming, and post-embalming. It includes the study of the phenomenon of death in the human body and government regulations applicable to the embalming process. Details of arterial, cavity, hypodermic, and surface embalming treatments are covered. Disinfection, sanitation, and compliance with OSHA requirements are stressed as methods to protect the embalmer, the environment, and the public. Additionally, this course discusses new technology, procedures, theories, and applications as they relate to the embalming process. (Sp)

FSE 202 Embalming II. 3 hrs.
PREREQUISITE: FSE 201
This course builds upon theory and application as learned in FSE 201 with descriptions, embalming concerns, and treatments for general and selected embalming conditions. Additionally, this course studies pathological disease conditions and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Specific embalming problems and procedures will be discussed and student embalming reports help develop logic and awareness of embalming as a scientific process. (Su)

FSE 203 Embalming Laboratory. 3 hrs. (0-9)
PREREQUISITE: Admission to program
In this course students demonstrate the knowledge, skills, and abilities needed to function as an embalmer. Emphasis will be placed on the student's ability to demonstrate proper practical embalming techniques, including posing of features, raising of vessels, mixing embalming fluids, injecting fluids, aspiration and suturing of incisions. Embalming reports will be completed to document cognitive processes used to plan, prescribe, apply, and evaluate, embalming treatments used. 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. Students will be required to obtain insurance as required by program. Apprentice Certification is required from the State in which the embalming laboratory is conducted. (F, Sp, Su)

FSE 206 Principles of Mortuary Sciences. 3 hrs.
PREREQUISITE: Admission to program
This course is designed to encourage the basic principles of microbiology as related to funeral service. Major topics include sanitation, personal and environmental disinfection, public health and embalming practices. The course identifies basic microbial morphology/physiology, interprets host parasite relationships/interaction, decontamination procedures by proper use of chemical disinfection and sterilization procedures. Emphasis will be placed on defense mechanisms; microorganisms, transmission of infectious diseases, and pathogens and/or opportunists causing disease commonly associated with the human host and dead human remains. (Sp)

FSE 207 Thanatochemistry. 3 hrs.
PREREQUISITE: Admission to program
This course is a basic study of inorganic, organic, biological, and embalming chemistry as it relates to the funeral profession. In particular, this course stresses the chemical principles and precautions involved in sanitation, disinfection, public health, and embalming. Specific chemicals related to embalming and treatment of the dead human body and government regulations for these chemicals are also discussed. (Su)

FSE 213 Restorative Art. 3 hrs.
PREREQUISITE: Admission to program
This course covers the basic principles of Restorative Art as it relates to Funeral Service. Major topics include: name and location of major muscles and bony structures of the skull, anatomical terminology, natural and acquired facial markings, facial proportions, parts and variations of the four major facial features, head and facial profiles, frontal and bilateral views, restorative tools and treatments, and importance of obtaining permission to perform any restorative procedures. A major emphasis is placed on wax modeling techniques, cosmetics, lighting, and non-wax techniques used to restore natural shape, form, and color. (Sp)

FSE 214 Advanced Restorative Art. 3 hrs.
PREREQUISITE: FSE 213
This course is a continuation of FSE 213. Color theory is emphasized using mortuary or ordinary cosmetics and special lighting. Students will be able to demonstrate proper techniques of restorative art in an on-campus laboratory setting. (Su)

FSE 223 Funeral Service Social Science. 3 hrs.
PREREQUISITE: Admission to program
This course applies principles of various social science disciplines to the study of dying, death, and bereavement from multiple perspectives. Theoretical and practical viewpoints addressing the processes of grief, bereavement, mourning, aftercare, crisis intervention, and ego defense mechanisms that may be encountered by funeral professionals. In the area of sociology, emphasis is placed upon family structures, social structures, factors of change, religion, and learning styles as they relate to the funeral profession and to funeralization. A special emphasis is placed on the role of the funeral director as a facilitator of these processes. (F)

FSE 225 Funeral Service Management I. 3 hrs.
PREREQUISITE: Admission to 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, conducting and arrangement conference, selection-room planning, marketing, merchandising, small business, cremation, cemetery operations, prearrangement, and compliance with governmental regulations. Factors that influence change in funeral patterns, practices, and trends are also discussed. (Sp)

FSE 226 Funeral Service Management II. 3 hrs.
PREREQUISITE: FSE 225
This course explores requirements for those interested in franchising, starting, or acquisitioning a mortuary or other death care-related small business as an entrepreneurial endeavor. Marketing strategies and management strategies used in a technologically rich global market are addressed. Sustainability of the business is assessed through quantitative measures and qualitative factors that serve as foundations to implement effective asset and risk management strategies, with an emphasis on collecting, analyzing, interpreting, and reporting financial data. Determining the need for, use of, and production of a business plan is discussed, with an emphasis on preparing a business plan as an action plan supporting the needs of the entrepreneur. (Su)

FSE 227 Computer Principles and Funeral Service Applications. 3 hrs.
PREREQUISITE: Admission to 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. Topics include computer hardware, various types of computer software, spreadsheets, presentation software, cemetery software and word processing. Students will be able to apply principles of computer assisted funeral home operation to actual practice. (F)

FSE 228 Funeral Service Internship. 3 hrs. (Intern 15)
PREREQUISITE: Admission to program
This course is based upon experiences in funeral home under the supervision of a licensed funeral director and/or embalmer. Supervisors will assist faculty with practical work-based experiences and direct client care. Professional duties are supervised and evaluated for progress. Students will be able to demonstrate proper techniques of uneral directing and funeral home operation. (F, Sp, Su)

FSE 230 Funeral Service Comprehensive Review. 3 hrs.
PREREQUISITE: Admission to program
Each student is required to take the National Board examination as a condition for completing this course and for graduation. 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 licensure by state and national boards. Students will demonstrate competency in theoretical knowledge by completing a battery of tests. This course must be taken the last semester before graduation. If the student is enrolled in other courses while taking FSE 230 those courses must be at this college. (F, Sp, Su)

Geography (GEO)

GEO 100 World Regional Geography. 3 hrs.
PREREQUISITE: None
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. Core Area IV, ASOC, TSOC. (F, Sp, Su)

Health Education (HED)

HED 221 Personal Health. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

HED 222 Community Health. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp, Su)

HED 231 First Aid. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

HED 277 CPR Recertification. 1 hr.
PREREQUISITE: Valid CPR Certification
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 Life Support (BLS) as required by the American Heart Association. Code C. (F, Sp, Su)

History (HIS)

HIS 101 Western Civilization I. 3 hrs.
PREREQUISITE: None
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. Core Area IV, ASOC, TSOC, THIS. (F, Sp, Su)

HIS 102 Western Civilization II. 3 hrs.
PREREQUISITE: None
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. Core Area IV, ASOC, TSOC, THIS. (F, Sp, Su)

HIS 121 World History I. 3 hrs.
PREREQUISITE: None
This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era. Core Area IV, ASOC, TSOC, THIS.

HIS 122 World History II. 3 hrs.
PREREQUISITE: None
This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. Core Area IV, ASOC, TSOC, THIS.

HIS 201 United States History I. 3 hrs.
PREREQUISITE: None
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Core Area IV, ASOC, TSOC, THIS. (F, Sp, Su)

HIS 202 United States History II. 3 hrs.
PREREQUISITE: None
This course is a continuation of HIS 201. It surveys United States history from the Reconstruction era to the present. Core Area IV, ASOC, TSOC, THIS. (F, Sp, Su)

HIS 216 History of World Religions. 3 hrs.
PREREQUISITE: None
This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others. Code C, ASOC.

HIS 220 Contemporary Studies. 3 hrs
PREREQUISITE: None
This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third World Society. Code C, ASOC.

HIS 256 African American History. 3 hrs.
PREREQUISITE: None
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. Code B, ASOC.

HIS 260 Alabama History. 3 hrs.
PREREQUISITE: None
This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history. Code B, ASOC.
(as needed)

Hospitality Services Management (HSM)

HSM 240 Housekeeping Administration. 3 hrs.
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. (Su)

Hotel/Motel Management (HMM)

HMM 105S Principles of Hospitality Management. 3 hrs.
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, Su)

HMM 106S Beverage Selection and Appreciation. 3 hrs. (2-3)
PREREQUISITE: None
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 hrs. (Intern 30)
PREREQUISITE: Limited to Hotel- Restaurant Management majors
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 hrs.
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 241 Restaurant Service Management I. 3 hrs.
PREREQUISITE: None
This course is designed to introduce students to planning, organization, control, and evaluation of restaurant operations. Topics covered will be menu planning, restaurant layout and design, marketing and sales promotion, food and beverage control procedures, and managing reservations and group bookings. Upon completion, students will be able to apply the learned techniques.

HMM 251 Front Office Management. 3 hrs.
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. (F)

Humanities (HUM)

HUM 106 Humanities Through the Arts. 3 hrs.
PREREQUISITE: None
This course is an integrated survey of film, drama, music, literature, painting, and sculpture, and architecture. AHUM. (as needed)

HUM 120 International Studies. 3 hrs.
PREREQUISITE: None
This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit. AHUM.

HUM 298 Directed Studies in the Humanities. 1-3 hrs.
PREREQUISITE: None
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), B. Ambassadors, C. Concert Series (as needed), I. International (Su), M. Movie Series (F, Sp, Su), S. Sigma Kappa Delta (F, Sp). AHUM

HUM 299 PTK Honors Course. 1 hr.
PREREQUISITE: None
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. Core Area II, THUM, AHUM.

Industrial Engineering Technology (IET)

IET 114 Basic Electricity. 3 hrs. (2-2)
PREREQUISITE: None
This course provides an introduction to direct current (DC) and alternating current (AC) electrical theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC and AC circuits are examined. Students are prepared to analyze complex circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test,

and troubleshoot electrical circuits. Emphasis is placed on the use of a scientific calculator, the operation of common test equipment, and the physical wiring of electrical circuits.

Interdisciplinary Honors (IDH)

IDH 206 Political and Intellectual Forces in the 20th Century. 3 hrs.
PREREQUISITE: Permission of instructor; completion of ENG 101 and 102. Completion of first semester western civilization is recommended. This course is a 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. Core Area IV, ASOC, TSOC.

Ironworker (IWR)

IWR 111 Ironworker Tools and Equipment. 4 hrs. (2-4)
Co-requisite: ORI 101, WKO 110
This course provides students with introduction to Ironworker trade, types of fastenings, tools and equipment required for the trade, basic structural Ironworker, and trade safety. This course will be conducted as theory and laboratory combination.

IWR 113 Ironworker Trade Practices. 4 hrs. (2-4)
PREREQUISITE: IWR 111
This course introduces the participating students Introduction to Arc welding, Oxyfuel cutting, Plumbing aligning and guying in Ironworking, and Rigging equipment required in Ironworking. This course will be conducted as theory and laboratory combination.

IWR 115 Ironworker Field Work. 4 hrs. (2-4)
PREREQUISITE: IWR 111
This course provides instruction and demonstration with Mobile Construction Cranes, Rigging Practices, Steel Bar Joist and Girders, Field Fabrication, and Steel Metal Decking. This course will be conducted as theory and laboratory combination.

Management and Supervision Technology (MST)

MST 111 Elements of Supervision. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp)

MST 201 Human Resource Management. 3 hrs.
PREREQUISITE: None
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. Code C. (Sp)

MST 215 Small Business Management. 3 hrs.
PREREQUISITE: None
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. Code C. (Sp)

Mass Communications (MCM)

MCM 100 Introduction to Mass Communications. 3 hrs
PREREQUISITE: None
This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. Code B. (F)

MCM 102 Writing for the Media. 3 hrs.
PREREQUISITE: None
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. Code B. (Sp)

Mathematics (MTH)

MTH 098 Elementary Algebra. 3-4 institutional hrs.
PREREQUISITE: None
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 linear equations and inequalities; systems of equations; and graphs of linear equations and inequalities in two variables. (F, Sp, Su)

MTH 098S Elementary Algebra. 4 institutional hrs.
PREREQUISITE: None
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 linear equations and inequalities; systems of equations; and graphs of linear equations and inequalities in two variables.

MTH 099 Support for Intermediate College Algebra. 1 institutional hr.
PREREQUISITE: Appropriate mathematics placement score (MTH 098 is not a pre-requisite for MTH 099. A student who successfully completes MTH 098 is eligible for MTH 100 without the support course.)
COREQUISITE: MTH 100
This learning support course provides co-requisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 100 class. This class does not serve as the general core requirement for mathematics.

MTH 100 Intermediate College Algebra. 3 hrs.
PREREQUISITE: MTH 098, MTH 098S or appropriate mathematics placement score
This course provides a study of algebraic techniques such as polynomials and factoring, algebraic fractions, quadratic 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. AMTH, A116. (F, Sp, Su)

MTH 100S Intermediate College Algebra. 4 hrs.
PREREQUISITE: MTH 098, 098S or appropriate mathematics placement score
This course is a review of MTH 098 and provides a study of algebraic techniques such as polynomials and factoring, algebraic fractions, quadratic 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. AMTH, A116.

MTH 110 Finite Mathematics. 3 hrs.
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 or MTH 100S).
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.
Core Area III, AMTH, A116, TMTH. (F, Sp, Su)

MTH 112 Precalculus Algebra 3 hrs.
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 or MTH 100S).
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. Core Area III, AMTH, A116, TMTH. (F, Sp, Su)

MTH 113 Precalculus Trigonometry. 3 hrs.
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.
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. Core Area III, AMTH, A116, TMTH. (F, Sp, Su)

MTH 115S Precalculus Algebra and Trigonometry. 4 hrs.
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.
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. Core III, AMTH, A116, TMTH. (as needed)

MTH 116 Mathematical Applications. 3 hrs.
PREREQUISITE: None
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. Code C. A116. (F, Sp, Su)

MTH 118 Technical Mathematics. 3 hrs.
PREREQUISITE: MTH 100 "C" or higher or appropriate mathematics placement score
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. AMTH, A116. (as needed)

MTH 120 Calculus and its Applications. 3 hrs.
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.
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). Core Area III. AMTH. A116. TMTH. (F, Sp, Su)

MTH 125S Calculus I. 4 hrs.
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.
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. Core Area III. AMTH. A116. TMTH. (F, Sp, Su)

MTH 126S Calculus II. 4 hrs.
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.
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. Core Area III AMTH A116 TMTH. (F, Sp, Su)

MTH 227 Calculus III. 4 hrs.
PREREQUISITE: MTH 126S with a "C" or higher.
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). Core Area III. AMTH. A116. TMTH. (Sp, Su)

MTH 231 Math for the Elementary Teacher I. 3 hrs.
PREREQUISITE: MTH 098 or appropriate mathematics placement score
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. A116. (on demand)

MTH 232 Math for the Elementary Teacher II. 3 hrs.
PREREQUISITE: MTH 231
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. H116 (on demand)

MTH 237 Linear Algebra. 3 hrs.
PREREQUISITE: MTH 126S
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. Core Area III, AMTH, A116, TMTH. (on demand)

MTH 238 Applied Differential Equations I. 3 hrs.
Corequisite: MTH 227
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. Core Area III, AMTH, A116, TMTH. (Sp)

MTH 265 Elementary Statistics. 3 hrs.
PREREQUISITE: MTH 100 or appropriate mathematics placement score
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. AMTH, A116. (F, Sp, Su)

Mechanical Engineering Technology (MET)

MET 190 Mechanical Tools I. 4 hrs. (2-4)
PREREQUISITE: None
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. (F, Sp, on demand)

MET 191 Mechanical Tools II. 4 hrs. (2-4)
PREREQUISITE: MET 190 or equivalent experience or approval of program coordinator
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). Student will gain actual experience in processing work, selecting cutting tools, and setting feeds and speeds using manually operated machines. In addition, students will learn how to program and operate CNC (computerized numerical control) equipment. (on demand)

MET 192 Machinery's Handbook Functions. 3 hrs.
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. (on demand)

MET 201 Basic Computer-Aided Drafting. 3 hrs. (1-4)
PREREQUISITE: None
The purpose of this course is to introduce the student to mechanical 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 mechanical working drawings (F, Sp, on demand)

MET 202 Advanced Computer-Aided Drafting. 3 hrs. (1-4)
PREREQUISITE: MET 201 or equivalent experience
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 hrs. (1-4)
PREREQUISITE: MET 201 or equivalent experience
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 hrs. (1-4)
PREREQUISITE: MET 204 or equivalent experience
Continuation of MET 204. 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. (F, Sp on demand)

MET 213 Manufacturing Methods. 3 hrs.
PREREQUISITE: None
An introduction to manufacturing methods and process. 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 hrs. (2-2)
PREREQUISITE: None
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 hrs. (3-0)
PREREQUISITE: PHY 115 and MET 213
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 hrs. (2-2)
PREREQUISITE: None
This course introduces students to inspection processes including the use of a CMM (Coordinate Measurement Machine). Topics include inspection procedures, measuring devices, inspection techniques, and coordinate measurement machine techniques. (on demand)

MET 239 Geometric Dimensioning & Tolerancing. 2 hrs.
PREREQUISITE: None
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. (Sp, on demand)

Medical Laboratory Technology (MLT)

MLT 100S Phlebotomy. 2 hrs. (1-3)
Prerequisite; None
This Course covers the basic techniques used in the collection of blood specimens. Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. Upon completion, students should be able to correctly perform venipuncture

MLT 111S Urinalysis . 3 hrs. (2-4)
PREREQUISITE: Admission to program
This course focuses on the theory and techniques in the examination of urine. The student is introduced to physical and chemical properties 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. CORE (F)

MLT 121S MLT Hematology and Body Fluids. 6 hrs. (4-4)
PREREQUISITE: Admission to program
In this course the theory and techniques of hematology and other body fluids are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, selected automated methods, as well as body fluid physical and chemical properties, microscopic examination, and identification of cells and crystals. 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)

MLT 131S Laboratory Techniques. 4 hrs. (3-2)
PREREQUISITE: Admission to program
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)

MLT 141S MLT Microbiology I. 5 hrs. (3-4)
PREREQUISITE: Admission to program
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)

MLT 142S MLT Microbiology II. 3 hrs. (2-2)
PREREQUISITE: Admission to program
The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions. (Su)

MLT 151S MLT Clinical Chemistry. 5 hrs. (3-4)
PREREQUISITE: Admission to program
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)

MLT 161S Integrated Laboratory Simulation. 2 hrs. (0-4)
PREREQUISITE: Admission to program
This course provides an opportunity for the student to perform medical 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)

MLT 181S MLT Immunology. 2 hrs. (1-2)
PREREQUISITE: Admission to program
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)

MLT 191S MLT Immunohematology. 5 hrs. (3-4)
PREREQUISITE: Admission to program
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)

MLT 288S Special Topics in MLT. 2 hrs. (0-4)
PREREQUISITE: Admission to program
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)

MLT 293S MLT Medical Seminar. 2 hrs.
PREREQUISITE: Admission to program
This course is a cumulative review of medical 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 medical 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)

MLT 294S Medical Laboratory Practicum Hematology and Urinalysis. 2 hrs. (Prec 6 hrs)
PREREQUISITE: Admission to program
This supervised practicum is within the medical lab setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on medical lab 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)

MLT 295S Medical Laboratory Practicum Microbiology. 2 hrs. (Prec 6 hrs)
PREREQUISITE: Admission to program
This supervised practicum is within the medical lab setting and provides laboratory practice in microbiology. Emphasis is placed on medical lab 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)

MLT 296S Medical Laboratory Practicum Immunohematology 2 hrs. (Prec 6 hrs)
PREREQUISITE: Admission to program
This supervised practicum is within the medical lab setting and provides laboratory practice in serology and immunohematology. Emphasis is placed on medical lab 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)

MLT 297S Medical Laboratory Practicum Chemistry and Immunology. 2 hrs. (Prec 6 hrs)
PREREQUISITE: Admission to program
This supervised practicum is within the medical laboratory setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on medical laboratory 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 analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, and manage patient data and quality control statistics using information systems. (F, Sp)

Military Science (MSC)

MSC 101 Military Leadership. 2 hrs.
PREREQUISITE: None
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. Code C. (F)

MSC 101A Adventure Training. 2 hrs.
PREREQUISITE: None
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. Code C. (on demand)

MSC 102 Military Science I. 2 hrs.
PREREQUISITE: None
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. Code C. (Sp)

MSC 201 Military Leadership. 2 hrs.
PREREQUISITE: None
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. Code C. (on demand)

MSC 202 Military Science II. 2 hrs.
PREREQUISITE: None
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. Code C. (on demand)

MSC 204 Rangers. 1 hr.
PREREQUISITE: None
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. Code C. (on demand)

Music (MUS)

MUS 101 Music Appreciation. 3 hrs.
PREREQUISITE: None
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening and similar experiences involving music. The course will cover a minimum of three stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. Cora Area II (Arts), THUM, THUM, TFA, AHUM. (F, Sp, Su)

MUS 110 Basic Musicianship. 3 hrs.
PREREQUISITE: None
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. AHUM. (F)

MUS 111S Music Theory I. 4 hrs.
PREREQUISITE: MUS 110 or suitable placement score or permission of instructor
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. AHUM. (as needed)

MUS 112S Music Theory II. 4 hrs.
PREREQUISITE: MUS 111S or permission of instructor
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. AHUM. (as needed)

Music Ensemble (MUL)

Music Ensembles

MUL 180 181 Chorus I, II. 2 hrs.
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 hr.
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 190 191 Concert Band I and II. 1 hr. (0-2)
PREREQUISITE: Successful audition with UAB band director
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

MUL 198 199 298 299 Marching Band I, II, III, IV. 1-2 hrs.
PREREQUISITE: Permission of UAB department head
This course is offered through UAB and requires participation in UAB's marching band. Code C. (F)

Nursing (NUR)

NUR 112 Fundamental Concepts of Nursing. 7 hrs. (4-6-Clin 3)
PREREQUISITE: Admission the program
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Contents include but are not limited to: Healthcare delivery systems, professionalism, health promotion, psychological well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

NUR 113 Nursing Concepts I. 8 hrs. (4-3-Clin 9)
PREREQUISITE: Admission to Program
(Lec 4 hrs, Lab 1 hr, Clin 3 hrs)
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

NUR 114 Nursing Concepts II. 8 hrs. (5-Clin 9)
PREREQUISITE: Admission to program
This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

NUR 115 Evidence Based Clinical Reasoning. 2 hrs. (1-Clin 3)
PREREQUISITE: Admission to program
This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domain.

NUR 211 Advanced Nursing Concepts. 7 hrs. (4-Clin 9)
PREREQUISITE: Admission to program
This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion and medical emergencies.

NUR 221 Advanced Evidence Based Clinical Reasoning. 7 hrs. (3-Clin 12)
PREREQUISITE: Admission to program
This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domain includes management of care, professionalism, and healthcare delivery systems.

Office Administration (OAD)

OAD 101 Beginning Keyboarding. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp, Su)

OAD 103 Intermediate Keyboarding. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp, Su)

OAD 110 Computer Navigation. 3 hrs.
PREREQUISITE: None
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. Code C. F, Sp, Su)

OAD 125 Word Processing. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp, Su)

OAD 127 Business Law. 3 hrs.
PREREQUISITE: None
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. Code C. (Sp)

OAD 137 Computerized Financial Recordkeeping (Quickbooks). 3 hrs
(Same as ACT 246Q)
PREREQUISITE: BUS 241 or ACT 145
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. Code C. (F, Sp, Su)

OAD 138 Records/Information Management. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp, Su)

OAD 201 Legal Terminology. 3 hrs.
PREREQUISITE: None
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. Code C. (F)

OAD 202 Legal Transcription. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp)

OAD 211 Medical Terminology. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp, Su)

OAD 212 Medical Transcription. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp,)

OAD 215 Health Information Management (ICD-10, CPT-4 Coding). 3 hrs.
PREREQUISITE: None
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. Code C. (F)

OAD 216 Advanced Health Information Management (ICD-10, CPT-4 Coding). 3 hrs.
PREREQUISITE: OAD 215
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. Code C. (Sp)

OAD 217 Office Management. 3 hrs.
PREREQUISITE: None
This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict resolution skills. Upon completion, the student should be able to demonstrate use of the tools necessary for effective supervision of people and technology in the modern office. Code C. (F, Sp, Su)

OAD 230 Computerized Desktop Publishing. 3 hrs.
PREREQUISITE: None
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. Code C. (F)

OAD 232 The Computerized Office. 3 hrs.
PREREQUISITE: None
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. Code C. (F, Sp, Su)

OAD 242 Office Internship. 3 hrs. (Intern 15)
PREREQUISITE: Permission of instructor
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. Code C. (F, Sp, Su)

OAD 246 Office Graphics and Presentations. 3 hrs.
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 onsiderations 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)

Orientation (ORI)

ORI 101 Orientation to College. 1 hr
PREREQUISITE: None
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. (F, Sp, Su)

Philosophy (PHL)

PHL 106 Introduction to Philosophy. 3 hrs.
PREREQUISITE: None
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. Core Area II, THUM, AHUM. (F, Sp, Su)

PHL 116 Logic. 3 hrs.
PREREQUISITE: None
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. AHUM. (Su)

PHL 206 Ethics and Society. 3 hrs.
PREREQUISITE: None
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. Core Area II, THUM. (F, Sp, Su)

Physical Education (PED)

PED 100 Fundamentals of Fitness. 3 hrs.
PREREQUISITE: None
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. Code B. (F, Sp, Su)

PED 131 Beginning Badminton. 1 hr. (Act 2)
This course covers the fundamentals 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. Code C. (F)

PED 171 Beginning Basketball. 1 hr. (Act 2)
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. Code C. (on demand)

PED 200 Foundations of Physical Education. 3 hrs.
PREREQUISITE: None
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. Code B. (F)

PED 295 Practicum in Physical Education. 1 hr. (Pract 4)
PREREQUISITE: None
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. Code C. (F)

Physical Science (PHS)

PHS 111 Physical Science. 4 hrs. (3-2)
PREREQUISITE: None
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Core Area , ASCI, TSCI. (F, Sp, Su)

PHS 112 Physical Science II. 4 hrs. (3-2)
PREREQUISITE: None
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Core Area III, ASCI, TSCI. (F, Sp, Su)

PHS 230 Introduction to Meteorology. 4 hrs. (3-2)
PREREQUISITE: None
This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting and wind systems. Local weather systems will be given detailed study. Laboratory is required. ASCI. (F, Sp, Su)

Physical Therapist Assistant (PTA)

PTA 120 Introduction to Kinesiology. 3 hrs. (2-3)
PREREQUISITE: None
This course is an introduction to the clinically oriented study of functional anatomy. Emphasis is placed on a beginning level of understanding of the musculoskeletal system and nervous system as they relate to human movement. Upon completion of the course, the student should be able to identify basic anatomical structures involved in human movements. (Sp, F)

PTA 200S P.T. Issues and Trends. 2 hrs.
PREREQUISITE: Admission to program
This is an introductory course to the trends and issues in physical therapy. 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. (F)

PTA 201 PTA Seminar. 2 hrs.
PREREQUISITE: Admission to program and PTA 200
This course is a continuing study of issues and trends in physical therapy 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 hrs.
PREREQUISITE: Admission to 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. (Su)

PTA 220 Functional Anatomy and Kinesiology. 3 hrs.
PREREQUISITE: Admission to program, Corequisite: PTA 222
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. (Su)

PTA 222 Functional Anatomy and Kinesiology Lab. 2 hrs. (0-6)
PREREQUISITE: Admission to program, Corequisite: PTA 220
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. (Su)

PTA 230 Neuroscience. 2 hrs.
PREREQUISITE: Admission to program, Corequisite: PTA 231
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 hrs. (0-6)
PREREQUISITE: Admission to program, PTA 222, and
PTA 250, Corequisite: PTA 230 & PTA 232.
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 hrs.
PREREQUISITE: Admission to program, PTA 220, and
PTA 222, Corequisite: PTA 231
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 hrs.
PREREQUISITE: Admission to 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 hrs.
PREREQUISITE: Admission to 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 hrs. (2-6)
PREREQUISITE: Admission to program, Corequisite: PTA 252S
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. (Su)

PTA 251S Therapeutic Procedures II. 4 hrs. (2-6)
PREREQUISITE: Admission to program, PTA 222, and
PTA 250, Corequisite: PTA 230 & 232
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 hrs.
PREREQUISITE: Admission to program, Corequisite: PTA 250
This course provides the student with the theoretical basis for the use of physical agents such as heat, cold, electricity, light, water and therapeutic modalities utilized in physical therapy. Emphasis is placed on modalities such as hydrotherapy, various forms of electrical stimulation, ultrasound, traction and diathermy. Upon completion of the course, the student will understand the physiological effects, indications and contraindication, advantage and disadvantage of utilizing these modalities in physical therapy. (F)

PTA 260 Clinical Education I. 1 hr. (Prec 5 hrs)
PREREQUISITE: Admission to program
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 hrs. (Prec 15)
PREREQUISITE: Admission to program and PTA 260
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 hrs. (Prec 25)
PREREQUISITE: Admission to program and PTA 263
This clinical education experience allows the student to practice in the health care environment, using entry level skills attained in previous classroom instruction. The course entails on-going communication between the clinical instructor, students, and course coordinator. Upon completion of the course, the student should be able to demonstrate entry level competency in those skills necessary for functioning as a physical therapist assistant. (Sp)

Physics (PHY)

PHY 115 Technical Physics. 4 hrs. (3-2)
PREREQUISITE: MTH 100
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. ASCI. (S, Su)

PHY 201 General Physics I - Trig Based. 4 hrs. (3-2)
PREREQUISITE: MTH 113 or equivalent
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. Core Area III ASCI TSCI. (F, Sp)

PHY 202 General Physics II - Trig Based. 4 hrs. (3-2)
PREREQUISITE: PHY 201
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. Core Area III, ASCI, TSCI. (Sp, Su)

PHY 213S General Physics with Calculus I. 4 hrs. (3-2)
PREREQUISITE: MTH 125S or permission
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy including thermodynamics. Laboratory is required. Core Area III, ASCI, TSCI. (F, Sp, Su)

PHY 214S General Physics with Calculus II. 4 hrs. (3-2)
PREREQUISITE: PHY 213S
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. Core Area III, ASCI, TSCI. (Sp, Su)

PHY 299 Directed Studies in Physics. 1 hr.
PREREQUISITE: Permission of instructor
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. Code C. (on demand)

Political Science (POL)

POL 211 American National Government. 3 hrs.
PREREQUISITE: None
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. Core Area IV, ASOC, TSOC. (F, Sp, Su)

POL 220 State and Local Government. 3 hrs.
PREREQUISITE: None
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. ASOC. (as needed)

Psychology (PSY)

PSY 200 General Psychology. 3hrs.
PREREQUISITE: None
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. Core Area IV, ASOC, TSOC. (F, Sp, Su)

PSY 207 Psychology of Adjustment. 3 hrs.
PREREQUISITE: PSY 200
This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior. ASOC. (on demand)

PSY 210 Human Growth and Development. 3 hrs.
PREREQUISITE: PSY 200
This course is a study of the psychological, social and physical factors that affect human behavior from conception to death. Core Area IV, ASOC, TSOC. (F, Sp, Su)

PSY 220 Human Sexuality. 3 hrs.
PREREQUISITE: PSY 200
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects. ASOC. (on demand)

PSY 230 Abnormal Psychology. 3 hrs.
PREREQUISITE: PSY 200
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. ASOC. (F, Sp, Su)

PSY 250 Social Psychology. 3 hrs.
PREREQUISITE: PSY 200
This course is a study of social factors and how they influence individual behavior. ASOC. (on demand)

Radiologic Technology (RAD)

RAD 111 Introduction to Radiography. 2 hrs. (2-0)
PREREQUISITE: Admission to 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 hrs. (3-3)
PREREQUISITE: Admission to 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 hrs. (1-3)
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 hrs. (Clin 6)
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 hrs. (3-3)
PREREQUISITE: Admission to 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 hrs. (Clin 15)
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 hrs. (3-0)
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 hrs. (Clin 15)
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 hrs. (2-3)
Prerequisites: Admission to 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 hrs. (2-0)
Prerequisites: Admission to 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 hrs. (1-3)
Prerequisites: Admission to program
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 hrs. (Clin 24)
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 hrs. (Clin 24)
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 hrs.
Prerequisites: Admission to 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.

Religion (REL)

REL 151 Survey of the Old Testament. 3 hrs.
PREREQUISITE: None
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. (Core Area II, AHUM, THUM. (F, Sp, Su)

REL 152 Survey of the New Testament. 3 hrs.
PREREQUISITE: None
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.
(Core Area II, AHUM, THUM. (F, Sp, Su)

Sociology (SOC)

SOC 200 Introduction to Sociology. 3 hrs.
PREREQUISITE: None
This course is an introduction to vocabulary, concepts, and theory of sociological perspectives of human behavior. Core Area IV, ASOC, TSOC, (F, Sp, Su)

SOC 208 Introduction to Criminology. (3-0)
(Same as CRJ 208)
PREREQUISITE: None
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. ASOC. (F, Sp, Su)

SOC 209 Juvenile Delinquency. (3-0)
(Same as CRJ 209)
PREREQUISITE: SOC 200
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. ASOC. (F, Sp)

SOC 210 Social Problems. 3 hrs.
PREREQUISITE: SOC 200
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. Core Area IV, ASOC, TSOC. (Sp)

SOC 247 Marriage and the Family. 3 hrs.
PREREQUISITE: SOC 200
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. ASOC. (F)

Spanish (SPA)

SPA 101 Introductory Spanish I. 4 hrs.
PREREQUISITE: None
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. Core Area II, THUM, AHUM. (F, Su)

SPA 102 Introduction to Spanish II. 4 hrs.
PREREQUISITE: SPA 101 or equivalent
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Core Area II, THUM, AHUM. (Sp)

SPA 201 Intermediate Spanish I. 3 hrs.
PREREQUISITE: SPA 102 or equivalent
This course includes an overview and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Core Area II, THUM, AHUM. (as needed)

SPA 202 Intermediate Spanish II. 3 hrs.
PREREQUISITE: SPA 201 or equivalent
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Core Area II, THUM, AHUM. (as needed)

Speech (SPH)

PH 106 Fundamentals of Oral Communication. 3 hrs.
PREREQUISITE: None
Fundamentals of Oral Communication is a performance course that includes the principles of human communication: Intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. Core Area II, THUM. (F, Sp, Su)

SPH 107 Fundamentals of Public Speaking. 3 hrs.
PREREQUISITE: None
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. Core Area II, THUM. (F, Sp, Su)

SPH 116 Introduction to Interpersonal Communication. 3 hrs.
PREREQUISITE: None
This course is an introduction to the basic principles of interpersonal communication. Core Area IV, TSOC. (F, Sp, Su)

SPH 123-124-125 Forensics Workshop I-II-III. 1-3 hrs. each
PREREQUISITE: None
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. Code C. (F, Sp)

Theater Arts (THR)

THR 120 Theater Appreciation. 3 hrs.
PREREQUISITE: None
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required. Core Area II (Arts), THUM, TART, AHUM. (F, Sp, Su)

Veterinary Technology (VET)

VET 110 Vet Tech Clinics I. 2 hrs. (Clin 6)
PREREQUISITE: Admission to program
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.

VET 112 Introduction to Veterinary Technology. 5 hrs. (3-Clin 6)
PREREQUISITE: Admission to program
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 inveterinary medicine.

VET 114 Anatomy and Physiology of Mammals. 5 hrs. (4-2)
PREREQUISITE: Admission to program
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.

VET 120 Vet Tech Clinics II. 3 hrs. (Clin 9)
PREREQUISITE: Student must have completed VET 110, 112, and 114 unless special arrangements have been made with the Program.
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.

VET 122 Vet Tech Emergency and First Aid. 5 hrs. (4-Clin 3)
PREREQUISITE: Student must have completed VET 110, 112, and 114 unless special arrangements have been made with the Program.
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.

VET 124 Clinical Procedures and Pathology. 4 hrs. (3-Clin 3)
PREREQUISITE: Student must have completed VET 110, 112, and 114 unless special arrangement have been made with the Program.
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.

VET 126 Animal Diseases and Immunology. 3 hrs. (3-0)
PREREQUISITE: Student must have completed VET 110, 112, and 114 unless special arrangements have been made with the Program.
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.

VET 230 Vet Tech Clinics III. 3 hrs. (Clin 9)
PREREQUISITE: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 234 and 236 unless special arrangements have been made with the Program.
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.

VET 232 Anesthesia and Diagnostic Imaging. 4 hrs. (3-3)
PREREQUISITE: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 234 and 236 unless special arrangements have been made with the Program.
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, adiographic 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.

VET 234 Animal Pharmacology and Toxicology. 3 hrs. (3-0)
PREREQUISITE: Student must have completed VET 110, 112, 114, 124 and 126 unless special arrangements have been made with the Program.
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.

VET 236 Vet Microbiology and Parasitology. 3 hrs. (3-0)
PREREQUISITE: Student must have completed VET 110, 112, 114, 124 and 126 unless special arrangements have been made with the Program.
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.

VET 240 Vet Tech Clinics IV. 3 hrs. (Clin 9)
PREREQUISITE: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 234, and 236 unless special arrangements have been made with the Program.
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.

VET 242 Animal Nutrition and Laboratory Animals. 3 hrs. (2-3)
PREREQUISITE: Student must have completed VET 110, 112, and 114, unless special arrangements have been made with the Program.
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.

VET 244 Seminar in Veterinary Technology. 3 hrs. (3-0)
PREREQUISITE: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 230, 232, 234, 236, 240, and 246 unless special arrangements have been made with the Program.
This 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 hrs. (Clin 6)
PREREQUISITE: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 234, and 236 unless special arrangements have been made with the Program.
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.

VET 250 Vet Tech Preceptorship. 3 hrs. (Prec 15)
PREREQUISITE: Student must have completed VET 110, 112, 114, 120, 122, 124, 126, 230, 232, 234, 236, 240 and 246 unless special arrangements have been made with the Program.
The veterinary technology preceptorship consists of one academic semester of work experience in an approved clinical site. A student e valuation 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.

Workplace Skills Enhancement (WKO)

WKO 110 NCCER Core. 3 hrs.
PREREQUISITE: none
This course is designed to provide students with knowledge and skills related to multi-craft technicians in a variety of fields. Information in this course is based on the National Center for Construction Education and Research (NCCER) core curriculum and prepares students to test for the NCCER credential.

Welding (WDT)

WDT 109 SMAW Fillet/PAC/ CAC. 3 hrs. (2-2)
PREREQUISITE: AUT 186
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

WDT 115 GTAW Carbon Pipe. 3 hrs. (1-4)
PREREQUISITE: AUT 186
This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation and fit-up to the applicable code.

WDT 119 Gas Metal Arc/Flux Cored ARC Welding. 3 hrs. (2-2)
PREREQUISITE: AUT 186
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

WDT 120 Shielded Metal Arc Welding Groove. 3 hrs. (2-2)
PREREQUISITE: AUT 186
This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to

identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

WDT 166 Flux Core Arc Welding (FCAW). 3 hrs. (2-2)
PREREQUISITE: WDT 119
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. This course supports CIP code 48.0508.

WDT 219 Welding Inspection & Testing. 3 hrs. (3-0)
PREREQUISITE: AUT 186
This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

WDT 221 Pipefitting and Fabrication. 3 hrs. (1-4)
PREREQUISITE: WDT 115
Course Description (must match state common course directory and be used in all materials): This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

WDT 229 Boiler Tube. 3 hrs. (1-4)
PREREQUISITE: WDT 119
This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gas tungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique.

WDT 258 Certification Lab. 3 hrs. (0-6)
PREREQUISITE: WDT 219
This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements.

2018 - 2019 Jefferson State Community College

Advisory Committees

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.

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M.A., University of Alabama at Birmingham

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M.A.E., University of Alabama at Birmingham

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A.A.S., Bevill State Community College

Kyle Cohen — EMS Instructor
A.S., (Arts) Jefferson State Community College
A.S., Jefferson State Community College
A.A.S., Jefferson State Community College

Mandel Hill — EMS Instructor
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Alabama Licensed Funeral Director and Embalmer

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Certified Executive Pastry Chef, American Culinary Federation
Certified Culinary Educator, American Culinary Federation
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AOS, Culinard at Virginia College
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Certified Executive Chef, American Culinary Federation
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M.A., University of Alabama

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Ph.D., University of Alabama

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M.S., University of Alabama at Birmingham

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M.A., Minnesota State University

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M.A., University of Alabama at Birmingham
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M.L.I.S., University of Alabama

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M.L.I.S., University of North Carolina-Greensboro

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M.S. University of Alabama at Birmingham

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M.A., University of Alabama at Birmingham

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Bonnie Bailey-Self . . . . . Executive Secretary I
Jill Barnett . . . . . Police Officer
Archie Berry . . . . . Building Aid
Emil Boackle . . . . . Culinary Lab Tech
Gail Braswell . . . . . Office Manager
Kenneth Brown . . . . . Floor Refinisher
Lareatha Brownlee . . . . . Financial Aid Information Specialist
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Kathi Carr . . . . . Office Manager
Juanita Chamblin . . . . . Payroll Coordinator
Ann Cimalore . . . . . Assistant Purchasing Coordinator
Natalya Clark . . . . . Financial Aid Information Specialist
Darnell Clay . . . . . Floor Refinisher
Linda Cobb . . . . . Office Manager
Rose Cobb . . . . . Veteran's Affairs Coordinator
Pamela Coker . . . . . Secretary
Angia Coleman . . . . . Office Manager
Angela Collins . . . . . Transfer Credit Coordinator
Ginger Cooper . . . . . Office Manager
Robbie Cooper . . . . . Building Aid
Melanie Cox . . . . . Office Manager
David Crotwell . . . . . General Utility Tech
Cindy Culver . . . . . Executive Secretary I
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Freddie Dunning . . . . . Financial Aid Off-Campus Specialist
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Haley Eason . . . . . Building Aid
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Robine Freeman . . . . . Horticulture/Groundskeeper
Jackie Geralds . . . . . Office Manager
Adam Gwin . . . . . Police Officer
Michael Harris . . . . . Campus Police
Seena Harris . . . . . Office Manager
Chelsea Hawkins . . . . . Office Associate, Infant Toddler Program
Michael Hawkins . . . . . Police Officer
Anthony Hayes . . . . . Career Coach
Sally Holley . . . . . Administrative Secretary/ Research Assistant
Larry Holman . . . . . Accounting Assistant
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Tina Hughes . . . . . Office Manager
Debra Jackson . . . . . Office Manager
Dimitra Jebeles . . . . . Secretary
Jeannette Johnson . . . . . Building Aid
Harrietta Jones . . . . . Building Aid
Lisa Keenum . . . . . Executive Secretary I
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Karen Key . . . . . Personnel Coordinator
Lisa Kimble . . . . . Executive Secretary I
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Jerry Martin . . . . . Building Aid
Brenda Mathis . . . . . Courier/Shipping & Receiving Assistant
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Thomas McDonald, Jr . . . . . Police Officer
Rita McLendon . . . . . Office Manager
Roosevelt Mendez . . . . . Financial Aid Site Specialist
Stephanie Miller . . . . . Assistant Purchasing Manager
Charlie Nathan . . . . . Security Guard
Karen O'Connor . . . . . Office Manager
William Patterson . . . . . General Maintenance Tech/Painter
Russell Payne . . . . . General Utilities Mechanic
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Sherry Pettry . . . . . Accounts Receivable
Elizabeth Pickens . . . . . Library Technician
Alyssa Pineda . . . . . Admissions and Records Specialist
Amberetta Pippens . . . . . Admissions Operations Supervisor
Deborah Pollard . . . . . Accounting Asst/Accounts Payable
Sandra Pugh . . . . . Executive Secretary I
Larose Purvis . . . . . Building Aid
Carrliss Quekemeyer . . . . . Cashier
Beth Ray . . . . . Office Manager
Brett Reach . . . . . Financial Aid Information Analyst
Reginald Reynolds . . . . . Building Aid
Marty Richey . . . . . Institutional Assets/Logistics Manager
Bernard Sanders . . . . . Group Leader-Floor Refinisher
Virginia Silor . . . . . Course Inventory Coordinator
Jimmie Sipe . . . . . Transfer Credit Processor
Heather Smith . . . . . Office Manager
Twanna Smith . . . . . Building Aid
Don Solomon . . . . . Police Officer
Jane Starnes . . . . . Administrative Assistant
Kelvin Steele . . . . . Courier, Shipping and Receiving Assistant
Lisa Stewart . . . . . Office Manager
Ginger Stockley . . . . . Office Manager
Edreama Sutton . . . . . Personnel Specialist
Chris Swann . . . . . General Maintenance Technician
Rebecca Tela . . . . . Groundskeeper
Donna Thomas . . . . . Office Manager
Stacye Thompson . . . . . Advisor/Coordinator International Students
Clifford Toney . . . . . Police Officer
Jeanie Turner . . . . . Office Manager
Laura Urbahns . . . . . Office Manager
Burt Veal . . . . . Printshop Assistant
Preston Wallace . . . . . Science Lab Coordinator, Shelby-Hoover Campus
Louis Walton . . . . . Floor Refinisher
Jonathan Wangle . . . . . Admissions Records Specialist

Destin Washington . . . . . Building Aid Shelby-Hoover Campus
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Colton Wilson . . . . . Inventory Shipping/Receiving
Dave Wilson . . . . . General Maintenance Technician
Peri-Anne Wilson . . . . . Office Manager
Michael Wynn . . . . . Groundskeeper

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George Adams . . . . . Business
Helen C. Adams, R.N. . . . . Nursing
Frances C. Alexander, R.N. . . . . Nursing
Richard Alford . . . . . Biology
William B. Atkins . . . . . Biology
Sharon B. Barnes . . . . . Radiologic Technology
Diann O. Barrett . . . . . Nursing
Jade Beavers . . . . . Home Furnishings Merchandising
Barbarann Beckett-Gaines . . . . . Computer Science
Susan Blair . . . . . Reading
Anita Bogan . . . . . Nursing
Alexander Boswell . . . . . Psychology
Olivia Jean Box . . . . . Allied Health
James A. Briley . . . . . Psychology
Gwendolyn Brown . . . . . Adult Education
William Buchanan . . . . . Director, Learning Resources
Robert Burnham . . . . . English
Lucius G. Bullard . . . . . Engineering Technology
Gladys Burns . . . . . Political Science
Beth Buzby . . . . . Computer Science
Anne G. Carey . . . . . Political Science
Everette Clark . . . . . English
Ben Clements . . . . . Science/Administration
Donald Coleman . . . . . Physical Education
Sheryl Colle . . . . . Nursing
Frauke Collinson . . . . . Art
Alan P. Cook. . . Business/Information Systems/Department Chairperson
Donna Cook. . . Business/Information Systems/Department Chairperson
H. Tony Couey . . . . . Physical Education
Ed Crowder . . . . . Biology
Judy K. Dawson . . . . . Information Services Librarian
Carol Davenport . . . . . Communications
Paul Doran . . . . . Business/Division Chairperson
Frances Hurst Dean . . . . . Librarian
Charles Dickinson . . . . . Academic Counselor
Robert L. Drennen . . . . . Mathematics/Administration
Suzanne Dupree . . . . . Nursing
James S. Dupuy . . . . . Mathematics
Raymond Edwards . . . . . Radio and TV Broadcasting
David Elder . . . . . Theater/Speech
Marion K. Etheredge . . . . . Mathematics
Jannis Farmer . . . . . Computer Science
Patricia Fitzsimmons . . . . . Music
Miriam Ford . . . . . Librarian, Learning Resources
Gail Fox . . . . . Physical Education
Ann F. Fulmer . . . . . Physical Education
Ronald Funderburg . . . . . Science and Engineering
Margaret F. Gadd . . . . . Chemistry
James Garrett . . . . . Liberal Arts/Division Chairperson
Chester F. Gates . . . . . Business
Janis L. Gates . . . . . Nursing/Division Chairperson
Dwight Giles . . . . . Business/Program Coordinator
Bonnie Glass, R.N. . . . . Director of Nursing
Paula Gray . . . . . Job Placement Officer/Career Advisor
Donald Green . . . . . Physical Education
Dudley Guthrie . . . . . Biology
Maxie Hall . . . . . History
Robert Hall . . . . . Mathematics
Hal Harris, Jr.. . Business/Information Systems/Department Chairperson
J. Tyra Harris . . . . . Psychology
Jane Hawkins . . . . . English
Larry Hawkins . . . . . English
David Hearn . . . . . Business/Division Chairperson
David Henderson . . . . . Ornamental Horticulture
Tom Henderson . . . Athletic Director HPR/Assistant Division Chairperson
Teresa Hitt . . . . . Computer Science
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William R. Lankford . . . . . Athletics
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Melissa McLemore . . . . . Adult Education
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
Joe Morris . . . . . Mathematics
Norville Nelson . . . . . Mass Communications
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Georgia O'Neal . . . . . Nursing
James Peck . . . . . English
Carl Pharis. . . . . HPR/Athletic Director
Billie Phillips . . . . . English
Agnes Pollock . . . . . English
Nelda Pugh. . . . . Business
Jean Porterfield . . . . . Nursing
Janice Pyle. . . . . Nursing
Clarence Ray. . . . . Biology/Administration
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Richard Remmert . . . . . Traffic/Transportation
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Joan Stinson . . . . . Medical Laboratory Technology
Julia Stork . . . . . Psychology
Gail Thomason . . . . . Clinical Laboratory Technology
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Eula H. Thompson . . . . . Jefferson Communications Chairperson
John Tow . . . . . Technologies
James Townson. . . . . Funeral Service Education
Linda Trucks . . . . . Music/Division Chairperson
Jeanne Weaver . . . . . History
Mary Whatley . . . . . Sociology
Clyde T. White . . . . . Economics
Barbara Wilbourn . . . . . Mathematics
Thomas F. Wilkes . . . . . Physical Science
Betty Williams . . . . . English
Wanda Williams . . . . . Communications/Division Chairperson
Horace Wood . . . . . Music

2018 - 2019 Jefferson State Community College

Student Handbook

Services
ADA Accommodations 260
Advising 261
Advising Materials 262
Tutorial Services 262
Financial Aid 262
Insurance 262
Identification Cards 262
Personal Counseling Referrals 263
Pioneer Bookstores 263
Testing and Assessment 263

Student Activities
Student Activities Calendar 265
Recognition of Student Organizations 265

Student Right-to-Know and Campus Security Act Disclosure
Student Right-to-Know Disclosure 269
Campus Crime Statistics 269

Policies
Student Policies 271
Academic Honesty Code 272
Exclusion from Class 274
Code of Student Conduct 275
College Policies Complaints/Appeals Procedures 280
Freedom of Expression 280
College Copyright Policy 281

Policies and Procedures for Information Technology Resources and Systems
Information Technology Resources Allocation 282
Responsible Computing and Acceptable Use Policy 282
Internet Use Policy 284
Email Policies and Guidelines 285

Policies and Procedures for Telecommunications Facilities
Videoconferencing Facilities 286
Origination-Site Policies 286
Receive-Site Policies 286
Cancellation Policy 286
Recording Policy 286
Non-Student/Non-Employee Policies
Use of College Resources 287
Complaint Procedures for Non-Students and Non-Employees 287
Campus Security Policies 287
Campus Police 288

Campus Policies
Drug and Alcohol Free Campus 291
Smoke-Free Campus 291

Jefferson State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990.

Services

ADA Accommodations

The Jefferson State Community College ADA Accommodations Office [ADA Office] ensures equal access to the college experience for self-identified students with disabilities and is responsible for disseminating information concerning ADA compliance and accessibility matters to students, prospective students, faculty, staff, and community members. The ADA Office utilizes a secure web platform to ensure consistency and equal access in the distribution of this information. The ADA Office website provides forms and documents related to the accommodations process including interactive forms for online submittal and methods of contacting the ADA Office. Additionally, the website includes the ADA Accommodations Office handbooks for both faculty and students as well as documentation guidelines in both digital and printable formats. The ADA Office web platform is available from any internet connection and is available to all students and faculty regardless of location or course delivery. The ADA Accommodations Office staff will interview all students requesting accommodations, review all documentation submitted and will decide on the validity of the request for accommodations. Contact Anne Sherman, ADA Accommodations Office Director, at 205-856-6077 or email arsherman@jeffersonstate.edu.

Establishing Services in Three Easy Steps

Enrollment Services handles all applications for admission. Admission standards must be met by all students, regardless of disability.

All disability documentation must be submitted to the ADA Office. When to self-identify as a student with a disability is a decision for the student. However, prospective students are encouraged to contact the ADA Office for information regarding services and facilities. If accommodations are needed for placement testing, disability documentation must be on file in the ADA Office.

- **Step #1**: Arrange an appointment with the ADA Director. It is advisable to make an initial appointment well before the semester begins by calling or e-mailing the ADA Office. Appointments can be made for the Jefferson, Shelby-Hoover, St. Clair - Pell City and Chilton - Clanton Campuses.

- **Step #2**: Provide documentation to verify eligibility for services. Typically, a licensed psychologist, physician, or other appropriate professional provides the evaluation, diagnosis and recommended accommodations in a detailed report. The ADA Office is responsi ble for determining the acceptability of documentation and reserves the right to require additional information to determine the nature and impact of an individual's disability. Also, the ADA Office maintains the right to reject documentation that does not verify a student's disability or delineates reasonable accommodations.
- **Step #3**: The ADA Office recommends reasonable accommoda tions by preparing a letter addressed to the instructor of each class for which accommodations were requested. It is then the responsibility of the student to:
  1. Obtain accommodation letters from the ADA Office at the beginning of each semester.
  2. Deliver accommodation letters to each instructor discussing arrangements.
  3. Contact each instructor several days before accommodations such as extended test time and reduced distraction testing are needed. Complete the Test Proctoring Form only if instructor is unable to proctor your test.
  4. Report any concerns about accommodations to the ADA Office as soon as possible.

The ADA Office maintains all documents relating to a student's disability. They are regarded with the strictest confidentiality. No personal document will be released without written permission of the student.

This information is also available on the College's ADA Accommodations Office website.

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.jeffersonstate.edu.

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 re turning 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 (GSB 100) at the Shelby-Hoover Campus. Advisors are available to meet with students at the St. Clair-Pell City Campus (room 125) and the Chilton-Clanton Campus (room 113). 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
- DegreeWorks audit
- 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@jeffersonstate.edu.

Financial Aid

Jefferson State Community College participates in many 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 be considered for federal or state student aid, students must complete the following steps:

- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov to apply for loans, grants, and work-study. The completion of this form does not guarantee you will receive aid.
- Be sure to list Jefferson State Community College (Federal School Code 001022) in step 6 on the FAFSA as a college to receive your information.
- Apply for admission to Jefferson State. In order to be considered for federal student aid, students must be unconditionally admitted into an eligible degree-seeking program. Financial Aid funds can only pay for courses that are required for the student's major.
- For financial aid purposes all official transcripts (college, high school, or GED) must be on file in admissions by the posted deadline.
- JSCC will receive the FAFSA application electronically from the Federal Government 3 to 5 days from when the student submitted the application.
- Once the FAFSA has been received and the student has completed an Admissions application, the student will be mailed instructions on how to view the financial aid terms and conditions and the financial aid requirements on their myJSCC account.
- The student will be awarded after all required documents have been submitted, reviewed and it is determined the student is eligible to receive financial aid. An award notification email will be sent to the student's myJSCC email account. Make sure to read the information and follow the instructions in the email.

If you have any questions, please email finaid@jeffersonstate.edu or contact the Financial Aid Office at (205) 856-8511. Be sure to check your myJSCC email and student requirements regularly for Financial Aid updates and notifications.

Insurance

Brochures and other information related to accident and health insurance plans are available at the Jefferson Campus in George Wallace Hall (GWH 202), at the Shelby-Hoover Campus at the reception desk (GSB 100) and at the St. Clair-Pell City Campus (room 125) and the Chilton-Clanton Campus (room 113). 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.). Jefferson State Police Department will coordinate the production and distribution of the photo identification card. Students will need to provide a schedule bill and proof of identification at the time the

identification is issued. Proof of identification includes: State Issued Driver's License, State Issued Non-Drivers Identification, US Military identification, social security card, birth certificate, or any other government issued photo identification. Decals will be added to the identification cards each semester after the registration process is completed. Distribution of the decals will be coordinated by the Campus Police Department. Students that lose or misplace their student identification can purchase a replacement for $5.

When college officials request display of I.D. students must present them. Failure to present the I.D. may result in disciplinary action or arrest for trespassing. Student I.D.'s 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 I.D:

- Checking out books from the library,
- Admission to school sponsored social or cultural events,
- Identification verification on the first day of class,
- Identification verification during testing

Personal Counseling Referrals

Jefferson State recognizes that students of the college may encounter personal problems such as depression, substance abuse, divorce, and other non-academic problems that are best discussed with professionally trained counselors and social workers. While Jefferson State does not maintain a staff of such counselors and does not offer therapeutic counseling in such areas, the college does provide a counseling referral service. Students seeking referrals to address non-academic personal problems may contact personnel in the Office of 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, and the locations at the St. Clair-Pell City and Chilton-Clanton Campuses offer 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.

Students are able to purchase and rent textbooks online by visiting the official Pioneer Bookstore website at www.jeffersonstateccshop.com.

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 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 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 five years of high school graduation;
- Students scoring 18 or above on the English and math sections of the ACT who enroll at Jefferson State within five 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 MTH 098, MTH 116, ENR 094, or ENR 098.
- Audit students, transient students and dually enrolled high school students in English or math;
- Students providing documentation of assessment 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 five years of high school graduation.

- ENR 094 or ENR 098
  ACT English score of 17 or below
  SAT verbal score of 380 or below
- ENG 093
  ACT English score of 15 - 17
  SAT verbal score of 390 - 470
- ENG 101
  ACT English score of 18 or higher
  SAT verbal score of 480 or higher
- MTH 098, MTH 098S, or MTH 116
  ACT math score of 17 or below
  SAT math score of 470 or below
- MTH 100
  ACT math score of 18- 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

Placement criteria are subject to change.
Important Information about Placement Test:

- Students will be dropped from a registered course if they are not eligible for the class.
- 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.
- Placement 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
- TEAS V Exam for Nursing Program Admission

GED Testing

Jefferson State Community College offers the GED Test to members of the community. In order to take the test, you must register at www.ged.com. You must be 18 years or older to take the test. Exceptions are made for 16 and 17-year-old individuals. For questions, please contact the testing and assessment office at (205) 856-7896. 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 placement tests. Transcripts for the test of General Education Development (GED) that were administered at Jefferson State Community College must be requested from www.gedtestingservice.com. Score report request 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 (fifteen 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 dean 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 dean 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 dean may grant or suspend recognition of any organization when, in his opinion, it is necessary. The dean 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 dean. The decision of the dean 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.

Athletics

The college is a member of the Alabama Community College Conference and National Junior College Athletic Association. Currently, the college has a men's and women's golf team. For more information about athletics, visit http://www.jeffersonstate.edu/athletics/.

Graduation and transfer-out rates for students who received athletically-related financial aid are available on the Consumer Information page and Athletic pages of the college's website. 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.

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 **Ambassadors** serve as official hosts and hostesses for college-sponsored events, lead tours of the campus, and serve as student recruiters. Acceptance into this organization is based on an application and interview process during March of each year. Each candidate that submits a completed application will be contacted for an interview and if selected, those candidates can receive a scholarship (includes tuition and fees) for up to two years. Advisors: Jacob Call and John Bailey, recruiting@jeffersonstate.edu.

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: Camilla Avery, (205) 856-7837, cavery@jeffersonstate.edu.

The **Association of Clinical Laboratory Technician Students (ACLTS)** The Association of Clinical Laboratory Technician Students (ACLTS) is open to any Jefferson State student that is interested in the CLT program, whether currently enrolled in the program or not. The purpose of ACLTS it to promote clinical competencies, teamwork, enthusiasm, and leadership skills within the profession. The club strives to achieve these goals by attending seminars, state meetings and national meetings. ACLTS will also actively seek, create, and/or participate in projects which demonstrate our commitment to the promotion of health, independence, and overall well-being of the people in the community by way of our participation in charitable events. Advisor: Wendy Sweatt, (205) 856-6043.

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 **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, llewis@jeffersonstate.edu.

The **Designers and Builders Club** is an organization for students enrolled in Construction and Building Science Technology, but 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: Mike Safavi, msafavi@jeffersonstate.edu.
The Distinguished Collegiate Young Men and Women's Club promotes community service projects, youth leadership, faith, fun, and intellectual networking. Members must have an overall GPA of 2.5 or higher and be in good standing with the College. Advisor: David McKinney, (205) 280-8220, dmckinn2@jeffersonstate.edu.

The **Entrepreneurial Action (ENACTUS) Team** 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. Advisors: Jacob Call, (205) 856-6097; John Bailey, (205) 856-6057.

Intramural Sports are open to all students. The program, which is not based on skill, offers athletic competition in flag football, basketball, table tennis, volleyball, and other sports. Advisor: Nic Kin, (205) 812-2777, nkin@jeffersonstate.edu.

The **Jefferson State Singers** is a choral group that performs at college and other functions. Membership is by competitive audition. Scholarships are available. Advisor: Teresa Archer, (205) 856-8585; Michael Thomas, (205) 856-7900.

Miss Jefferson State / Outstanding Teen are official preliminary pageants for the National Miss America / Outstanding Teen competition. The Miss America Organization is one of the nation's leading achievement programs for young women, promoting scholastic achievement, creative accomplishment, healthy living, and community involvement. Advisor: Cathy Brown, cbrown@jeffersonstate.edu.

The **Multicultural Students Association** promotes the appreciation of cultural diversity and inclusivity of the Jefferson State Community College student body by strengthening community through service, outreach, programming, leadership, and other activities which foster cultural awareness and understanding. The group is open to all Jefferson State students. Advisor: Stacye Thompson (205) 856-7920.

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: Matt Boehm, (205) 983-5200. Beta Lambda Delta (Shelby-Hoover Campus) Advisor: Liesl Harris, (205) 983-5956.

The **Queer Straight Alliance** provides a space on campus where LGBTQ+ students can be themselves. QSA members give back to our community by volunteering at local non-profits, showing support, and standing in solidarity with our peers. Membership is open to all students. Advisor: Matt Boehm, (205) 983-5200, mboehm@jefferson-state.edu.

Sigma Chi Eta was established in 1990 to recognize and honor students who excel in communication at two-year colleges. It is part of the National Communication Association. The Zeta Chapter was formed in 2014 at Jefferson State Community College to recognize students who not only display excellence in communication-related classes, but who also want to learn more about communication, improve their communication skills and serve the community. Members will have the opportunity to compete for local and national offices and awards, attend conferences and meet professionals in the field of communication. Advisors: Janice Ralya, (205) 983-5963, and Kevin Townes, 205) 983-5207.

Sigma Kappa Delta is the national English honor society for two-year colleges. The purpose of this organization is to reward and encourage outstanding student achievement in English language and literature. SKD provides opportunities for advancing the study of language and literature, developing writing skills, meeting scholars and writers, attending conferences, submitting work for publication, and winning scholarships and awards. Advisors: Katie Boyer, (205) 856-6085, and Sharon DeVaney-Lovinguth, (205) 983-5974.

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: Dr. Jzyk Ennis, (205) 856-7852.

The **Speech Team (Forensics Team)** is an intercollegiate competition team that represents Jefferson State at tournaments throughout the country. Students compete in drama and public speaking events as well as perform on campus. All Jefferson State students are encouraged to participate. Scholarships are available for qualified students. Advisor: Janice Ralya, (205) 983-5963.

The **Student Government Association** serves and represents the student body by working toward the betterment of the college, providing leadership training, taking part in community projects, and supporting 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: Brian Rockett, brockett@jeffersonstate.edu.

The **Jefferson State Student Nurse Association** 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: Audrey Norman, jssna@jeffersonstate.edu.

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 **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. Advisor and Wingspan Editor: Sharon Devaney-Lovinguth, (205) 983-5974.

Student Right-to-Know and Campus Security Act Disclosure

Fall 2014 Cohort

The Student Right-to-Know Act Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542) was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. These rates must be calculated after three years from initial entry, which is 150% of the time for a two-year degree.

Of the Jefferson State Community College's Fall 2014 population of 8,518 students enrolled there was an initial cohort of 1096 first time, degree or certificate seeking full-time students. Of this initial cohort (96 students), 9% graduated from Jefferson State Community College in the 150% - 3 year time span and 26% of this initial cohort (288 students) has transferred to another college or university.

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. Domestic violence includes any violent offense where the victim is a current or former spouse, parent or former household member, or a person who has had a dating or engagement relationship with the defendant.

Crime Statistics for Reporting Periods:

01/01/15 12/31/15	01/01/16 12/31/16	01/01/17 12/31/17	
			Murder
0	0	0	Incidents classified as murder
0	0	0	**Manslaughter**
			Domestic Violence
0	0	2	Physical violence by hand
0	0	0	Physical violence with weapons
			Stalking
0	0	1	Simple Stalking
0	0	0	Aggravated Stalking
			Aggravated Assault
0	0	0	Attempted aggravated assault
0	0	0	Other aggravated assault
			Sex Offenses
0	1	0	Forcible offenses
0	0	0	Nonforcible offenses
			Robbery
0	0	0	Robberies involving use of weapon
0	0	0	Robberies involving force but no threat or use of weapon
			Burglary
0	0	0	Burglaries of occupied dwelling place
0	0	0	Burglaries of unoccupied dwelling place
0	0	0	Other burglaries
0	0	0	Arrest for burglaries occurring off-campus
			Motor Vehicle Theft
1	0	0	Automobile theft
0	0	0	Other motor vehicle thefts
			Arson
0	0	0	

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:

01/01/15 12/31/15	01/01/16 12/31/16	01/01/17 12/31/17	
			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
2	0	1	Arrests for public intoxication

			Drug Abuse Violations
1	2	1	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	2	0	Arrests for possession, sale, or distribution of drug paraphernalia
			Weapons Violations
1	0	0	Arrests for illegal possession or control of a firearm
0	0	0	Arrests for illegal possession of explosives
0	0	0	Arrests for possession or control of weapons other than firearms explosives

Offenses That Did Not Result in an Arrest But Were Referred for Campus Disciplinary Action:

01/01/15	01/01/16	01/01/17	
12/31/15	12/31/16	12/31/17	
0	1	0	Liquor Law Violations
0	0	0	Drug Law Violations
0	0	0	Illegal Weapons Possession

Information on registered sex offenders in Alabama may be obtained at: www.dps.alabama.gov.

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. Associate Dean of Enrollment Services
   B. Dean of Enrollment Services
   C. President
3. Administrative Issues
   A. Administrative Supervisor
   B. Dean
   C. President
4. Compliance Issues
   A. Compliance Officer
   B. President
   C. Chancellor, The Alabama Community College System (Title IX complaints only)

For the most direct action, a student should submit a complaint in writing within thirty working days of the action resulting in the complaint. If a student is not satisfied with the initial decision rendered, a written request for review at the next level must be submitted within five days of the date the initial decision is rendered. Request for review of a decision rendered at subsequent levels must be submitted in writing within ten days of the date the decision is rendered.

Summons to Academic or Administrative Office

Any student who is requested to report for a conference by an instructor must report as directed or submit a satisfactory explanation as to why he cannot keep the appointment. Any student who refuses or fails to keep an appointment without a justifiable excuse may be referred to the appropriate instructional officer for being insubordinate and failing to cooperate with a reasonable request.

Any student requested to come to an administrative office must report as directed. If the student cannot follow the instruction given, he/she will be responsible for contacting the officer who made the request to arrange an alternate and mutually acceptable time for a conference. If any student ignores or refuses an administrative request, he may subject himself to charges of insubordination and/or failure to cooperate with a reasonable directive. These charges could lead to the student being referred to the College Conduct Committee which could impose disciplinary action of probation or suspension.

Academic Honesty Code

All students enrolled at Jefferson State Community College are expected to conform to the college's Academic Honesty Code. This code requires that all students act with integrity in the performance of their academic work. Any student who fails to act with integrity in the performance of his academic work may be charged with a violation of the Academic Honesty Code. Violations of the Academic Honesty Code include, but are not limited to, the following:

1. Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator;
2. Using unauthorized materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
3. Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
4. Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
5. Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
6. Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
7. Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
8. Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
9. Inventing data or information in the preparation of assignments except when such invention is expressly authorized; and
10. Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.
11. Students registering for Internet courses, hybrid/blended courses or courses that use instructional technology do so with the understanding and agreement to keep passwords and access codes confidential, to produce their own work, to complete course activities themselves, and to take course exams, tests or quizzes without the assistance of others. Failure to comply violates the academic honesty code.

Penalties Which May Be Imposed for a Violation of the Academic Honesty Code

1. A student may be required to retake an examination or resubmit an assignment.
2. 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.
3. A student may be assigned an "F" in the course.
4. 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 complaints/appeals process.
5. 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, 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 complaints/appeals process.
6. 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 complaints/appeals process or permanently.
7. 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, 2, and 3 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 complaints/appeals process.

A record of all violations of the Academic Honesty Code shall be maintained in the office of the dean of instruction or at such location as the dean of instruction designates. Those parties with authority to recommend or impose penalties shall, before recommending or imposing a penalty for the current violation, determine whether or not the student has previously been judged guilty of violating the Academic Honesty Code.

Charges of violations of the Academic Honesty Code may be initiated up to mid-term of the semester after the violation has occurred.

Disciplinary Procedures for a Violation of the Academic Honesty Code

Upon making the judgment that a student has violated the Academic Honesty Code, an instructor shall take one of the following actions:

1. If an instructor believes that a student has violated the Academic Honesty Code during an exam or an in-class assignment, he shall confront the student, take the student's paper and gather any available evidence of academic dishonesty. The instructor shall then inform the student that he must schedule a conference with the instructor to take place within three working days.
2. If an instructor believes that a student is guilty of violating the Academic Honesty Code on an out-of-class assignment, the instructor shall attempt to confront the student and inform the student that the instructor believes that the student may be guilty of academic dishonesty. The instructor shall further inform the student that he must schedule a conference with the instructor to take place within three working days to discuss the matter.
3. If, during the process of grading papers, an instructor finds some indication that a student has violated the Academic Honesty Code, the instructor shall attempt to inform the student that he (the instructor) believes that the student may be guilty of violation of the code and shall attempt to inform the student that he (the student) must schedule a conference with the instructor within three working days of the notification.

After an instructor has taken one of the aforementioned actions, he shall determine by inquiring in the Office of the Dean of Instruction whether the student has previously been found guilty of violating the Academic Honesty Code. (The information shall be relevant only for purposes of determining the penalty which shall be imposed if the student is found to have violated the code.)

During the scheduled conference with the student, the instructor shall complete the form for reporting a violation of the Academic Honesty Code, stating his charge, identifying the specific violation, and specifying his recommendation of the penalty to be imposed.

During the conference, the instructor shall inform the student of the penalty he intends to impose or recommend and shall have the student sign the form for reporting the violation. The instructor shall also inform the student of his right to appeal as set forth in the section of this document outlining the complaints/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.

Complaints/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 complaints/appeals process, but either the student or the instructor may demand that the case be carried to the next step in the complaints/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. How ever, 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 complaints/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 never theless be subject to answering the charges and subject to such penalties as may be imposed at the various levels of the complaints/appeals process.

Exclusion from Class

Classes must be informed in writing by the instructor about the specific requirements of that instructor regarding individual classroom policies. When a student is in violation of a classroom or college policy that results in disruption or interference with the regular operation of a class, an instructor may exclude the student from class. At the discretion of the instructor, the student may be allowed to return to class the following class meeting. Should the instructor determine that the exclusion should be permanent, he or she will inform the student in writing by the next class meeting. The notice will also inform the student of his or her right to appeal the decision by requesting a conference with the appropriate dean or associate dean within three business days of receipt of the notice of permanent exclusion. If the student fails to request such conference, then he or she will have waived the right to further appeal and the exclusion will become final. Final exclusion from class will result in the grade of "RW" being assigned for that class. If a grade of "RW" is assigned, then the student will not receive a refund of tuition and fees.

If a conference is requested, then it must be held within three business days after the receipt of the student's request. The appropriate dean or associate dean shall inform the student in writing of his or her decision regarding the permanent exclusion within three business days after the conference. If the student is reinstated in the class, then classes missed during the period of exclusion will not count as absences. If the dean or associate dean upholds the permanent exclusion, then the student may appeal in writing to the dean of instruction within three business days of the decision of the dean or associate dean. Failure to appeal within the prescribed time limit shall constitute a waiver of the right to appeal and the decision shall become final. The dean of instruction shall inform the student in writing of his or her decision regarding the permanent exclusion within three business days of receipt of the appeal. 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 business days of the decision of 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 dean 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 Student Conduct and to impose sanctions upon students found to have violated the Code of Student Conduct.
10. The term "dean" 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 dean 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 and the College Catalog and Student Handbook.

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 dean 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 tele phones, 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.

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 student 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 dean of Enrollment Services or designee requests a hearing of the charges before the College Conduct Committee, the dean of Enrollment Services or de signee 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. 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 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 chair person 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 Committee shall not be bound by state or federal rules of evidence but may allow or exclude evidence, including testimony of witnesses, at the discretion of the chairperson.

L. All procedural questions are subject to the final decision of the chairperson of the College Conduct Committee.

M. After the hearing, the College Conduct Committee shall determine by majority vote of the members present, excluding the chairperson, whether the student has violated each section of the Code of Student Conduct that the student is charged with violating. The chairperson will vote only to break a tie.

N. The College Conduct Committee's determination shall be made on the basis of whether it is more likely than not the accused student violated the Code of Student Conduct.

O. There shall be a single verbatim record, such as a tape recording, of all hearings before a College Conduct Committee. The record shall be the property of the College.

P. Except in the case of a student charged with failing to obey the summons of a College Conduct Committee or College official, no student may be found to have violated the Code of Student Conduct solely because the student failed to appear. In all cases, the evidence in support of the charges shall be presented and considered. Other evidence may also be presented and considered at the discretion of the chairperson.

Q. In the event an accused student fails to attend a formal hearing after notification of the designated date, hour and location, he waives the right to appear before the College Conduct Committee. In the absence of the accused student, the Committee's determination shall be based on the evidence and testimony presented. If the accused student is unable to attend the hearing for good cause, he shall make a written request stating the reason for delay at least three college working days prior to the designated date. This request shall be directed to the 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 dean. The dean 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 dean. The dean shall determine if the student is readmitted. Conditions for readmission may be specified.

B. Disciplinary sanctions shall be part of the student's educational records. The College Conduct Committee shall determine if a notation of an imposed sanction shall be placed on the student's academic transcript.

C. The following sanctions may be imposed upon groups or organizations:
   i. Those sanctions listed above in Section 6 A, i through v.
   ii. Deactivation - Loss of all privileges, including College recognition, for a specified period of time.

D. The 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 a timely manner 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 dean 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 dean may determine to be appropriate.

8. Complaints/Appeals

A. A decision reached by the College Conduct Committee may be appealed by the accused student to the dean within five college working days of receipt of the notification. Such complaints/appeals shall be in writing and shall be directed to the dean.

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 dean 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 dean may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the dean may, upon review of the case, reduce, but not increase, the sanction(s) imposed by the College Conduct Committee.

E. The dean shall issue an opinion generally within a timely manner of receipt of the appeal. The time limit for issuing an opinion may be adjusted at the discretion of the dean.

F. An accused student may appeal an opinion of the dean to the president within five college working days of receipt of the opinion. Such complaints/appeals shall be in writing. The president will determine whether the opinion of the dean is supported by the evidence and may affirm the opinion, reverse the opinion, or remand the case to the dean for reconsideration.

Article V: Interpretation and Revision

1. Any question of interpretation regarding the Code of Student Conduct shall be referred to the dean or designee for final determination.
2. The Code of Student Conduct shall be reviewed every three years under the direction of the dean of Enrollment Services or designee.

College Policies Complaints/Appeals Procedures

Students who feel that a college policy has been applied unfairly to their situation have the right to appeal. Student complaints/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 a timely manner 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-Hoover Campus.
4. The College Policies Complaints/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 president. Representatives from Enrollment Services and the Business Office are present at meetings, as needed, to serve in an advisory capacity for complaints/appeals relative to their respective areas.
5. The College Policies Complaints/Appeals Committee shall meet following receipt of an appeal. After rendering a decision, the Committee shall notify the student of the decision as soon as possible.
6. In the event a student disagrees with the Committee's decision, the student may request a review by the dean. To initiate a review, the student must contact the committee chairperson in writing within five working days of notification of the decision.
7. The dean 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 Complaints/Appeals Committee shall be notified of the dean'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.

Policy for Cell Phones/Electronic Devices

Classroom and laboratory use of cellular phones, pagers, and other electronic communication devices is prohibited. If these devices are brought into classrooms or labs, they must be turned off or to silent mode. Violation of this policy may result in academic penalty, as stated in course policies, or in charges of violation of the Code of Student Conduct.

College Copyright Policy

Ownership of Student Intellectual Property

This policy details ownership of student works, produced as a portion of their scholarly activities while a student at Jefferson State Community

College, including all work submitted as portion of a class, to fulfill a course requirement or as fulfillment of any requirement within a degree program at the college.

All work created independently by a student will be considered the sole property of the student, and the student will maintain copyright over the material and control over the material, except as detailed below. All work created by a group of two or more students will be considered the sole property of the students, and the students will maintain copyright over the material and control over the material except as detailed below. Jefferson State acknowledges student copyrights over any material eligible for copyright under applicable law, but retains the right to property ownership over electronic or physical copies of work submitted to the college, its faculty or staff. Additionally, Jefferson State retains the right to maintain copies of all student work as a portion of its collections, to circulate the work to further the mission of the college and to submit electronic or paper copies in compliance with applicable law or policy, including protecting the college from allegations of copyright infringement and to guard against acts of plagiarism.

The intellectual property rights of student work submitted for publication in creative journals of the college will be governed by the policy and procedure associated with those journals.

The campus policies include the Americans with Disabilities Act of 1990, Harassment, Complaint Resolution, Procedures for Reporting Complaints, and Family Educational Rights Privacy Act of 1974 (FERPA).

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, trade mark, 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 pass word that is secure. Under no circumstances should users allow anyone else to use their personal account and password.
3. Certain limits are in place for the purpose of ensuring the efficient operation of College computing resources. Users of the computing resources may be asked to limit or refrain from specific uses if, in the opinion of the system administrator, such use interferes with the efficient operations of the computer systems.
4. Users must not use College computing resources to gain unauthorized access to remote computers or to impair or damage the operations of the College's computers, networks and peripherals. This includes, but is not limited to, blocking communication lines and running, installing or sharing virus programs. Deliberate attempts to circumvent data protection or other security measures are not allowed.
5. Users must have the appropriate authorization to use College trademarks and logos while using College computing resources.
6. This policy may be modified as deemed appropriate by the College. Users are responsible for reading and understanding this policy and should periodically review this policy as posted in the College's Faculty and Staff Handbook.

Enforcement

The college considers violations of the general rules of acceptable use to be a serious offense. Users who violate this policy may be denied access to College computing resources and be subject to other penalties and disciplinary action, both within and outside the College. Alleged violations will be investigated, and appropriate disciplinary action will be taken. However, the College may temporarily suspend, block, or restrict access to an account or computing resource (i.e. network ports, processes) independently of such procedures, as it deems necessary to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Information Privacy and Security

1. Under the Electronic Communications Privacy Act of 1986 (Title 18 U.S.C. section 2510 et. Seq.), users are entitled to privacy regarding information contained in their accounts. This act, how ever, 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 pass words.

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.

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 avail ability 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

Email is Jefferson State's official means of communicating with students. Each JSCC student has a Jefferson State email account. Students can access their JSCC email 24 hours a day, 7 days a week from any Internet connection by clicking the "myJSCC" link on the Jefferson State home page (www.jeffersonstate.edu). Students are responsible for checking their Jefferson State email on a regular basis and for deleting outdated emails so that the email account does not fill up (over-quota) thus preventing new mail from being delivered.

Email access helps faculty and staff be more effective in performing their work-related duties and helps students 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

Policies and Procedures for Videoconferencing Facilities

Videoconferencing allows users at multiple locations to interact with people at other locations as if they were all in the same room. The College is able to host conferences between most brands of videoconferencing equipment and at a variety of video transmission rates. The Shelby-Hoover Campus, the Jefferson Campus, the St. Clair-Pell City, and the Chilton-Clanton Campus can host videoconferences for large and small audiences for educational and non-educational uses that are consistent with the College's mission. Use of Telecommunication Facilities is subject to the college's Facility Usage Policy.

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 Associate Dean of Distance Education 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.

Recording Policy:

Jefferson State is able to record proceedings in its videoconference rooms, and will do so upon request. Requests to record content should be directed to the Associate Dean of Distance Education.

Room Scheduling and Rate Information Contact Person:

Associate Dean of Distance Education
Jefferson State Community College
2601 Carson Road
Birmingham, AL 35215
Voice: (205) 856-7824
FAX: (205) 856-6055

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 dean within (5) working days of receipt of the supervisor's/appropriate administrator's proposed resolution.
4. The dean will review the written complaint and proposed resolution and conduct any further investigation, as he or she deems necessary.
5. The dean will render a decision within ten (10) working days of receipt of the written complaint. The dean may uphold the decision of the supervisor/appropriate administrator or offer his or her proposed resolution.
6. The decision of the dean 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.
13. Vehicles must be parked only in designated parking 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
Other traffic violations	$20
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 at the college cashier's window at any of our locations 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 Chief, 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 Chief 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 Chief 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 ap propriate 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. The use of e-cigarettes and smokeless tobacco is prohibited inside all campus buildings. 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. A citation and fine will be issued for each violation. Fines for each violation will be $8.00 and a hold will be placed on the students' account until the fine is paid. Violations may also be referred for a Code of Conduct action.

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.

2018 - 2019 Jefferson State Community College

General Index

FIND YOUR
PLACE
AT JEFFERSON STATE

A

Academic Bankruptcy Policy 60
Academic Forfeit 31
Academic Honesty Code 272
Academic Honors 60
Academic Inventory 72
Academic Probation 59
Accelerated High School Program 27
Accreditations 1
ACT WorkKeys Service Center 51
ADA Accommodations 260
ADA Office 48
Admissions Policies 22
- Accelerated High School Program 27
- Allied Health Programs 29
- Audit Students 29
- Dual Enrollment Program 27
- First-Time College Students 24,31
- International Students - (F-1 Visa Holders) 26
- Transfer Students 24, 31
- Transient Students 27, 31, 39

Adult Education 51
Advising 261
AIDS Policy 15
Americans with Disabilities Act of 1990 9
Application Procedures 31

B

Blackboard Courses 49

C

Calendar 2
Campus Crime Statistics 269
Campus Security Policies 287
Career Readiness Certificate 68
Center for Workforce Education 51
Class Attendance Policy 57
Classification of Students 56
Code of Student Conduct 275
College Copyright Policy 281
College Policies Appeals Procedures 280
Complaint Resolution 11
Computer Crime Act 14
Community Courses
- Continuing Education Units (C.E.U.) 53
- Manufacturing Technology Center 53

Core Classes
- Career Programs 118
- AGSC University Parallel Programs 82

Course Descriptions 180
- Accounting (ACT) 182
- Advanced Manufacturing (ADM) 183
- Aerospace Studies (AFS) 183
- Anthropology (ANT) 183
- Architectural Technology (AET) 184
- Art (ART) 185
- Astronomy (AST) 186
- Automated Manufacturing Technology (ATM) 187
- Automotive Manufacturing Technology (AUT) 187
- Banking and Finance (BFN) 190
- Biology (BIO) 191
- Biomedical Equipment Technology (BET) 192
- Business (BUS) 193
- Chemistry (CHM) 194
- Child Development (CHD) 194
- Civil Design Technology (CDT) 196
- Computer Information Systems (CIS) 196
- Construction Management Technology (CMT) 200
- Criminal Justice (CRJ) 201
- Culinary Arts (CUA) 202
- Economics (ECO) 204
- Electromechanical Technology (ELM) 204
- Emergency Medical Technology/Technician (EMS) 205
- English (ENG) 207
- English/Reading (ENR) 209
- ESL Alabama Language Institute (ESL) 209
- Fire Science (FSC) 209
- Funeral Service Education (FSE) 212
- Geography (GEO) 214
- Health Education (HED) 214
- History (HIS) 215
- Hospitality Services Management (HSM) 215
- Hotel-Motel Management (HMM) 215
- Humanities (HUM) 216
- Industrial Engineering Technology (IET) 216
- Interdisciplinary Honors (IDH) 217
- Ironworker (IWR) 217
- Management and Supervision Technology (MST) 217
- Mass Communications (MCM) 217
- Mathematics (MTH) 218
- Mechanical Engineering Technology (MET) 220
- Medical Laboratory Technology (MLT) 221
- Military Science (MSC) 223
- Music (MUS) 223
- Music Ensemble (MUL) 224
- Nursing (NUR) 224
- Office Administration (OAD) 224
- Orientation (ORI) 226
- Philosophy (PHL) 226
- Physical Education (PED) 227
- Physical Science (PHS) 227
- Physical Therapist Assistant (PTA) 227

Physics (PHY) 229
Political Science (POL) 229
Psychology (PSY) 230
Radiologic Technology (RAD) 230
Religion (REL) 232
Sociology (SOC) 232
Spanish (SPA) 232
Speech (SPH) 232
Theater Arts (THR) 233
Veterinary Technology (VET) 233
Workplace Skills Enhancement (WKO) 235
Welding (WDT) 235
Course Load 56
Credit Hour Definitions 181

D

Degree and Certificate Requirements 64
Drug and Alcohol Free Campus 18, 291
Dual Enrollment 27

E

Exclusion from Class 274

F

Family Educational Rights and Privacy Act of 1974 17
Final Examinations 61
Financial Aid/Assistance 39
Federal Work Study Program 43
Grants 41
Jobs 43
Loans 42
Scholarships 43
Senior Adult Scholarships 43
Veterans Benefits 43
Forgiveness Policy 60
Freedom of Expression 280

G

GED Testing 52
Grades 57
Probation 59
SAP Standards Progress 58
Suspension 59
Graduation Ceremony 69
Graduation Honors 69

H

Harassment Policy 9
History of the College 6
Housing 262

I

Identification Cards 262
Insurance 262
International Students 26
Internet Use Policy 284

J

Jefferson State Foundation 8
Jefferson State Students Taking Courses at Other Institutions 61

L

Learning Success Center 50
Learning Resource Centers 48

M

Mission Statements for Instructional Divisions 72

N

New Options 48
Non-Student/Non-Employee Policies 287

O

One Stop Career Center 50

P

Personal Counseling Referrals 263
Pioneer Bookstores 263
Policies and Procedures for Information
Technology Resources and Systems 16, 282
Email Policies and Guidelines 285
Information Technology Resources Allocation 282
Internet Use Policy 284
Policies and Procedures for Videoconferencing Facilities 286
Responsible Computing and Acceptable
Use Policy 282
Program Admission Requirements 76
Programs of Study 76
EMT Basic 135
AEMT 135

Associate in Applied Science Career and Professional Programs 78, 118
- Accounting 120
  - Accounting
  - Computerized Accounting
- Business Management 122
  - Banking and Finance
  - Business Management
- Child Development 124
  - Child Development Administrator
  - Child Development Afterschool
  - Child Development Educarer
- Computer Information Systems Technology 128
  - Computer Programming
  - Microcomputer Applications
  - Networking
  - Web Technologies
- Construction and Building Science Technology 131
  - Architectural/Civil Design Technology
  - Construction Management Technology
- Emergency Medical Technician Paramedic 134
- Fire Science 137
- Funeral Service Education 137
- Hospitality Management 141
  - Baking/Pastry
  - Culinary Apprentice
  - Foodservice/Culinary Management
  - Hotel-Motel Management
- Law Enforcement 145
- Manufacturing and Technology 146
  - Automotive/Automated Manufacturing
  - Biomedical Equipment Technology
  - Computer Aided Drafting/Design
  - Electronics
  - Industrial Technology
  - Manufacturing Systems Technology
- Medical Laboratory Technology 152
- Nursing Education 156
  - Night/Weekend RN Track
  - Registered Nursing
- Office Administration Technology 164
  - Accounting Support Specialist
  - Administrative Office Applications Specialist
  - Legal Support Specialist
  - Medical Support Specialist
- Physical Therapist Assistant 166
- Radiologic Technology 171
- Veterinary Technology 174

Certificate Programs 79, 118
- Accounting 120
- Business Management 122
  - Banking and Finance
  - Business Management
- Child Development 124
  - Child Development Administrator
  - Child Development Afterschool
  - Child Development Educarer
  - Child Development Basic Certificate
- Computer Information Systems Technology 128
  - Computer Programming
  - Microcomputer Applications
  - Networking
  - Web Technologies
  - Swift App Development Certificate
- Construction and Building Science Technology 132
  - Architectural/Civil Design Technology
  - Construction Management Technology
  - Ironworker Certificate
- Emergency Medical Technician Paramedic 134
- Fire Science 137
- Funeral Service 137
- Hospitality Management 141
  - Baking/Pastry
  - Foodservice/Culinary Management
  - Hotel/Motel Management
- Law Enforcement 145
- Manufacturing and Technology 146
  - Automotive/Automated Manufacturing
  - Biomedical Equipment Technology
  - Computer Aided Drafting/Design
  - Electronics
  - Industrial Technology
  - Manufacturing Systems Technology
  - Welding Technology
  - Welding Technology - NCCER Level I
- Medical Laboratory Technology/Phlebotomy Certificate 155
- Office Technology 164
  - Accounting Assistant
  - Legal Office Assistant
  - Medical Office Assistant
  - Office Applications Assistant

University Parallel Programs 72, 76, 82

R

Rehabilitation Act of 1973 11
Residency Policy 22
ROTC 50

S

Schedule Adjustment or Drop-And-Add Period 56
Sexual Harassment 10
Smoke Free Campus 19, 291
Standards of Progress Policy 58
Statement of Academic Freedom 8
Statement of Equal Opportunity 8
Statement of Philosophy and Purpose 4
Student Activities 265
Student Assessment 61
Student Organizations 265
Student Policies 271
Student Right-to-Know and
Campus Security Act of 1990 269
Student Right-to-Know Disclosure 269
Student Services 50
Suspension 59

T

Testing and Assessment 263
Transcript Requests 58
Transfer Credit 25
- 2+2 Tech Prep/Associate Degree Programs 35
- Advanced Placement Test (AP) 33
- American Culinary Federation Accredited Institutions or Schools 34
- Center for Financial Training (CFT) 34
- Child Development Program 35
- College-Level Examination Program (CLEP) 32
- Emergency Medical Services (EMT Basic) 33
- Fire College Certifications 34
- Institution Advanced Placement 35
- International Baccalaureate 33
- Law Enforcement Academy 33
- Military Training 33
- Prior Learning Assessment (PLA) 32

Tuition and Fees 38
Tutorial Services 262

U

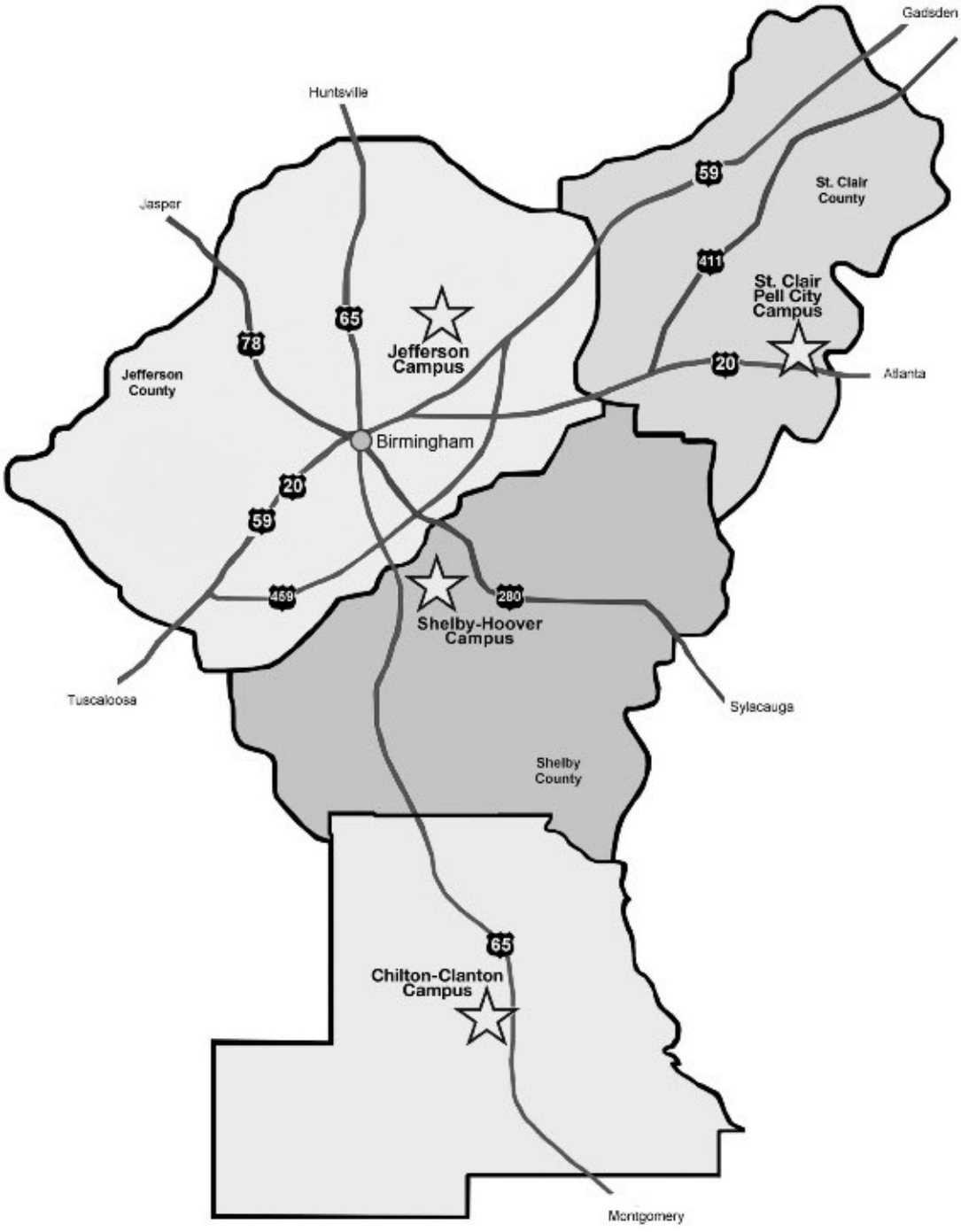
University Parallel Programs 72, 76, 82

V

Veterans Benefits 43

W

Withdrawals 56



Jefferson State Community College serves the greater Birmingham, Alabama area with four convenient locations including the Jefferson Campus, the Shelby-Hoover Campus, the St. Clair-Pell City Campus, and Chilton-Clanton Campus.

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 St. Clair-Pell City Campus Is conveniently located near Interstate 20 in St. Clair County. The Chilton-Clanton Campus is conveniently located near Interstate 65.

Jefferson Campus
2601 Carson Rd, Birmingham, AL 35215
205.853.1200

St. Clair-Pell City Campus
500 College Circle, Pell City, AL 35125
205.812.2700

Shelby-Hoover Campus
4600 Valleydale Rd, Birmingham, AL 35242
205.983.5900

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