

# Career Programs



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**PLACE**  
AT JEFFERSON STATE

## 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 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 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 through 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](mailto:crc@jeffersonstate.edu).

**Accounting****Jefferson Campus**

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**Shelby-Hoover Campus**

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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)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
SPH 107	Fundamentals of Public Speaking or .....	3
SPH 106	Fundamentals of Oral Communication	
MTH 100	Intermediate College Algebra.....	3
CIS 113	Spreadsheet Software Applications (Excel)..	3

ECO 231	Principles of Macroeconomics or .....	3
ECO 232	Principles of Microeconomics	
Lab Science Elective: (ASCI)	.....	4
	(astronomy, biology, chemistry, physical science, physics)	
Humanities and Fine Arts Elective: (AHUM)	.....	3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
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
CIS 117	Database Management Software Applications .....	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)	.....	3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
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
<b>Total Credit Hours</b>		<b>32</b>

\*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
*Electives	.....	5
<b>Total Credit Hours</b>		<b>26</b>

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

## Business Management

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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.

### Associate in Applied Science Degree Requirements

#### 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 .....	3
	higher level math course	
Lab Science Elective (ASCI):.....		4
	(astronomy, biology, chemistry, physical science, physics)	

Humanities and Fine Arts Elective: (AHUM) .....	3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
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) .....		3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>32</b>

**Business Management Option**

Course	Title	Sem Hrs
ENG 101	English Composition I .....	3
MTH Elective	(A116) MTH 100 or MTH 116 or .....	3
higher level math course		
Humanities and Fine Arts Elective: (AHUM) .....		3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>30</b>

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 Advanced Certificate**

- Banking and Finance Option (STC C229)
- Business Management Option (STC 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
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 241	Principles of Accounting I .....	3
BUS 242	Principles of Accounting II .....	3
<b>Total Credit Hours</b>		<b>26</b>

**Business Management Option**

Course	Title	Sem Hrs
ENG 101	English Composition I .....	3
MTH Elective	(A116) MTH 100 or MTH 116 or .....	3
higher level math course		
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
<b>Total Credit Hours</b>		<b>27</b>

## Child Development

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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 be accredited by the National Association for the Education of Young Children’s (NAEYC).

The Child Development Program seeks to provide students with a well-rounded, specialized, quality education to excel professionally with the skills and knowledge necessary to work effectively with young children (Birth to Age 5 - After-schoolers) 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 towards their degree.

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

Alabama Act 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 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](http://dhr.alabama.gov/documents/MinimumStandards_DayCare.pdf). See pages 38-53. Criminal history background check informa-

tion and application are located at: [http://dhr.alabama.gov/quicklinks/Criminal\\_History.aspx](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](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, 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 - full semester and compact half semester. With the exception of internship, the Educarer and Afterschool degree tracks are full 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/](http://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 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)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
ENG 102	English Composition II .....	3
MTH Elective:	(A116) MTH 100 or MTH 116 or higher level math course .....	3

SPH 107	Fundamentals of Public Speaking or .....	3
SPH 106	Fundamentals of Oral Communication	
Lab Science Elective: (ASCI).....	(astronomy, biology, chemistry, physical science, physics)	4
Humanities and Fine Arts Elective: (AHUM) .....	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	3
PSY 200	General Psychology.....	3
General Elective .....	(BIO 102, History or Literature recommended for transfer)	3
Computer Elective.....	(CIS 146 recommended for transfer)	3

In Addition, 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
<b>Total Credit Hours</b>		<b>61</b>

#### 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
<b>Total Credit Hours</b>		<b>63</b>

#### 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
<b>Total Credit Hours</b>		<b>63</b>

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) .....	3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
Computer Elective .....		3
	(CIS 146 recommended for transfer prerequisite)	
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
<b>Total Credit Hours</b>		<b>36</b>

### Child Development Afterschool Track

Course	Title	Sem Hrs
ENG 101	English Composition I .....	3
MTH Elective	(A116) MTH 100 or MTH 116 or .....	3
	higher level math course	
Humanities and Fine Arts Elective:	(AHUM) .....	3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
Computer Elective .....		3
	(CIS 146 recommended for transfer)	
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
<b>Total Credit Hours</b>		<b>36</b>

*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
<b>Total Credit Hours</b>		<b>27</b>

#### 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	
<b>Total Credit Hours</b>		<b>27</b>

**Child Development Afterschool Track**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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
<b>Total Credit Hours</b>		<b>27</b>

**Child Development Basic Certificate**

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

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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*Shelby-Hoover Campus*

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**Tommy Battles, advisor, Programming Option**

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**Linda Dobyms, advisor, Networking Option**

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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
<b>Total Credit Hours</b>		<b>63</b>

**Networking Option ..... (30 hours)**

Course	Title	Sem Hrs
CIS 271	Cisco CCNA II .....	3
CIS 272	Cisco CCNA III.....	3

CIS 273	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
<b>Total Credit Hours</b>		<b>66</b>

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
<b>Total Credit Hours</b>		<b>63</b>

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) .....		3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>30</b>

**Networking Option**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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)		
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
<b>Total Credit Hours</b>		<b>30</b>

**Web Technologies Option**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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)		
CIS 150	Introduction to Computer Logic and Programming.....	3
CIS 207	Introduction to Web Page Development.....	3
CIS 208	Intermediate Web Page Development.....	3
CIS 250	E-Commerce .....	3
CIS 263	Computer Maintenance .....	3
CIS 270	Cisco CCNA I.....	3
<b>Total Credit Hours</b>		<b>30</b>

OAD 101 Beginning Keyboarding is required for students without basic keyboarding skills.

*\*To be chosen with the consent of a computer science advisor.*

*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)
- Web Technologies Option (STC C213)

**Computer Programming Option**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra.....	3
CIS 146	Microcomputer Applications .....	3
CIS 150	Introduction to Computer Logic and Programming.....	3
CIS 263	Computer Maintenance .....	3
CIS 270	Cisco CCNA I.....	3
*Two Electives from:.....		
CIS 215	C# Programming	
CIS 251	C++ Programming	
CIS 255	Java Programming	
<b>Total Credit Hours</b>		<b>24</b>

**Networking Option**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra.....	3
CIS 146	Microcomputer Applications .....	3
CIS 150	Introduction to Computer Logic and Programming.....	3
CIS 263	Computer Maintenance .....	3
CIS 270	Cisco CCNA I.....	3
*Two Electives from:.....		
CIS 275	Workstation Administration	
CIS 276	Server Administration	
CIS 277	Network Services Administration	
<b>Total Credit Hours</b>		<b>24</b>

**Web Technologies Option**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra.....	3
CIS 146	Microcomputer Applications .....	3
CIS 150	Introduction to Computer Logic and Programming.....	3
CIS 263	Computer Maintenance .....	3
CIS 270	Cisco CCNA I.....	3
CIS 207	Introduction to Web Page Development.....	3
CIS 208	Intermediate Web Page Development.....	3
CIS 250	E-Commerce .....	3
<b>Total Credit Hours</b>		<b>27</b>

OAD 101 Beginning Keyboarding is required for students without basic keyboarding skills.

\*To be chosen with the consent of a computer science advisor.

## Construction and Building Science Technology

Jefferson Campus

### Mike Safavi, program coordinator/advisor

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### Murray Jones, instructor/advisor

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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](http://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) ..... 3  
(art, humanities, religion, theatre, music philosophy, foreign language, literature)

#### 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: (AS0C)..... 3 (anthropology, geography, history, economics, political science, sociology, psychology)		

**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.....		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
<b>Total Credit Hours</b>		<b>32</b>

**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.....		3
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
<b>Total Credit Hours</b>		<b>33</b>

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 Option (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 3 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
<b>Total Credit Hours</b>		<b>26</b>

**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	
<b>Total Credit Hours</b>		<b>26</b>

**Ironworker Option**

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
	<b>Total Credit Hours</b>	<b>16</b>

Application Packet. This packet must be turned in by the deadline to EMS program faculty in order to be admitted into the EMS program.

## Emergency Medical Services

*Shelby-Hoover Campus*

### **James Norris, director/advisor, Emergency Services**

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### **Kyle Cohen, clinical coordinator/advisor**

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*Jefferson Campus advisor*

### **Stacy Clark, instructor/advisor**

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### **Mandel Hill, instructor/advisor**

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## 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 awarded a certificate of completion and are 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 awarded a certificate of completion and are 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

### 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 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.**

## EMT

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 the Shelby-Hoover Campus.

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

**Emergency Medical Services Technician**

*Courses Required for:*  
**EMT Basic**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
EMS 118	Emergency Medical Technician .....	9
EMS 119	Emergency Medical Technician Clinical .....	1
<b>Total Credit Hours</b>		<b>10</b>

**Advanced EMT**

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 the Shelby-Hoover Campus.

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.

**Advanced Emergency Medical Technician**

*Courses Required for:*  
**AEMT**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
EMS 155	Advanced Emergency Medical Technician .....	8
EMS 156	Advanced Emergency Medical Technician Clinical .....	2
<b>Total Credit Hours</b>		<b>10</b>

**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**

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

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)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra.....	3
Humanities and Fine Arts Elective.....		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)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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 .....	4
	for the Paramedic	
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
	<b>Total Credit Hours</b>	<b>74</b>

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
	<b>Total Credit Hours</b>	<b>54</b>

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](mailto: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](mailto:vriley@jeffersonstate.edu)

**Dr. Jzyk Ennis, CFSP, instructor/advisor**

Harold Martin Building, Room G-10  
(205) 856-7852 [jennis@jeffersonstate.edu](mailto: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 .....	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 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](http://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](http://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 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.
- Can manipulate small instruments and sharps used in the embalming process.
  - Can manipulate objects without extraneous motions, tremors or jerking.
  - Can write the English language legibly using correct grammar and syntax.
7. Auditory ability is sufficient to fulfill laboratory objectives and requirements.
- Can hear and quickly respond to verbal instructions.
  - Can hear and write down verbal instructions.
8. Visual ability is sufficient to fulfill laboratory objectives and requirements.
- Can discern the full spectrum of colors and distinguish color changes.
  - Can accurately read numbers and letters in fine print.
  - Can read for long periods of time.
  - Can read cursive writing.
  - Can detect changes in the environment.
9. Tactile ability and sense of smell are sufficient to assess the status of the embalming situation.
- Can discern physical characteristics such as texture, temperature, shape, size location and others by touch.
  - 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.....	3
	Funeral Service Application or Introduction to Information Systems or Microcomputer Applications	
CIS 130	Internship.....	3
CIS 146	Funeral Service Comprehensive Review** ..	3
FSE 228	Human Biology .....	4
FSE 230		
BIO 111		
<b>Total Credit Hours</b>		<b>67</b>

\*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:

- Members of a human services profession;
- Members of the community in which they serve;
- Participants in the relationship between bereaved families and those engaged in the funeral service profession;
- Professionals knowledgeable of and compliant with federal, state and local regulatory guidelines, as well as;
- 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.

**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 Education Advanced Certificate (CER C098)**

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

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition.....	3
MTH 100	Intermediate College Algebra or .....	3
MTH 116	Mathematical Applications or approved MTH elective (A116)	
	Humanities and Fine Arts Elective: (AHUM) .....	3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
CIS 130	Introduction to Information Systems or.....	3
CIS 146	Microcomputer Applications or	
FSE 227	Computer Principles and Funeral Service Application	
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
<b>Total Credit Hours</b>		<b>36</b>

*\*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.

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

**Funeral Service Certificate (STC C097)**

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

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition.....	3
MTH 100	Intermediate College Algebra or .....	3
MTH 116	Mathematical Applications or approved MTH elective (A116)	
FSE 101	Funeral Directing .....	3
FSE 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.....	3
	Funeral Service Application	
<b>Total Credit Hours</b>		<b>27</b>

*\*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)	.....	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)	

#### 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..... (26 hours)

The Apprentice program is a joint venture of the Birmingham Chapter of the American Culinary Federation (ACF) and the Hospitality/Culinary Management Program of Jefferson State. Students must complete course requirements and a total of 4,000 on-the-job hours (internship).

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	
<b>Total Credit Hours</b>		<b>69</b>

**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.....	3
CUA 210	Beverage Management .....	2
HMM 240	Hospitality Managerial Accounting .....	3
HMM 251	Front Office Management .....	3
BUS 263	Legal and Social Environment of Business..	3
HMM 241	Restaurant Service Management 1 .....	3
HMM 190	Hotel/Motel Internship**.....	6
<b>Total Credit Hours</b>		<b>67</b>

**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
<b>Total Credit Hours</b>		<b>67</b>

**Baking/Pastry Option..... (27 hours)**

Grade of "C" required in each course.

Course	Title	Sem Hrs
HMM 105S	Principles of Management .....	3
CUA 180	Special Topics in Commercial Food Services .....	1
CUA 204	Foundation of Baking.....	3
CUA 208	Advanced Baking .....	2
CUA 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
<b>Total Credit Hours</b>		<b>68</b>

\* 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	Introduction to Information Systems or.....	3
CIS 146	Microcomputer Applications	
Humanities and Fine Arts Elective: (AHUM) .....		3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>41</b>

CUA 213	Food Purchasing and Cost Control .....	3
CUA 216	Plated Dessert Design .....	3
<b>Total Credit Hours</b>		<b>41</b>

*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)

#### **Hotel/Restaurant Management Option**

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

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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)	.....	3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
CUA 101	Orientation to the Hospitality Profession .....	3
HMM 105S	Principles of Management .....	3
HSM 240	Housekeeping Administration .....	3
CUA 210	Beverage Management .....	2
HMM 240	Hospitality Managerial Accounting .....	3
HMM 251	Front Office Management .....	3
BUS 263	Legal/Social Environment of Business .....	3
HMM 241	Restaurant Service Management 1 .....	3
HMM 190	Hotel/Motel Internship .....	6
<b>Total Credit Hours</b>		<b>41</b>

#### **Foodservice/Culinary Management Option**

Grade of "C" required in each course.

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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
<b>Total Credit Hours</b>		<b>29</b>

#### **Baking/Pastry Option**

Grade of "C" required in CUA courses.

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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)	.....	3
	(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
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

#### **Hotel/Restaurant Management Option**

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

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
CUA 101	Orientation to the Hospitality Profession .....	3
HMM 105S	Principles of Management .....	3
HSM 240	Housekeeping Administration .....	3
CUA 210	Beverage Management .....	2
HMM 240	Hospitality Managerial Accounting .....	3
HMM 251	Front Office Management .....	3
BUS 263	Legal/Social Environment of Business .....	3
HMM 241	Restaurant Service Management 1 .....	3
HMM 190	Hotel/Motel Internship .....	6
<b>Total Credit Hours</b>		<b>29</b>

**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
<b>Total Credit Hours</b>		<b>29</b>

**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](http://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](http://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 .....	3
	higher level math course	
CIS Elective	.....	3

Lab Science Elective: (ASCI).....	4
(astronomy, biology, chemistry, physical science, physics)	
Humanities and Fine Arts Elective: (AHUM) .....	3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
Social and Behavioral Sciences Elective: (ASOC) .....	3
(anthropology, geography, history, economics, political science, sociology, psychology)	
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
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
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	
CRJ Electives:	.....	15

**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)		
<b>Total Credit Hours</b>		<b>33</b>

\*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 Enforcement 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, 230, 236, 280, 290)		
<b>Total Credit Hours</b>		<b>27</b>

## Manufacturing and Technology

*Jefferson Campus***David Felton, program coordinator/advisor**

Manufacturing Technology  
Jefferson State Manufacturing Center, room 104  
(205) 856-8517 dffelton@jeffersonstate.edu

**Eric Carwell, program assistant/advisor**

Biomedical Equipment Technology  
George Layton Building, room 012B  
(205) 856-8516 ecarwell@jeffersonstate.edu

**Michael Carter, instructor/advisor**

Jefferson State Manufacturing Center, room 102  
(205) 856-7982 mjcarter@jeffersonstate.edu

**Danny Taylor, instructor/advisor, Welding**

Ruby Carson - Welding Lab  
(205) 856-8515 dannytaylor@jeffersonstate.edu

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 System (Production) 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 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)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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) .....		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)		

**Major Courses (except Biomedical Equipment Technology Option) ..... 12 hours**

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

*Courses specific to each option.*

**Industrial Technology Option..... (31 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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	Intro 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 Curriculum	
<b>Total Credit Hours</b>		<b>65</b>

**Biomedical Equipment Technology Option..... (48 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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 Required 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 Curriculum	

**Total Credit Hours 65**

**Electronics Option..... (31 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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 Curriculum	
MET 220	Mechanical Systems I	
<b>Total Credit hours</b>		<b>65</b>

WDT 119	Gas Metal Arc/Flux Cored.....	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

#### 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 .....	3
MET 191	Mechanical Tools II .....	4
ELM 215	Industrial Controls I.....	4
WKO-110	NCCER Core Curriculum	
AUT 262	Computer Integrated Manufacturing .....	3
<b>Total Credit Hours</b>		<b>64</b>

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)

#### Manufacturing Systems Technology Option ..... (35 hours)

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
Choose one 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	
<b>Total Credit Hours</b>		<b>69</b>

#### 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)	.....	3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>40</b>

#### Welding Technology Option ..... (43 hours)

Course	Title	Sem Hrs
WKO-110	NCEER Core.....	3
AUT 116	Introduction to Robotics .....	3
AUT 130	Fundamentals of Industrial Hydraulics and Pneumatics .....	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

#### 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) .....	3
(art, humanities, religion, theatre, music philosophy, foreign language, literature)	
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
<b>Total Credit Hours</b>	<b>40</b>

### Automotive/Automated Manufacturing Option

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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) .....	3	
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>37</b>

### Electronics Option

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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) .....	3	
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>40</b>

### Computer Aided Drafting/Design Option

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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) .....	3	
(art, humanities, religion, theatre, music philosophy, foreign language, literature)		
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
<b>Total Credit Hours</b>		<b>39</b>

### Manufacturing Systems Technology Option

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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) .....	3	
(recommend: PHL 206 Ethics and Society)		
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 273	Automated Inspection Principles .....	3
<b>Total Credit Hours</b>		<b>40</b>

### Welding Technology Option

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
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) .....	3	
(recommend: PHL 206 Ethics and Society)		
WKO-110	NCEER Core.....	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
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.....	3
WDT 219	Welding Inspection and Testing Theory .....	3
<b>Total Credit Hours</b>		<b>40</b>

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)
- Welding Technology Option (STC C238)
- Welding Technology – NCCER Level 1 Short Certificate (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	Microcomputer Applications or .....	3
CIS 161	Introduction to Networking	
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
<b>Total Credit Hours</b>		<b>28</b>

#### 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
<b>Total Credit Hours</b>		<b>28</b>

#### 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
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
<b>Total Credit Hours</b>		<b>28</b>

#### 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	
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
<b>Total Credit Hours</b>		<b>27</b>

#### 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
<b>Total Credit Hours</b>		<b>27</b>

#### Welding Technology Option

Course	Title	Sem Hrs
WKO-110	NCEER Core.....	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
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.....	3
WDT 219	Welding Inspection and Testing Theory .....	3
<b>Total Credit Hours</b>		<b>28</b>

### Welding Technology -NCCER Level 1 Short Certificate Option

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
WKO 110	NCEER 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
<b>Total Credit Hours</b>		<b>12</b>

- LabCorp/Brookwood Medical Center
- Baptist Medical Center, Shelby
- Baptist Medical Center - Princeton
- Baptist Medical Center - Jasper
- St. Vincents, Birmingham
- St. Vincents, East
- St. Vincents, Blount
- 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

All MLT courses and clinical experiences are taught and supervised by certified medical technologists, medical laboratory technicians, or other qualified specialists.

## Medical Laboratory Technology

### Jefferson Campus

#### Candy Hill, program coordinator/advisor

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(205) 856-6031 chill@jeffersonstate.edu

#### Wendy Sweatt, clinical coordinator/advisor

George Layton Building, room 221  
(205) 856-6043 wsweatt@jeffersonstate.edu

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

### 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)**

<b>General Courses..... (23 hours)</b>		
<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
MTH Elective	(A116) MTH 100 or MTH 116 or	

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

**Major Courses (52 hours)**

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
*MLT 100S	Phlebotomy .....	2
MLT 111S	Urinalysis and Body Fluids .....	4
MLT 121S	Hematology.....	5
*MLT 131S	Laboratory Techniques.....	4
MLT 141S	Microbiology I .....	5
MLT 142S	Microbiology II.....	4
MLT 151S	Clinical Chemistry.....	5
MLT 161S	Integrated Laboratory Simulation .....	2
MLT 181S	Immunology.....	2
MLT 191S	Immunochemistry .....	5
MLT 293S	MLT Clinical Seminar.....	2
MLT 294S	Clinical Laboratory Practicum I.....	3
MLT 295S	Clinical Laboratory Practicum II .....	3
MLT 296S	Clinical Laboratory Practicum III.....	3
MLT 297S	Clinical Laboratory Practicum IV .....	3

**Total Credit Hours 75**

*\*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.

**Medical Laboratory Technology Basic Certificate**

<i>Course</i>	<i>Title</i>	<i>Semester Hours</i>
MLT 100S	Phlebotomy .....	2
MLT 131S	Laboratory Techniques.....	4
PSY 200	General Psychology.....	3



General Elective (MLT or Gen Ed)..... 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 100, MLT 131, 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.

## Nursing Education

Registered Nursing Degree

- Traditional Program Track
- Evening 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

### 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)

I. 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)

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)

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

C. 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)

D. 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)

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

F. **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 contendere 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 background 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 vi*

rus (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 after review by the accepting institution

to ensure content consistency.

3. Be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the dean/director of the previous program.
5. 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 approved 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 successfully completed; and
5. Successfully remediate foundational knowledge and skills with assigned faculty mentor; and
6. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.

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

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

1. Space unavailability in a course in which the student wishes to be reinstated, (Students in regular progression have enrollment priorities for clinical sites.)
2. Grade point average is less than 2.0 from courses completed at current institution
3. Refusal by clinical agencies to accept the student for clinical experiences
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Failure to successfully remediate prerequisite and/or 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 RE-ADMISSION 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) .....		3
(art, humanities, religion, theater, music, philosophy, foreign language, literature)		

#### 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) .....		3
(art, humanities, religion, theater, music, philosophy, foreign language, literature)		

## 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 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).....		3
(art, humanities, religion, theater, music, philosophy, foreign language, literature)		

**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**

The Evening Program curriculum is completed in five semesters. All general education courses must be completed prior to application submission to the Evening Program track The course sequence is as follows:

**First Term:**

Course	Title	Sem Hrs
NUR 112	Fundamental Concepts of Nursing.....	7

**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

## Office Administration Technology

### Shelby-Hoover Campus

**Sandi Logan, program assistant/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
<b>Total Credit Hours</b>		<b>63</b>

#### 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
<b>Total Credit Hours</b>		<b>60</b>

#### 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
<b>Total Credit Hours</b>		<b>60</b>

#### Administrative Office Applications Specialist Track ..... (9 hours)

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

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

\*\* To be chosen from CIS 117, CIS 113, or CIS 207.

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

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	Basic Accounting Procedures or .....	3
BUS 241	Principles of Accounting I	

Complete one of the following tracks.

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

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

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

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

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

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

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

Course	Title	Sem Hrs
*OAD 103	Intermediate Keyboarding .....	3
OAD 110	Computer Navigation.....	3
OAD 125	Word Processing.....	3

OAD 138	Records and Information Management.....	3
OAD 230	Computerized Desktop Publishing.....	3
OAD 137	Computerized Financial Recordkeeping or CIS Elective** .....	3
<b>Total Credit Hours</b>		<b>33</b>

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

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

**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**  
 Instructor / Advisor  
 General Studies Bldg., 316A  
 (205) 983-5270 cwelliott@jeffersostate.edu

**Leslie Naugher, PTA, AAS, BS**  
 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](mailto:accreditation@apta.org); website: [www.capteonline.org](http://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](http://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](http://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](http://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](mailto: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 satisfactory level of health, which includes freedom from and immunity to certain communicable diseases and freedom from chemical dependency.
    - E. Provide proof of current CPR certification at the Health Care Provider level, which includes one-rescuer, two-rescuer, infant, child, and airway obstruction.

### 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 re-admission, 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
	<b>Total Credit Hours</b>	<b>69</b>

**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.

## 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  
 (205) 983-5217    awilliam@jeffersonstate.edu

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.

### 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](http://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. In order 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)

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
ENG 101	English Composition I .....	3
Humanities and Fine Arts Elective: (AHUM) .....		3
(art, humanities, religion, theatre, music, philosophy, foreign language, literature)		
SPH 107	Fundamentals of Public Speaking or .....	3
SPH 106	Fundamentals of Oral Communication or	
ENG 102	English Composition II	
MTH 100	Intermediate College Algebra.....	3
PSY 200	General Psychology.....	3
BIO 201	Human Anatomy and Physiology I .....	4
BIO 202	Human Anatomy and Physiology II.....	4

#### Major Courses ..... 52 hours

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
RAD 111	Introduction to Radiography.....	2
RAD 112	Radiography Procedures I .....	4
RAD 113	Patient Care.....	2
RAD 114	Clinical Education I .....	2
RAD 122	Radiographic Procedures II.....	4
RAD 124S	Clinical Education II.....	5
RAD 125	Imaging Equipment.....	3
RAD 134	Clinical Education III.....	5
RAD 135	Exposure Principles.....	3
RAD 136	Radiation Protection and Biology .....	2
RAD 212S	Image Evaluation and Pathology.....	2
RAD 214	Clinical Education IV.....	8
RAD 224B	Clinical Education V .....	8
RAD 227	Review Seminar.....	2

**Total Semester Hours 75**

## Veterinary Technology

### Jefferson Campus

#### **Jodi Turner Bloch, D.V.M. director**

Veterinary Technology  
Harold Martin Building, room 113  
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#### **Michelle Campbell, L.V.T., instructor/advisor**

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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 respon-

sibilities 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](http://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 documen-

tation 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.

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)

<i>Course</i>	<i>Title</i>	<i>Sem Hrs</i>
BIO 103	Principles of Biology I.....	4
ENG 101	English Composition I .....	3
MTH Elective	(A116) MTH 100 or MTH 116 or higher level math course .....	3
CIS Elective	.....	3
Social and Behavioral Science Elective: (ASOC)	(PSY 200 recommended) .....	3
Humanities/Fine Arts Elective (AHUM)	.....	3
SPH 107	Fundamentals of Public Speaking or .....	3
SPH 106	Fundamentals of Oral Communication or	
ENG 102	English Composition II	

#### Major Courses ..... (54 hrs)

<i>Course</i>	<i>Title</i>	<i>Sem.Hrs</i>
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**

