THE CATALOG
2003-2004

Fayette Campus
2631 Temple Avenue N
Fayette, AL 35555
(205) 932-3221

Hamilton Campus
P.O. Drawer 9
Hamilton, AL 35570
(205) 921-3177

Jasper Campus
1411 Indiana Avenue
Jasper, AL 35501
(205) 387-0511

Sumiton Campus
P.O. Box 800
Sumiton, AL 35148
(205) 648-3271

Bevill State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number (404) 679-4501) to award associate degrees.

Accreditation is based upon compliance of the College with standards as shown in the Criteria for Accreditation. A copy of this publication is available in each campus library. Written student comments regarding accreditation should be addressed to the Dean of the College, Bevill State Community College, 2631 Temple Avenue North, Fayette, AL 35555. Such comments will be evaluated and a written response made to the student and to the College President within seven working days from receipt of such comments.

Other Accreditation and Certification

The Practical Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006; telephone number (212) 363-5555. The program received continuing accreditation June 2001 and is scheduled for a reaccreditation visit in the spring 2009.

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006; telephone number (212) 363-5555. The program received continuing accreditation June 2001 and is scheduled for a reaccreditation visit in the spring 2009.

The EMT-Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs through the Joint Review Committee on Education Programs for the EMT-Paramedic. The program received initial accreditation in April 2000 and is scheduled for reaccreditation visit in the spring of 2005.

The Cosmetology Program is licensed by the Alabama State Board of Cosmetology, RSA Union Building, 100 North Union Street, Suite 320, Montgomery, AL, 36130-1750.

The Clinical Laboratory Technician Associate Degree Program has full accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415; telephone number 773-714-8880. The program was awarded the maximum accreditation of seven years by the NAACLS Board of Directors in September 2002.

The Surgical Technology Program is accredited by the Accrediting Review Committee on Education and Surgical Technology, 7108-C South Alton Way, Centennial, CO 80112-2106; telephone number (303) 694-9262. The program received initial accreditation April 2002 and is scheduled for reaccreditation visit in the spring of 2007.

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GENERAL INFORMATION

2003-2004 COLLEGE CALENDAR

Fall Semester

August 15 (Friday)	**Registration – Carrollton Site 4:00 to 8:00 p.m.**
August 18 (Monday)	**Registration (Jasper Campus & Sumiton Campus)**
	Student Orientation (Fayette Campus & Hamilton Campus)
	Purge Pre-Registration Files Fall Semester (7:30 p.m.)
August 19 (Tuesday)	**Registration (Fayette Campus & Hamilton Campus)**
	Student Orientation (Jasper Campus & Sumiton Campus)
	Purge Pre-Registration Files Fall Semester (7:30 p.m.)
August 20 (Wednesday)	Classes Begin (Full Fall Term & 1st Fall Mini Term)
August 20-21 (Wednesday-Thursday)	Schedule Change Period 1st Fall Mini Term
August 21 (Thursday)	Last Day to Register for 1st Fall Mini Term
August 20-26 (Wednesday-Tuesday)	Schedule Change Period Full Fall Term
	Daily Purge Pre-Registration Files Fall Semester (7:30 p.m.)
August 26 (Tuesday)	Last Day to Register for Full Fall Term
August 30-31 (Saturday-Sunday)	Weekend Classes will Meet
September 16 (Tuesday)	Mid-Term 1st Fall Mini Term (Last Day to Drop with a Grade of "W" 1st Fall Mini Term)
October 13 (Monday)	Classes End for 1st Fall Mini Term/Last Day to Drop Classes 1st Fall Mini Term
October 14 (Tuesday)	Final Examinations for 1st Fall Mini Term
	Mid-Term Full Fall Term (Last Day to Drop with a Grade of "W" Full Fall Term)
October 15 (Wednesday)	**Registration for 2nd Fall Mini Term (All Campuses)**
October 16 (Thursday)	Classes Begin for 2nd Fall Mini Term
October 16-17 (Thursday-Friday)	Schedule Change Period 2nd Fall Mini Term
October 17 (Friday)	Last Day to Register for 2nd Fall Mini Term
	Purge Pre-Registration Files Fall Semester (4:30 p.m.)
October 25 (Saturday)	Instructional Make Up
November 8-9 (Saturday-Sunday)	Weekend Classes will Meet
November 12 (Wednesday)	Mid-Term 2nd Fall Mini Term (Last Day to Drop with a Grade of "W" 2nd Fall Mini Term)
November 20-December 10	*Advisement Period for the Spring Term*
November 22-23 (Saturday-Sunday)	Weekend Classes will Meet
November 29-30 (Saturday-Sunday)	Weekend Classes will Not Meet
December 10 (Wednesday)	Classes End Fall Full Term/Last Day to Drop Classes Full Fall Term
December 11 (Thursday)	*Purge Pre-Registration Files Spring Semester (4:30 p.m.)*
December 11-16 (Thursday-Tuesday)	Final Examinations Fall Full Term
December 15 (Monday)	Classes End 2nd Fall Mini Term/Last Day to Drop Classes 2nd Fall Mini Term
December 16 (Tuesday)	Final Examinations 2nd Fall Mini Term

Spring Semester

January 2 (Friday)	**Registration – Carrollton Site 4:00 to 8:00 p.m.**
January 5 (Monday)	**Registration (All Campuses)**
January 6 (Tuesday)	Student Orientation (All Campuses)
	Purge Pre-Registration Files Spring Term (7:30 a.m.)
January 7 (Wednesday)	Classes Begin (Full Spring Term & 1st Spring Mini Term)
January 7-8 (Wednesday-Thursday)	Schedule Change Period 1st Spring Mini Term
January 7-13 (Wednesday-Tuesday)	Schedule Change Period Full Spring Term
	Daily Purge Pre-Registration Files Spring Semester (7:30 p.m.)
January 8 (Thursday)	Last Day to Register for 1st Spring Mini Term
January 13 (Tuesday)	Last Day to Register for Full Spring Term
January 17 -18 (Saturday-Sunday)	Weekend Classes will Meet
February 3 (Tuesday)	Mid-Term 1st Spring Mini Term (Last Day to Drop with a Grade of "W" 1st Spring Mini Term)
March 1 (Monday)	Last Day of Classes 1st Spring Mini Term/Last Day to Drop Classes 1st Spring Mini Term
March 2 (Tuesday)	Final Examinations 1st Spring Mini Term
	Mid-Term Full Spring Term (Last Day to Drop with a Grade of "W" Full Spring Term)
March 3 (Wednesday)	**Registration 2nd Spring Mini Term (All Campuses)**
March 4 (Thursday)	Classes Begin 2nd Spring Mini Term
March 4-5 (Thursday-Friday)	Schedule Change Period 2nd Spring Mini Term
March 5 (Friday)	Last Day to Register for 2nd Spring Mini Term
	Purge Pre-Registration Files Spring Semester (4:30 p.m.)
March 30 (Tuesday)	Mid-Term 2nd Spring Mini Term (Last Day to Drop with a Grade of "W" 2nd Spring Mini Term)
April 10 (Saturday)	Instructional Make Up
April 15-April 28	Advisement Period for the Summer Term
April 28 (Wednesday)	Last Day of Classes Full Spring Term/Last Day to Drop Classes Full Spring Term
April 29 (Thursday)	*Purge Pre-Registration Files Summer Semester (4:30 p.m.)*
April 29- May 4 (Thursday-Tuesday)	Final Examinations Full Spring Term
May 3 (Monday)	Last Day of Classes 2nd Spring Mini Term

	Last Day to Drop Classes 2nd Spring Mini Term
May 4 (Tuesday)	Final Examinations 2nd Spring Mini Term
May 7 (Friday)	Graduation (Fayette Campus)
May 8 (Saturday)	Graduation (Sumiton Campus)
May 10 (Monday)	Graduation (Jasper Campus)
May 11 (Tuesday)	Graduation (Hamilton Campus)

Summer Semester

May 21 (Friday)	**Registration – Carrollton Site 4:00 to 8:00 p.m.**
May 24 (Monday)	**Registration (All Campuses)**
May 25 (Tuesday)	Orientation (All Campuses) *Purge Pre-Registration Files Summer Semester (7:30 a.m.)*
May 26 (Wednesday)	Classes Begin (Full Summer Term & 1st Summer Mini Term)
May 26-27 (Wednesday-Thursday)	Schedule Change Period Full Summer Term & 1st Summer Mini Term *Daily Purge Pre-Registration Files Summer Semester (7:30 p.m.)*
May 27 (Thursday)	Last Day to Register for Summer Full Summer Term & 1st Summer Mini Term
May 29-30 (Saturday-Sunday)	Weekend Classes Will Meet
June 11 (Friday)	Mid-Term 1st Summer Mini Term (Last Day to Drop with a Grade of "W" 1st Summer Mini Term)
June 29 (Tuesday)	Last Day of Classes 1st Summer Mini Term/Last Day to Drop Classes 1st Summer Mini Term
June 30 (Wednesday)	Final Examinations 1st Summer Mini Term Mid-Term Full Summer Term (Last Day to Drop with a Grade of "W" Full Summer Term)
July 1 (Thursday)	**Registration 2nd Summer Mini Term (All Campuses)**
July 2 (Friday)	Classes Begin 2nd Summer Mini Term
July 2-6 (Friday-Tuesday)	Schedule Change Period 2nd Summer Mini Term
July 3-4 (Saturday-Sunday)	Weekend Classes will Meet
July 6 (Tuesday)	Last Day to Register for 2nd Summer Mini Term
July 7 (Wednesday)	*Purge Pre-Registration Files Summer Semester (4:30 p.m.)*
July 20 (Tuesday)	Mid-Term 2nd Mini Summer Term (Last Day to Drop with a Grade of "W" 2nd Summer Mini Term)
July 21-August 3	Advisement Period for the Fall Term
August 3 (Tuesday)	Last Day of Classes Full Summer Term Last Day to Drop Classes Full Summer Term
August 4 (Wednesday)	*Purge Pre-Registration Files Fall Semester (4:30 p.m.)*
August 4-5 (Wednesday-Thursday)	Final Examinations Full Summer Term
August 4 (Wednesday)	Last Day of Classes 2nd Summer Mini Term
	Last Day to Drop Classes 2nd Summer Mini Term
August 5 (Thursday)	Final Examinations 2nd Summer Mini Term

The 2004/2005 Fall Semester tentatively will begin August 13.

School Holidays (College Closed)

September 1 (Monday)	Labor Day - State Holiday
November 11 (Tuesday)	Veterans Day - State Holiday
November 27-28 (Thursday-Friday)	Thanksgiving - State Holidays
December 23 (Tuesday)	Local Holiday
December 24-25 (Wednesday-Thursday)	Christmas Eve & Christmas - State Holidays
December 26-31 (Friday - Wednesday)	Local Holidays
January 1 (Thursday)	New Year's Day - State Holiday
January 19 (Monday)	Martin Luther King/Robert E. Lee - State Holiday
May 31 (Monday)	Memorial Day - State Holiday
July 5 (Monday)	Independence Day - State Holiday

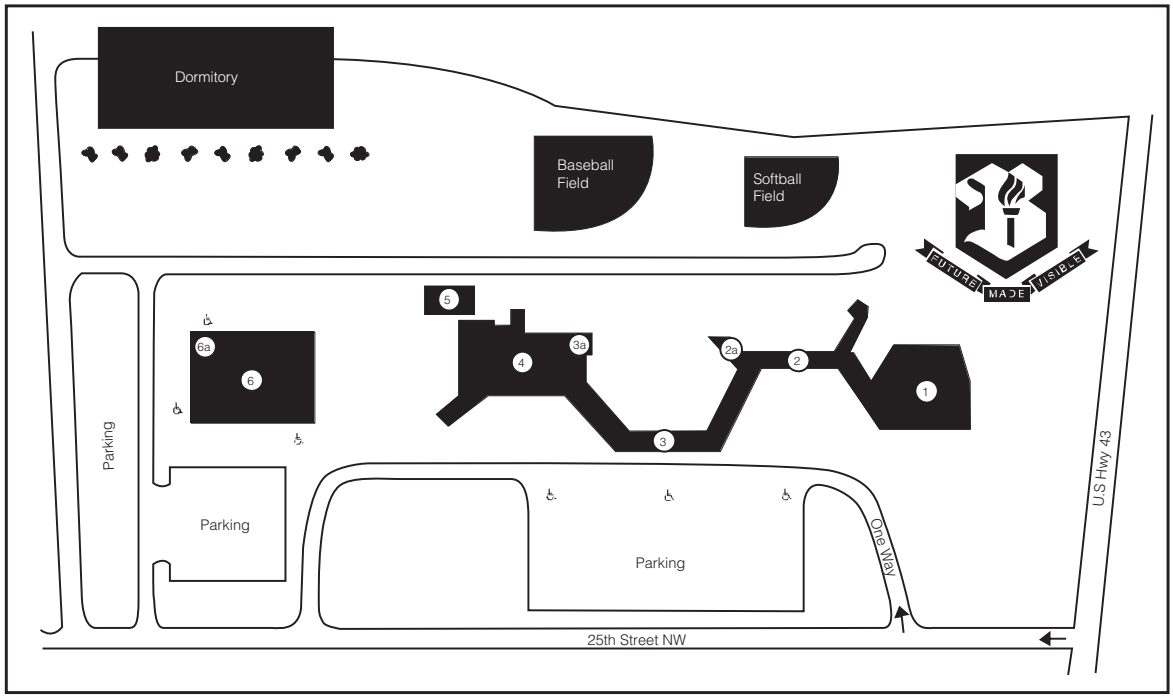
2002-2003 IPEDS GRADUATION RATE SURVEY/STUDENT RIGHT TO KNOW REPORT

The four-year average percentage of graduation and the transfer out rates for Bevill State Community College for the 1999 cohort as reported on the 2002-2003 IPEDS Graduation Rate Survey/Student Right to Know Report is summarized below. The cohort consisted of 795 first-time, full-time, degree/certificate-seeking students.

	GRADUATION	TRANSFER
COLLEGE-WIDE	26.0%	22.0%
Athletics:		
Basketball	40.0%	22.0%
Baseball	16.0%	46.0%
Cross Country/Track	50.0%	31.0%
All Other Sports	24.0%	26.0%
ALL ATHLETIC	27.0%	31.0%

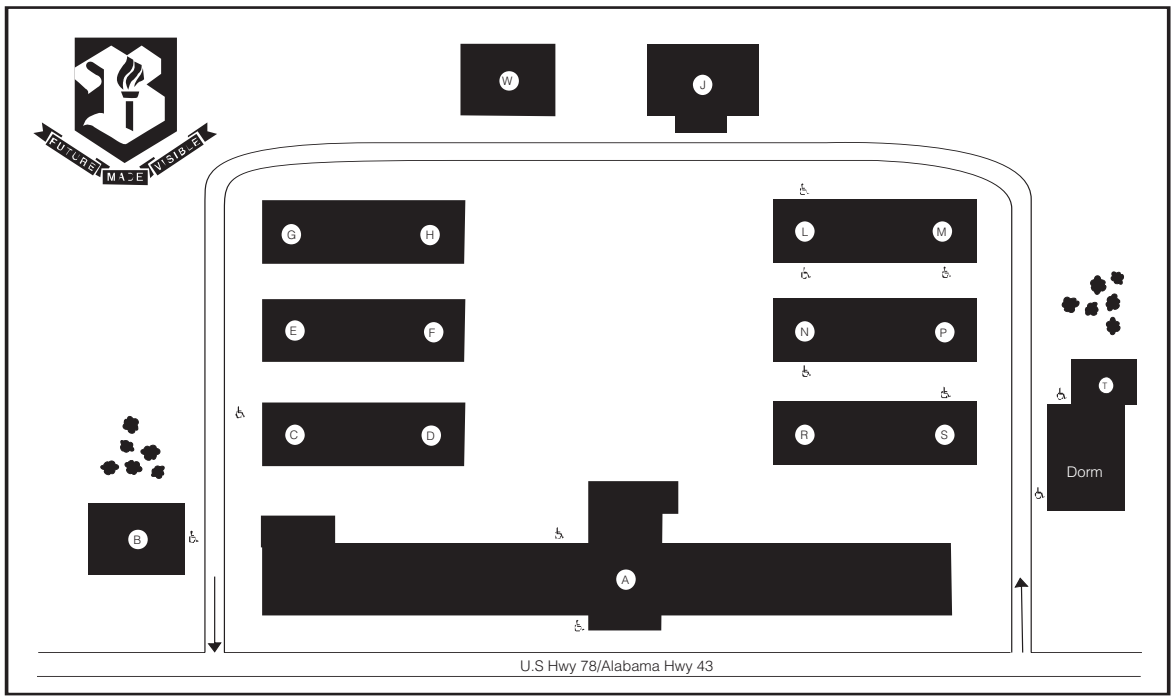
CAMPUS MAPS

Fayette Campus - Fayette, AL



1. Library Resource Center
2. Classrooms
2a. Administrative Offices
3. Office of Student Services
3a. Bookstore
4. Coliseum
5. Green House
6. Tom Bevill Center
6a. Cafeteria

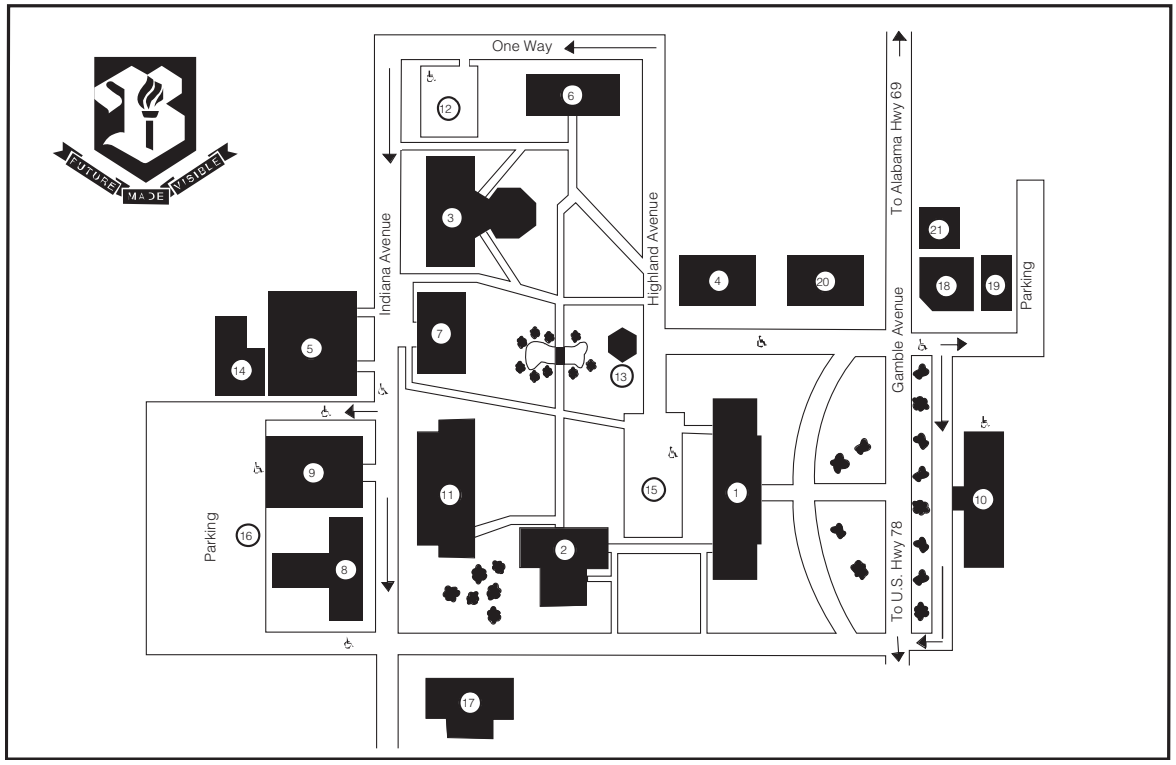
Hamilton Campus - Hamilton, AL



Building A: Administrative Services, Music Department, Library
Building B: Bevill Building
Building C: Bookstore
Building D: Electronics
Building E/F: Air Conditioning
Building G/H: Automotive Technology
Building J: Cosmetology and Barbering
Building L: Distance Learning
Building M: Wellness Center
Building N/P: Machine Shop
Building R: Drafting
Building S: Alabama Skills Center
Building T: Child Development Center/Dorm
Building W: Warehouse

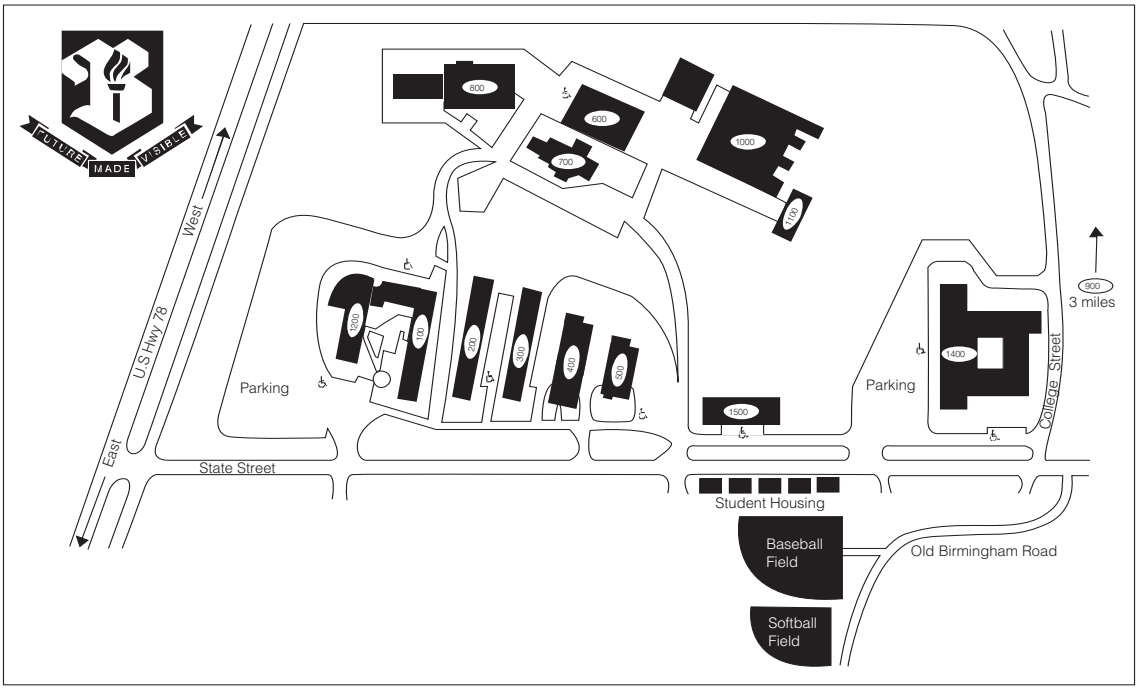
CAMPUS MAPS

Jasper Campus - Jasper, AL



1. Davis Hall
   Distance Learning Ctr
2. Mathews Hall
   Science Bldg
3. L.M. Walker Hall
   Arts & Sciences
4. Thornton Chapel
5. Glen R. Clem
   Memorial Gymnasium
6. Frances Israel Hospitality
   Center (Cafeteria)
7. Jesse Student Center
   Bookstore
8. McCutcheon-Fair Hall
9. Rowland Education Center
10. Sam R. Murphy Hall
11. Irma Dilg Nicholson Library
12. Cafeteria Parking
13. Gazebo
14. Maintenance Building
15. Faculty Parking
16. Parking
17. Olivia Dodd Sherer Art Ctr
18. Bevill Hall/Health Sciences
19. Carl Hare Child
    Development Center
20. Foundation House
21. Annex to Child
    Development Center

Sumiton Campus - Sumiton, AL



Building 100:	Business & Office Administration Computer Science Computer Services Cosmetology
Building 200:	Bookstore Business Office
Building 300:	Electronic Technology Electrical Technology Air Conditioning/Refrigeration Technology
Building 400:	Automotive Technology Purchasing
Building 500:	Distance Learning
Building 600:	Machine Tool Technology
Building 700:	Federal Programs
Building 800:	Welding Technology Diesel Technology
Building 900:	Truck Driving (Off Campus)
Building 1000:	Mining Technology Simulated Coal Mine
Building 1100:	Warehouse & Maintenance CDL Training
Building 1200:	Administrative Offices Administrative Services Library/Learning Resource Center Office of Student Services Testing Center
Building 1400:	Business & Industry Training Drafting Technology Science Laboratories Cafeteria Exhibit Hall Civic Dining Room
Building 1500:	Health Sciences Computer & Science Labs

HISTORY OF THE COLLEGE

Bevill State Community College is a part of the State system of community, junior, and technical colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. At the same time, Act No. 94 vested the authority and responsibility for the operation and maintenance of the State two-year colleges with the State Board of Education.

Bevill State Community College was created in 1992 by the consolidation of two premier two-year colleges which were a part of the original legislation: Walker State Technical College, formerly a vocational/technical institution which opened in 1966, and Brewer State Junior College, a two-year academic transfer institution, created in 1969. The Hamilton Campus of Northwest Alabama Community College, primarily a vocational/technical campus which was created in 1966, merged with Bevill State Community College in 1993 as one of its main campuses. Walker College, established in 1938 as an academic transfer college, completed the Bevill State four-campus College in 1998.

The four main campuses and two instructional sites in Carrollton and Double Springs offer university parallel and career technical educational opportunities to over one-quarter million people in a seven-county area. Bevill State's service area spans over 4600 square miles, from the Birmingham city limits to the Mississippi state line.

INSTITUTIONAL MISSION STATEMENT

Bevill State Community College is an accredited, multi-campus institution whose mission is to provide the citizens of West-Central Alabama with educational opportunities that enrich their lives intellectually, culturally, and economically. In fulfillment of that mission, the College offers academic and career technical programs and community service activities throughout the College district, serving a population that is diverse in age, ethnicity, culture, and economic and educational backgrounds.

As a teaching institution, Bevill State Community College offers a comprehensive curriculum of college credit and continuing education programs to meet the varied educational needs of its students. For students intending to continue their education at four-year colleges and universities, Bevill State Community College awards associate degrees, with courses equivalent to the first two years of a baccalaureate degree program. For students seeking immediate career opportunities or licensure, the institution awards certificates, and associate in applied science degrees. The College offers a program in remedial and developmental studies to students who need to strengthen their academic skills.

Bevill State Community College is a student-centered institution, responding to the needs and goals of students. Classes are scheduled days, evenings, and weekends at multiple locations to provide students with convenient access to College programs. Classes provide students with individualized attention and modern instructional technology. Support services and activities for students include state-of-the-art technologies in providing learning resource materials and equipment to students and instructional programs. These services also include financial assistance, academic advising, counseling, tutoring, mentoring, job placement assistance, extra-curricular activities, intercollegiate athletics, and special events in the creative and performing arts. The College accepts the challenge of helping all students develop to their full potential and considers student success the measure of institutional success.

As a community-oriented institution, the College promotes the development of its citizens through social and cultural enrichment activities. The College plays a vital leadership role in the community by conducting collaborative activities with business, industry, the medical community, government agencies, and other educational institutions.

INFORMATION FOR DISABLED PERSONS

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of the College that a good faith effort shall be made to meet the accommodation requests of persons with disabilities. Persons requesting accommodation may contact the campus 504/ADA coordinator. The 504/ADA accommodations request process for persons with disabilities is as follows:

1. Disclosure of a disability is voluntary.
2. All students who take the College placement exam are invited to request information for students with disabilities on their test answer sheets. Students who request information are given the name of the campus 504/ADA coordinator and an ADA Fact Sheet/Accommodations Request Form and are invited to contact the 504/ADA coordinator for additional information.
3. All new students who attend the required Orientation course are given a copy of the ADA Fact Sheet/Accommodations Request Form and the name of the campus 504/ADA coordinator and are informed regarding the accommodations request process.
4. The accommodations request process begins when a student contacts the campus 504/ADA coordinator:
   Fayette Campus, Jalaine Sims, Ext. 5137
   Hamilton Campus, Max Weaver, Ext. 5307
   Jasper Campus, Jana Kennedy, Ext. 5722
   Sumiton Campus, Jamie Sanford, Ext. 5273
5. The student and the 504/ADA coordinator work together to determine the student's campus-related accommodation needs. A good faith effort is made to provide appropriate accommodations and to fully comply with Section 504 and ADA guidelines.
6. An Accommodations Request Form must be completed, identifying accommodations requested and other pertinent information. Forms are available from the 504/ADA coordinator, the placement test center, the Office of Student Services, and the Orientation Workbook.
7. Documentation of disability may be required. Information release forms are available from the 504/ADA coordinator to assist the student in obtaining official documentation of disability from physicians or other agencies.
8. Once a student meets with the 504/ADA coordinator to request classroom accommodations and provides any needed documentation of disability, the coordinator sends a Documentation of Disability Form to each of the student's instructors to inform him or her of the accommodations to be met in the classroom.
9. The student must meet with the 504/ADA coordinator at the beginning of each academic term for which classroom accommodations are requested, so that the instructors for each term can be notified of the accommodations.
10. Non-classroom accommodation requests are forwarded by the 504/ADA coordinator to the appropriate College official for implementation.
11. Completed Accommodations Request Forms and any documentation of disability are confidential and are stored in a locked file separate from the student's permanent student record.

NONDISCRIMINATION POLICY/TITLE COMPLIANCE ASSURANCE

It is the policy of the Alabama State Board of Education and Bevill State Community College, a postsecondary institution under its

control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

This policy is enforced by Federal law under Title IX of the Education Amendment of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Inquiries regarding compliance with these statutes may be directed to the Dean of the College, Dr. Camilla Benton, 2631 Temple Avenue North, Fayette, AL 35555.

Bevill State Community College complies with federal regulations that guarantee the right of privacy and access to student records/information as established by the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendment.

Conscious effort is made to assure that all College regulations are within the scope of the lawful mission of public higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the Administration will take direct and appropriate action in any case involving the integrity of the College and the well being of the students.

STATEMENT OF CATALOG RESPONSIBILITY

Generally, the student is bound to the program requirements in effect at the time of the student's initial registration at the College. However, if the student is not enrolled for a semester or more (excluding summer semester), the catalog which is current when the student returns to the College will become the catalog in effect. When a student changes his or her program, the catalog at the time of the change becomes the catalog in effect. As courses and program requirements are revised to the extent that it becomes impossible for the student to meet the requirements of the original catalog in effect, it may become necessary for the student to conform to the requirements published in the most recent edition of the catalog.

This **Catalog** is the official announcement of the program requirements and regulations of Bevill State Community College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding programs, courses, fees, and conditions are subject to change without advance notice.

HARASSMENT/SEXUAL HARASSMENT

I. Introduction and Definition of Sexual Harassment

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site or in any division or department by any employee, student, agent, or nonemployee on college property and while engaged in any college-sponsored activity. It is within this commitment of providing a harassment free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the College.

A nondiscriminatory environment is essential to the mission of the College. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as a student or employee. It is essential that the College maintain an environment that affords equal protections against discrimination, including sexual harassment. Employees and students who are found in violation of this policy shall be disciplined as appropriate to the severity of the offense. Employees and students of the College shall strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure a professional environment and to guarantee equal educational opportunities for students.

For these purposes, the term "harassment" includes, but is not necessarily limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability.

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

Examples of verbal or physical conduct prohibited within the definition of sexual harassment, may be but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a semester, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: comments of a sexual nature; or sexually explicit statements, and/or questions;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: touching, patting, pinching, hugging, or brushing against another's body; commentary of a sexual nature about an individual's body or clothing; or remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not and or;
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

II. Resolution of Harassment and Discrimination Complaints

Procedure for Reporting Complaint

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination may bring the matter to the attention of any academic or administrative officer, dean, director, supervisor, or

advisor. When the complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Dean of the College or other individual(s) as designated by the President to coordinate the investigation of such complaints. The President and the Vice-Chancellor for Legal and Human Resources of the Alabama Department of Postsecondary Education shall be promptly notified of the complaint.

2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment occurs. The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.
3. It is the intention of this policy to resolve complaints of sexual harassment as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interests of both parties.
4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

Formal Action

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.
2. The appropriate college official will notify the accused in writing of the decision to take formal action. Formal action will consist of the Title IX procedures set forth in the State Board of Education Policy Number 620.01 for complaints against College employees.
3. Complaints against students will be handled according to usual and customary student discipline procedures as outlined in the student handbook.
4. It is the intent of the policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed to ensure a satisfactory conclusion to the investigation.

Appeal

The accused or the complainant may, by written request, appeal the decision to the Chancellor of the Alabama Department of Postsecondary Education within fifteen (15) calendar days of notification of a decision. The Chancellor shall use the appeal process for Title IX complaints set forth in State Board of Education Policy Number 620.01.

Remedial Action

Based on the findings and the decision of the President of Bevill State Community College and the Chancellor, disciplinary action will be imposed as appropriate, depending on the severity of the findings.

DRUG-FREE WORKPLACE POLICY

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, the following policy is in effect for Bevill State
Community College:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at the College during any activity conducted, sponsored, or authorized by or on behalf of the College. The term "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (Code of Alabama. Section 20-2-1. et seq.).
2. The College has and shall maintain a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. The College's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance program; and
   d. The penalties that may be imposed upon employees for drug abuse violations.
3. All employees of the College shall comply with paragraph one above.
4. Any employee who is convicted by any Federal or State court of an offense which constitutes a violation of paragraph one shall notify Dr. Harold Wade, President of the College, in writing, of said conviction within five (5) days after the conviction occurs. Conviction, as defined in Public Law 100-690, shall mean "a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both."
5. In the event of a report of a conviction of an employee pursuant to paragraph 4 who is working in a project or a program funded through a federal contract or grant, the College shall notify in writing within ten (10) days any federal agency to whom such notification by the College is required under Public Law 100-690.
6. In the event an employee violates paragraph one or receives a conviction as described in paragraph four, the employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. The College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. The College shall make a good faith effort to ensure all policies are followed.
8. Each employee of the College shall receive a copy of this policy.

ADMISSIONS INFORMATION

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ASSOCIATE DEGREE ADMISSION REQUIREMENTS

An applicant who has not previously attended any Council on Occupational Education or regionally accredited postsecondary institution will be designated a first-time college student or native student. A first-time college student must meet one of the following criteria:

1. The student holds the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. The student holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
3. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
4. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
5. The student holds a GED Certificate issued by the appropriate state education agency.

Bevill State Community College may establish additional admission requirements when student enrollment must be limited or to assure ability-to-benefit.

NON-DEGREE (CERTIFICATE) PROGRAMS ADMISSION REQUIREMENTS

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the standards listed below with specifically documented ability to benefit as documented by successful completion of placement by CPAT, Compass, or other assessments approved by the Department of Postsecondary Education.

1. Applicants for certain certificate programs, business and industry training courses, or non-credit courses may be admitted without a high school diploma, GED Certificate, or minimum ACT score.
2. Applicants must be at least sixteen (16) years of age and must not have been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and demonstrate ability to benefit from the program of study through appropriate assessment. The College utilizes the placement examination to determine course placement in English, math, and reading. Both a placement exam and an alternate exam, C-PAT, are used to determine ability to benefit status for students seeking federal financial aid.
3. Cosmetology applicants must have education equivalent to the completion of ten (10) grades in school or have earned a high school diploma or GED to be admitted.
4. Truck Driving applicants must be at least twenty-one (21) years of age and hold a valid driver's license. According to the Federal Motor Carrier Safety Regulations, applicants must have the ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. Applicants must pass the DOT physical (administered at student's expense) and pass drug screening. The College will acquire a Motor Vehicle Report on each Truck Driver Training student. The report, which lists all accidents and moving violations within the last 5 years, will be obtained from the Alabama Department of Public Safety. A copy will be given to the student and a copy will be kept on file, according to Department of Transportation regulations. Applicants for this program are required to submit their applications along with payment of tuition to secure placement in the next available class. Placement testing is not required for Truck Driving students.
5. A student shall be classified as non-degree-eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met. The College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited or to assure ability-to-benefit.

UNCONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

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

1. An official transcript showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or
3. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
5. An official copy of the GED Certificate issued by the appropriate state education agency.

For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file documented ability to benefit as documented by successful completion of placement by CPAT, Compass, or other assessments approved by the Department of Postsecondary Education and meet all non-degree admission requirements.

CONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

1. An official transcript showing graduation with the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

3. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or
4. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
5. An official copy of the GED Certificate issued by the appropriate state education agency.

If all required admissions records have not been received by the College prior to issuance of first semester grades, grades will be reported on the transcript, but the transcript will read "CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS." This notation will be removed from the transcript only upon receipt of all required admissions records. Students will not be allowed to register for a second term until all required admission records are on file.

EARLY ADMISSION FOR ACCELERATED HIGH SCHOOL STUDENTS

Eligible high school students may enroll in college classes concurrently with high school classes and receive college credit. Bevill State Community College admissions, course placement, course sequencing, and ability to benefit requirements are applicable in addition to eligibility requirements listed below.

1. A student is eligible for early admission upon meeting the following criteria:
   a. The student has successfully completed the 10th grade;
   b. The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative "B" average and recommending the student be admitted under this policy;
   c. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (e.g., a student may not take English Composition until all required high school English courses have been completed).
2. The State Plan for Exceptional Children and Youth allows gifted students to enroll for college courses. Certification of the student's eligibility for enrollment and a completed Recommendation Form must be provided to Bevill State Community College and must be approved by the Chancellor of Postsecondary Education and the College President prior to the student's desired enrollment.

All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation. Transcripts issued prior to a student's high school graduation will be labeled "conditional credit." Upon proof of high school graduation, this notation will be removed from the transcript.

DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

Eligible high school students may enroll in college classes concurrently with high school classes, either on the College campus or at the high school, and receive both high school and college credit. There must be on file at Bevill State Community College a formal written agreement between the student's local school board and Bevill State Community College before approval for Dual Credit/Dual Enrollment admission is granted. To be eligible the student must meet the following requirements:

1. The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.
2. The student must have a "B" average, as defined by local board of education policy, in completed standard regulation high school courses normally leading to the high school diploma.
3. The student must have written approval of the appropriate principal, counselor, and the local superintendent of education. Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the appropriate counselor, principal and superintendent indicates that the student has demonstrated both. Unless the student can demonstrate the ability to benefit from college-level instruction, special education students are not eligible for enrollment under this policy.
4. The student must meet admission requirements established by the College.
5. Students who are enrolled in grades 10, 11, or 12 may be deemed eligible to participate in Dual Credit/Dual Enrollment in occupational/technical courses pending demonstrated ability to benefit as documented by successful completion of placement by CPAT, Compass, or other assessments approved by the Department of Postsecondary Education.

TRANSFER STUDENT ADMISSION

An applicant who has previously attended any Council on Occupational Education or regionally accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all institutions. The College may also require the transfer of student documents required of first-time college students.

A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a degree-eligible student. A transfer student who does not meet these requirements shall be classified as a non-degree-eligible student.

Unconditional Admission of Transfer Students

1. A transfer student must have submitted to the College an application for admission and official transcripts from any Council on Occupational Education or regionally accredited postsecondary institution attended and, as designated by the College, any other documents required for first-time college students.
2. A transfer student who attended another postsecondary institution and who seeks credit from Bevill State Community College for transfer to the parent institution may be admitted to Bevill State as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at Bevill State will be accepted as part of the student's academic program. The student is not required to file transcripts of previously earned credits at postsecondary institutions.
3. An applicant who has completed a baccalaureate degree or higher will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admission of Transfer Students

1. A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.
2. If all required admission records have not been received by the

College prior to issuance of first semester grades, the grades will be reported on the transcripts, but the transcript will read "CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS." This notation will be removed from the transcript only upon receipt of all required admissions records. Students will not be allowed to register for a second term until all required admission records are on file.

Initial Academic Status of Transfer Students

1. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read "ADMITTED ON ACADEMIC PROBATION."
3. An applicant who has been academically suspended from any Council on Occupational Education or regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at Bevill State Community College. If the transfer student is admitted upon appeal, the student will enter Bevill State Community College on Academic Probation. The transcript will read "ADMITTED UPON APPEAL-ACADEMIC PROBATION."

General Principles for Transfer of Credit

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Bevill State Community College's undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
2. A course completed at regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from an institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or higher.
4. A transfer grade of "D" will only be accepted when the student's cumulative GPA from the transfer institution is 2.0 or higher.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

INTERNATIONAL STUDENT ADMISSION

This school is authorized under Federal law to enroll nonimmigrant students.

TRANSIENT STUDENT ADMISSION

A student enrolled at another institution may secure permission from that institution to enroll at Bevill State Community College as a transient student by submitting an application for admission and a Transient Student Form completed by an official of the primary institution. Transient students are not required to submit official transcripts of their previously earned credits at other postsecondary institutions. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.

SENIOR CITIZENS ADMISSION

Persons age 60 or over may receive tuition scholarships. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the catalog. Waivers apply only to college-credit courses and do not include books, fees, supplies, or tools. Registration will take place during regular registration periods, but, to assure available space, will not be finalized until the last day of late registration. In the event space is no longer available, such persons will be required to withdraw from the course.

READMISSION REQUIREMENTS

Prospective students who were previously enrolled are required to complete the following steps to reapply for admission to Bevill State Community College:

1. Complete a Readmission Application;
2. Retake placement exam, if needed;
3. Request transcripts from other colleges and universities attended to be sent to the Office of Student Services at Bevill State Community College, if such transcripts are not in the student's academic record.

NOTE: A returning student who is on academic or disciplinary suspension from any college should refer to the appropriate section of the Catalog.

PLACEMENT TESTING POLICY

All entering students who enroll in associate degree or certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed using a placement assessment instrument and will be placed at the appropriate level as indicated by the assessment results.

Placement testing is required of all entering students except:

1. Any student scoring 480 or above on the SAT verbal and 526 or above on the SAT math, or 20 or above on both the ACT English and math who enroll in a System college within three years of high school graduation;
2. Students who have an associate degree or higher;
3. Students who transfer degree-creditable college-level English and/or mathematics courses with a grade of "C" better;
4. Senior citizens, and other non-award seeking majors who are taking classes for avocational reasons only, may enroll in a maximum of four (4) credit hours per semester and a total of twelve (12) credit hours;
5. Students who have completed required developmental coursework at another Alabama College System institution within the last three years;
6. Audit students;
7. Students who can provide documentation of assessment within the last three years; and
8. Transient students.

NOTE: Certain programs at Bevill State Community College have specific testing requirements. Consult this publication for details.

NOTE: Bevill State Community College accepts official placement test scores from other postsecondary institutions.

NOTE: Students transferring to other colleges should consult with student services personnel regarding the transfer institution's test score transfer policy.

NOTE: Each college is required to provide a written assessment, an individualized education plan, and appropriate guidance and counseling to any student who scores below the college's minimum cut score. The requirements for the standard minimum cut scores for the System shall be set forth in guidelines established by the Chancellor.

REGISTRATION (Advance and Regular)

Registration dates are listed in the calendar section of the College Catalog and on the class schedule published each term. Online registration can be completed at **www.bscc.edu**. This website can also be used to determine course grades and to access web-based classes.

Registration procedures are as follows:

1. During the Advance Registration Period, or prior to Regular Registration, the student must make an appointment with his or her academic advisor for the purpose of selecting classes, monitoring progress, completing the registration form, and to activate student Personal Identification Number (PIN) for online registration at **www.bscc.edu**. Students must obtain the advisor's signature on the registration form prior to completing Advance or Regular Registration.
2. Remove all financial obligations (e.g., tuition, fees, library fees, and bookstore charges) from previous enrollment.
3. Request verification of financial assistance award(s), if participating in one or more financial assistance programs at least ten days prior to registration.
4. Complete the registration process by completing online registration at **www.bscc.edu**. During regular registration, students have the option of registering online or in the Office of Student Services.
5. Pay tuition and fees. Students are not officially registered until tuition and fees are paid or financial assistance has been arranged. Students who do not remove charges for all tuition and fees will be removed from registration.
6. Retain student copy of the registration form for future reference.

NOTE: New students will schedule appointments with their academic advisors following completion of placement testing.

NOTE: Students are required to have all necessary documentation in their academic record files prior to the beginning of their second term. Students who fail to provide the required documentation will not be allowed to register for a second term at Bevill State Community College.

COURSE OVERLOAD

Special approval from the Campus Associate Dean or his or her designee is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. The student must have a cumulative 2.0 GPA to request a course overload.

SCHEDULE CHANGES

All schedule changes must be made during the official schedule change period. The procedure for schedule changes is as follows:

1. Obtain a Change/Withdrawal-Refund Request Form in the Office of Student Services or at the appropriate instructional site.
2. Complete the form and have it signed by the advisor. Athletes must obtain a signature from the coach or designee before dropping or adding a course.
3. If participating in a financial assistance program and the total number of credit hours have changed, request a change in award amount in the Office of Student Services.
4. Return the completed form to the Office of Student Services or the appropriate instructional site.
5. Retain student copy of the Change/Withdrawal-Refund Request Form form for future reference.

After the schedule change period, a student who drops a course may do so by completing a Change/Withdrawal-Refund Request Form in the Office of Student Services or at the appropriate instructional site. Prior to mid-term, a grade of "W" will be assigned. After mid-term, a grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) will be assigned, dependent upon whether the student is passing or failing at the time he or she drops.

NOTE: Students dropping a class after mid-term must do so by the last regularly scheduled day of class.

WITHDRAWAL FROM THE COLLEGE

Students withdrawing from the College may do so by completing a Change/Withdrawal-Refund Request Form and dropping all courses for which they are registered. This process must be completed in the Office of Student Services or at the appropriate instructional site. A grade of "W" will be assigned for withdrawals prior to midterm. After midterm, a "WP" (Withdrawn Passing) will be assigned if a student is passing or a grade of "WF" (Withdrawn Failing) will be assigned if the student is failing at the time of withdrawal.

NOTE: Students dropping a class after mid-term must do so by the last regularly scheduled day of class.

NON-TRADITIONAL COLLEGE CREDIT

Bevill State Community College recognizes some types of non-traditional experiences and credit by examination: Credit for Prior Experiential Learning, Advanced Placement (AP), College Level Examination Program (CLEP), Subject Proficiency Examinations, Articulated Programs, Credit for Specialized Military Service (SMT), and other special credit awards. The total number of credit hours awarded from all non-traditional sources may not exceed 30 credit hours. Credit is awarded only in areas offered within the current curriculum of the institution and must be appropriately related to the student's educational programs.

Non-traditional credits which are awarded by the institution do not count toward fulfilling the 25 percent residency requirement for graduation for degree programs or the 50 percent residency requirement for graduation for certificate programs.

Credit for Prior Experiential Learning

Bevill State Community College recognizes that learning takes place in a variety of situations and circumstances. Many students have experiences/training which may lie outside the traditional academic environment provided.

Credit will be awarded for prior experiential learning only for documented learning which demonstrates achievement of all outcomes for specific courses in an approved degree program. Credit will be awarded only to matriculated students and will be noted on the transcript.

Advanced Placement

A student who has completed college-level courses offered by high schools through the CEEB Advanced Placement Program and have passed the National Examination(s) of the College Entrance Examination Board Advanced Placement Program with scores of three (3) or higher may be awarded advanced placement credit in equivalent courses at Bevill State Community College. The student should be aware that acceptance of a score of three (3) does not assure that another postsecondary institution will award advanced credit for the course credited by Bevill State Community College. A maximum of 20 semester hours credit may be awarded for Advanced Placement by Alabama community colleges. Therefore, the student should confer with the department head for procedural practices within that discipline. Advanced Placement scores must be received from CEEB after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the CEEB to the appropriate Office of Student Services.

Advanced Placement Score/Course Equivalences

Examination	Score	Equivalent	Cr
History	3	HIS 201-202	6
Biology	3	BIO 103	4
Chemistry	3	CHM 111-112	4
Computer Science A	3	CIS 190 or CIS 211	3
Computer Science AB	3	CIS 146 & (CIS 190 or CIS 211)	6

European History	3	HIS 101-102	6
Gov. & Politics (Am)	3	POL 211	3
Physics B	3	PHY 120	3
English*	3	ENG 101	3
English	4-5	ENG 101 & ENG 102	6
Mathematics AB	3	MTH 125	4
Mathematics BC	4	MTH 125 & MTH 126	8

**To receive credit for ENG 101 (3 credit hours), a student scoring three (3) must register for ENG 101 and write an acceptable essay. If the essay is unacceptable, the student must complete the course to receive credit.*

College Level Examination Program (CLEP)

Bevill State Community College honors credit earned through CLEP examination from an approved CLEP testing site, provided appropriate scores are earned and adequate documentation is provided. A minimum score of fifty percent on the subject examinations is required in order for specific course credit to be awarded.

Credit awarded by any other accredited postsecondary institution under the College Level Examination Program (CLEP) for a score of less than fifty percent will not be accepted by this institution.

Test scores must be documented by the official score sheet for the College Level Examination Program in the Office of Student Services. Requests for CLEP credit should be submitted to the Office of Student Services.

Students may receive a maximum of 25 credit hours of CLEP credit with no more than 3 hours of credit awarded in each academic area. Students may receive English credit only for ENG 101-English Composition I. In mathematics, students may not receive credit for a mathematics course higher than MTH 113, Precalculus Trigonometry. Students may not receive CLEP credit for courses in biology, chemistry, physics or other laboratory courses. It should be noted that credit may be awarded only in areas offered within the current curriculum of the institution.

Articulated Credit Program

Students who have participated in programs articulated with Bevill State Community College programs may be granted credit as provided for in the respective articulation agreements. Articulated program credit is not necessarily transferable to other colleges or universities. A maximum of 30 credit hours may be awarded through articulated programs.

For proper placement in an articulated program, students should obtain an Articulated Credit Recommendation Form from the Office of Student Services. Once the course requirements are completed, students must provide official documentation supporting the high school articulated credit to the Office of Student Services.

Military Service

Students who have enrolled at Bevill State Community College may receive credit for specialized military training. Military credit is awarded on the basis of recommendations published by the American Council on Education in its latest Guide to the Evaluation of Educational Experience in the Armed Services. Documentation of military courses must be submitted to the Office of Student Services for evaluation.

Other Special Credit Awards

The College may award credit for some courses in the specialized portion of an Associate in Applied Science Degree program to a student who successfully completes specific course examinations. The student must obtain approval of his or her instructor in order to take a challenge examination, and the results must be approved by the Office of Instruction.

WORKKEYS/KEYTRAIN PRE-ASSESSMENT

WorkKeys® is a nationally recognized system produced by ACT® for profiling jobs, assessing skills, and offering instructional support to ensure that job seekers and incumbents have the technological skills necessary to do the job. The three components of the WorkKeys process work hand-in-hand to allow employers and employees to fit the person to the job. The Alabama College System has adopted WorkKeys credentialing for certain technical graduates to provide the best possible employees for the workforce.

WorkKeys will provide the graduate with documentation of technological employability skills; will provide employers with evidence of the individual's attained skills; will link education and training with the needs of the employer; and will help identify those jobs for which current preparation is sufficient. With WorkKeys, the employer can ensure that the student, his prospective employee, has the technological skills necessary to do the job.

WorkKeys allows the College to target instructional needs of the student to help the student attain needed skills. WorkKeys will help develop and guide career progression, and document the instructional effectiveness of the program of study.

All newly enrolled or returning occupational/technical students (except those where licensing is required for continued success in the field) must take the KeyTrain® preassessment upon enrollment. Registration can be accomplished on each campus in the Office of Student Services. The student is assessed in Applied Mathematics, Applied Technology, Locating Information, and Reading for Information. KeyTrain is not a pass/fail test and it is not a timed test. This assessment will provide college personnel the needed information to better advise and schedule students into specific classes. Students who demonstrate mastery of all required skill areas will be allowed to take the official WorkKeys test. Students who obtain appropriate Workkeys scores will receive certification to aid them in employment.

Depending upon the Applied Technology requirements of the specific program of study, enrollment in WKO103, WKO104, or WKO105 may be required. Each of the courses is designed to upgrade the Applied Technology skills of the individual. Students also have the opportunity to upgrade their Applied Technology skills by use of the KeyTrain software.

The final step in this process of upgrading the individual's technological skills is demonstrated by the successful completion of the appropriate WorkKeys test. These tests are given approximately once each month on the Fayette, Hamilton and Sumiton campuses. The WorkKeys tests take 55 minutes for each area of assessment and are all free of charge. Upon completion of the WorkKeys evaluation, the student is given a WorkKeys credentialing card that can be given to potential employers.

FINANCIAL INFORMATION

FINANCIAL INFORMATION

TUITION AND FEES

The following financial information is subject to change by action of the Alabama State Board of Education. The information printed below is current at the time of publication. Any changes will be updated and publicized in the schedule of course offerings prior to the start of each term. All tuition and fee payments are due at the time of registration.

In-State Tuition

Students who meet the specific criteria of State Board Policy No. 803.01, as Alabama residents, are eligible to pay the following tuition and fees:

Cr Hrs	Tuition	Facilities Renewal Fee	Tech Fee	Library Fee	Total Charge
1	$ 68	$ 8	$ 8	$ 0	$ 84
2	136	16	16	$ 0	168
3	204	24	24	15	267
4	272	32	32	15	351
5	340	40	40	15	435
6	408	48	48	15	519
7	476	56	56	15	603
8	544	64	64	15	687
9	612	72	72	15	771
10	680	80	80	15	855
11	748	88	88	15	939
12	816	96	96	15	1,023
13	884	104	104	15	1,107
14	952	112	112	15	1,191
15	1,020	120	120	15	1,275
16	1,088	128	128	15	1,359
17	1,156	136	136	15	1,443
18	1,224	144	144	15	1,527
19	1,292	152	152	15	1,611
20	1,360	160	160	15	1,695
21	1,428	168	168	15	1,779
22	1,496	176	176	15	1,863
23	1,564	184	184	15	1,947
24	1,632	192	192	15	2,031

NOTE: The Library Fee is assessed to students who are enrolled for three (3) or more credit hours, taking coursework at a main campus or instructional site.
NOTE: Under state mandate, all web-based courses are charged a tuition fee of $84 per credit hour.

Nonresidents of Alabama & Foreign Students

All full-time and part-time students who do not meet specific criteria of State Board Policy No. 803.01, under the resident and non-resident categories, are required to pay out-of-state tuition at a rate of two (2) times the in-state rate. All other fees are the same. Contact the Office of Student Services for further information regarding appropriate tuition rates.

Truck Driving Tuition (Fees are included)

Alabama Residents	$700
Out-of-State Residents	$1340

Effective January 1, 1995, the Department of Transportation regulations require that all truck driving students undergo drug screening. Since the test is conducted by an independent health service, the student must be prepared to pay a screening fee (cash or money order only). The test will be conducted the first day of the class.

Other Charges and Fees

(For all students, where applicable)

Late Registration Fee	$25
GED Testing Fee (cash or money order only)	33
ACT Residual Test	23
Returned Check Charge	25
Parking/Traffic Violation	15
Parking In Disabled Parking Space	25
Nursing Testing Fee	30
Nursing Liability Insurance	15
EMT Liability Insurance	65
Orientation Fee	30
Parking Decal (required)	10
Each Additional	10

STUDENT HOUSING

Applications for housing and residence hall rent/fee information may be obtained in the Office of Student Services and the Business Office on the Fayette, Hamilton, Jasper, or Sumiton Campuses.

PAYMENT

All tuition and fees required of any student at Bevill State are due at the time of registration. A student is not officially registered until tuition and fees are paid or assumed by financial assistance.

REFUND POLICY

Note: To request a refund, a Change/Withdrawal-Refund Request Form must be submitted to the Business Office. Refunds are issued by the Business Office on designated dates each term.

Partial Withdrawal During the Schedule Change Period

A student who officially drops a course during the Schedule Change Period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, plus all refundable fees. After the Schedule Change Period, no refunds are issued for partial withdrawal.

Withdrawal from the College - Full Term*

A student who officially withdraws before the first day of class from all courses will be refunded the total tuition, plus refundable fees. A student who officially withdraws from the College (all courses) during the first 5 class days will receive a 75 percent refund of tuition, plus refundable fees. Students who officially withdraw from the College after the first 5 class days at the beginning of the term and on or before the tenth day after the beginning of the term will receive a 50 percent refund of tuition paid, plus all refundable fees. Students who officially withdraw from the College after the tenth day of class and on or before the fifteenth day of class will receive a 25 percent refund of tuition paid, plus all refundable fees.
NOTE: Refunds for Truck Driver Training tuition and housing payments are calculated at the same rate as noted above.
NOTE: Refund policy for financial assistance recipients is outlined in the Financial Assistance section of this catalog.

Withdrawal from the College Mini-Term*

The refund policy for mini-terms is a compressed version of the regular refund policy.
NOTE: A student who adds classes will be charged additional tuition and fees at the applicable rate.
**A portion of the tuition is earmarked by the State Board of Education for retirement of debt and cannot be refunded. This non-refundable tuition is $37 for students taking 9 or more hours, $30 for students taking 6-8 hours, and $22 for students taking fewer than 6 hours.*

RETURNED CHECK POLICY

When a check for tuition and fees is returned, the Business Office will immediately notify the student. The student will be advised that if payment for tuition and fees is not made within five (5) days from

the date of the notification, the student will be removed from all class rosters. There is a $25 fee for each returned check.

If the student fails to respond within five (5) days, the Business Office notifies the Office of Student Services to remove the student from all class rosters. The instructor of each course will be notified by the Office of Student Services of the College's action to remove the student from his or her class roster. The student will not be allowed to re-enroll until all outstanding debts to the College are satisfied and will be placed on a cash-only basis. The instructor may not add a student to his or her class roster until he or she is notified to do so.

DELINQUENT ACCOUNT

A student who has a delinquent account at the College for any fee or fine may not complete registration until his or her account has been satisfied. The College may withhold transcripts and diplomas until all indebtedness is paid.

FINANCIAL ASSISTANCE

Although primary responsibility for financing a college education must be assumed by the student, the College subscribes to the theory that no student should be denied the opportunity of acquiring an education because of financial barriers. Through diverse grant, scholarship, and work programs, Bevill State Community College has been able to offer educational opportunities to individuals who cannot, through their own resources, afford a postsecondary education.

Eligibility

General eligibility for most financial assistance programs requires that a student:

1. Be a U.S. citizen or permanent resident;
2. Be enrolled as a regular student in an eligible program;
3. Demonstrate financial need;
4. Have no default on any federal loan nor owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, or any federal grant at any institution;
5. Sign a statement of registration status indicating registration with the Selective Service, if required;
6. Sign the Statement of Education Purpose certifying that funds received will be used only for educational purposes; and
7. Pass a designated ability-to-benefit exam if the student has not earned a high school diploma or GED.

Application for Financial Assistance

Financial assistance for students may be in the form of scholarships, grants, employment, or a combination of any of these programs. Financial assistance is awarded annually; therefore, each student must apply each year. It is the student's responsibility to secure the necessary applications, complete them as directed, and submit them to the designated place at the appropriate time.

Students who wish to be considered for need-based financial aid must complete the U.S. Department of Education's "Free Application for Federal Student Aid." Students are encouraged to apply as soon as possible after January 1 for the following academic year. All financial assistance applications may be obtained from the financial aid office within the Office of Student Services.

Federal Pell Grant

The Pell Grant Program serves as a "foundation" of financial assistance to which aid from other federal and non-federal sources may be added. To determine eligibility, students must complete a "Free Application for Federal Student Aid."

Federal Supplemental Educational Opportunity Grant (FSEOG)

A limited number of Pell Grant recipients with the greatest financial need are given priority for the FSEOG program.

Alabama Student Assistance Program (ASAP)

Funds are provided to Alabama institutions for grants to students who exhibit financial need. There is no special application procedure for the program since all eligible Pell Grant recipients are considered. Awards are limited to students who have been Alabama residents for at least a twelve-month period prior to the beginning of the semester for which financial assistance is requested.

Return of Title IV Funds

Federal grant recipients who completely withdraw from the institution prior to completing sixty percent of the enrollment period will owe a repayment to the U.S. Department of Education (see Schedule of Classes publication for specific date).

A Federal Grant Recipient is defined as a student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Alabama Student Assistance Grant (ASAP). Federal Work/Study money received by a student is not affected.

Complete Withdrawal is defined as the date the student submits a completed schedule change form (dropping all classes) to the Office of Student Services or the appropriate instructional site. In those cases when a student unofficially withdraws (stops attending without completing withdrawal process), the withdrawal date is the mid-point (50%) of the term.

Repayment is defined as the money the student must return to the U.S. Department of Education. The amount of repayment will be based on a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Students who fail to repay the U.S. Department of Education will not be eligible to receive Federal Aid at Bevill State Community College or at any other institution.

Federal Work-Study Program (FWS)

Eligible students are paid minimum wage as mandated by the Federal Fair Labor Standards Act for part-time employment on campus. Students work in a variety of offices and departments with their work schedules built around their academic schedules.

Institutional Scholarship Program

Bevill State Community College offers numerous scholarships; academic, leadership, and performing arts scholarships. For more information and an application, contact the Office of Student Services. Athletic Scholarships include cheerleading, men's and women's basketball, men's baseball, and women's volleyball, softball, and cross-country track.

VA Benefits

Bevill State Community College is fully approved by the Veterans' Administration to offer training to veterans. Veterans or veterans' dependents planning to attend college should make application directly to the Veterans' Administration and acquire prior approval before entering college.

Workforce Investment Act (WIA)

The WIA program offers assistance to selected eligible individuals who enter approved training programs at Bevill State Community College. Funds are generally provided for tuition, fees, books, and tools. Eligibility is determined by the local State Employment Office.

Vocational Rehabilitation
The State of Alabama provides certain benefits for students through the Alabama Department of Rehabilitation Services. Information is available from the Director of Rehabilitation, State Department of Education, Montgomery, Alabama 36104.

Staff Financial Assistance Program (SFAP)
The Staff Financial Assistance Program is funded by College employees to assist students who may have immediate financial needs. Grants or loans are awarded for direct institutional costs only. The SFAP committee on each campus meets as necessary to determine these awards. Applications are available in the Office of Student Services.

Trade Readjustment Act (TRA)
The Trade Readjustment Act offers assistance to students recommended by the Unemployment Compensation Office. This program pays all tuition, fees, books, and supplies required by the student's program.

Financial Assistance Academic Progress Standards
In addition to meeting the College's required progress standards as outlined in this publication, students receiving Federal Financial Assistance must meet the following standards of progress:

1. When a student who is eligible for Title IV Federal financial aid is academically suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he or she makes the cumulative GPA required for the number of credit hours attempted at the institution or the semester GPA is 2.0 or above (based on at least 12 credit hours or more attempted at the institution during that term).
2. Eligible students may receive Title IV Federal financial aid for a period of time not to exceed 1.5 times the normal length of a specific program (the "normal length" of a specific program will vary, depending upon whether the student is half-time, three-quarter time, or full-time).
3. Each academic year, students on Title IV Federal financial aid must earn two-thirds of the minimum number of hours required for that academic year to complete a program in its normal length of time. If a student repeats a course which was previously successfully completed, the credit hours obtained for the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.

Students who do not meet the above standards will be ineligible for Title IV Federal financial aid. A Title IV Federal financial aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV Federal financial aid recipient may not be paid for more than 30 credit hours of developmental work. Satisfactory academic progress is evaluated at the end of the Spring Semester prior to the next financial aid year.

Due Process for Appeal of the Suspension of Financial Aid
A student who desires to appeal the suspension of his or her financial assistance award(s) may do so by notifying, in writing, the Director of Financial Assistance/Director of Student Services at the declared campus of his or her residence. This written appeal must be made within five days of notification of the suspension.

The Director of Financial Assistance/Director of Student Services will present the appeal to the Campus Financial Assistance Committee. The Campus Financial Assistance Committee will notify the student in writing within five days of reaching its decision.

If the student is not satisfied with the decision of the Financial Assistance Committee, he or she may appeal the decision to the Administrative Office of Student Services, who shall serve as the President's designee for financial-aid appeals.

Financial Assistance Committee
While most rules and regulations pertaining to federal assistance programs are subject to established guidelines, general policies and procedures are developed under the guidelines of the Financial Assistance Committee.

A student financial assistance publication describing program details, regulations, application procedures, and award deadlines is available in the Office of Student Services.

ACADEMIC INFORMATION

GRADUATION

Certificates/degrees are awarded twice annually: at the end of spring and summer semesters. A student who chooses not to participate in the annual Spring Commencement Ceremony may pick up his/her certificate/degree/certificate of completion in the Office of Student Services.

A student is eligible for graduation when he or she has met the following requirements:

1. Registered for GRA 100 during the last term of enrollment before completing degree/program requirements;
2. Completed an Intent to Complete/Graduation Form;
3. Cleared all other financial obligations due the College;
4. Removed all admissions and probation conditions;
5. Met all program of study requirements for the certificate or degree. These requirements are stated in the appropriate Programs of Study section for each certificate and degree offered by the College;
6. Completed 25 percent of the program of study for an associate degree or 50 percent of the program of study for a certificate at Bevill State Community College;
7. Earned a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses;
8. Completed the PSY 100 orientation course;
9. Met all requirements for graduation within a calendar year from the last semester/term of attendance.

NOTE: There is an additional cost for the Associate Degree hood.

GRADUATION HONORS

Graduation Honors for Degrees

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

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

Graduation Honors for Certificates

Graduation with Distinction	3.50 to 4.00 GPA

HONORS

The President's List is compiled at the end of each term. To qualify for this honor, a student must have taken a minimum of 12 credit hours in degree/certificate creditable courses with a 4.00 GPA. This achievement is noted on the student's grade reports and transcripts.

The Dean's List is compiled at the end of each term. To qualify for this honor, a student must have taken a minimum of 12 credit hours in degree/certificate creditable courses with a grade point average of 3.50 to 3.99 during the term. This honor is noted on the student's grade reports and transcripts.

Students who have taken a minimum of twelve credit hours in degree/certificate creditable courses and achieved a grade point average of 3.00 to 3.49 will be recognized for **Academic Achievement**. This designation will appear on grade reports and transcripts.

Annually, the College recognizes students for outstanding academic achievement, leadership, and service. Students are nominated by College faculty and staff, selected for recognition by the Honors Committee, and recognized at the annual Student Honors ceremony.

Phi Theta Kappa is the premier honor society in American junior and community colleges. Students who are inducted into the organization each year are honored for academic excellence and recognized for their demonstration of model citizenship.

Students who have distinguished themselves in academics, leadership, and other areas of campus life are nominated by the faculty, administration, and students for inclusion in the annual **Who's Who Among Students in American Junior Colleges** publication. Students selected for Who's Who must have attained sophomore status with a minimum of 32 credit hours.

The United States Achievement Academy has established the **All-American Scholar Award** Program to offer recognition to superior students who excel in the academic disciplines and to encourage students in areas other than sports or extra-curricular activities. Students nominated for this honor by faculty must have attained academic excellence and must have been enrolled for three consecutive terms.

The United Stated Achievement Academy has established the **National Collegiate Minority Leadership Awards** to recognize outstanding minority students who have demonstrated exemplary leadership skills and academic success.

The National Vocational-Technical Honor Society has been established to recognize outstanding academic achievement among students enrolled in industrial education programs. Students selected for induction into this honor society must demonstrate both academic promise and leadership abilities applicable to their career goals.

The James B. Allen Award is an annual recognition of the Most Outstanding Student from among the Fayette, Hamilton, Jasper, and Sumiton campuses. Selections for this prestigious award are made from the honor student nominees based upon character, leadership, scholarship, citizenship, and sportsmanship.

ACADEMIC PROGRESS STANDARDS

Standards of Progress Policy

Students must comply with the Academic Standards of Progress in order to remain in good standing at the college. To graduate, the College requires the student to achieve grade a point average (GPA) of 2.0 on all coursework attempted. Since students entering the college may have different levels of academic preparedness, the Standards of Progress are graduated and based on the credit hours of coursework attempted. The Standards of Academic Progress are summarized below.

1. Students who have attempted 12 to 21 credit hours at the institution must maintain a 1.50 cumulative GPA.
2. Students who have attempted 22 to 32 credit hours at the institution must maintain a 1.75 cumulative GPA
3. Students who have attempted 33 or more credit hours at the institution must maintain a 2.0 cumulative GPA.

Table 1, Required Cumulative GPA Levels, defines the consequence of failure to comply with the Standards of Academic Progress. Students who meet or exceed the Standards of Academic Progress are defined as having "Clear Academic Status."

Academic Probation

At the conclusion of any academic term, those students who have not met the minimum Academic Standards of Progress are placed

on Academic Probation. Academic Probation is a warning that is intended to put the individual student on notice that his/her academic performance has fallen below the Academic Standards of Progress as summarized in Table 2. If the student wishes to continue and eventually graduate, the condition that caused the Academic Probation must be satisfied and the student must return to Clear Academic Status. **Table 2, Academic Probation**, defines what the student must accomplish in order to attain clear academic status. A transfer student admitted with less than a 2.0 overall GPA is automatically placed on Academic Probation for their first semester.

Academic Suspension for One Semester

In order for a student on Academic Probation to clear probation, their cumulative GPA must meet the standard outlined in Table 2, Required Cumulative GPA Level. A student on academic probation, whose academic performance during the next semester is 2.0 or higher but the cumulative GPA is not sufficient to allow that student to meet the Academic Standards of Progress, is allowed to continue enrollment but will remain on academic probation. A student, on the other hand, whose academic performance during the next semester is below 2.0 will be placed on suspension for one semester. After the one semester suspension, the student is allowed to return in Academic Probation status. A student who feels that extenuating circumstances existed that played a role in his/her poor academic performance, has the right to appeal the academic suspension. **Table 3, Suspension for One Term**, summarizes the appeal process.

Academic Suspension for One Calendar Year

A student readmitted after having served a one-semester suspension, or whose period of suspension was successfully appealed, will be subject to a one calendar year suspension if their semester GPA falls below 2.0. For this same student, if the semester GPA is 2.0 or higher but the cumulative GPA remains below 2.0,the student's enrollment status will remain Academic Probation. (see **Table 4, Readmission After Having Been Suspended One Term**). A student who feels that extenuating circumstances existed that played a role in his/her poor academic performance, has the right to appeal the academic suspension.

APPEAL OF ACADEMIC SUSPENSION

A student who is suspended for one semester or one calendar year may request consideration for readmission by submitting a letter outlining extenuating circumstances resulting in poor academic performance. That letter must be submitted to the Campus Director of Student Services prior to the beginning of the requested readmission term. The Director of Student Services will immediately notify the Campus Associate Dean of the request for readmission. The Campus Associate Dean will convene a committee of three members (at least two faculty) within five working days to review the student's petition for readmission. A letter from the Campus Associate Dean stating the committee's decision will be forwarded to the student. This letter, along with any supporting materials presented by the student, will be placed in the student's official record file.

If the student disagrees with the committee's decision, an appeal, in writing, to the appropriate College-wide Associate Dean (academic, technical, or health sciences) may be submitted within five working days. The College-wide Associate Dean will make the final decision, either confirming or reversing the committee's recommendation, and report that decision to the Dean of the College. The College-wide Associate Dean will notify the student of the final decision.

If the committee determines to allow the student readmission without serving the period of suspension, the transcript will read "Suspended One Semester (or One Calendar year)/Readmitted Upon Appeal". The student is readmitted on Academic Probation.

NOTE: Title IV financial assistance recipients must meet additional academic progress requirements, which are outlined in the financial assistance brochure.

NOTE: Title IV financial assistance recipients who are readmitted upon appeal must also appeal to the Financial Assistance Committee for reinstatement of financial awards.

INTERVENTION FOR STUDENT SUCCESS

When a student is placed on academic probation, one-term academic suspension, or one calendar-year academic suspension, College officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course load limits, recommending a study skills course, and/or prescribing other specific courses.

ACADEMIC BANKRUPTCY

A student may request in writing to the Director of Enrollment Services or Campus Admissions Coordinator to declare Academic Bankruptcy under the following conditions (see **Table 5, Academic Bankruptcy**):

1. If fewer than three (3) calendar years have passed since the semester for which academic bankruptcy is requested, and the student has completed at least 18 semester hours at Bevill State since the bankruptcy semester, bankruptcy will apply to all course work completed during that one semester. All course work completed during that semester will be disregarded in calculating GPA.
2. If three (3) or more years have elapsed since the most recent semester for which bankruptcy is requested, and the student has completed at least 18 semester hours at Bevill State since the last bankruptcy semester, bankruptcy may apply to all course work taken in one to three semesters. All course work taken from semester(s) for which bankruptcy is declared will be disregarded in calculating the GPA.
3. Student will not be able to count any courses taken during the bankruptcy semester(s) toward graduation; however, courses completed may meet academic prerequisite requirements.
4. Courses completed during the bankruptcy semester(s) remain on the student's transcript. Transcript will be stamped "Academic Bankruptcy."
5. Other institutions may not honor the bankruptcy policy.
6. Academic bankruptcy may be declared only once.

DEFINITION OF TERMS

Grade Point Average (GPA)

The term GPA is calculated on all hours attempted during any one term at the institution and is based on a 4.0 grading scale.

Cumulative Grade Point Average (GPA)

The grade point average based on all hours attempted at the institution based on a 4.0 grading scale.

Clear Academic Status

The status of a student whose Cumulative GPA is at or above the level required by the standards of progress policy for the number of credit hours attempted at the institution.

Academic Probation

Academic Probation is a warning that is intended to put the individual student on notice that his/her academic performance has fallen below the Academic Standards of Progress.

ACADEMIC ADVISEMENT

The focus of academic advisement at Bevill State Community College is to assist the student in progressing toward his or her goal and to facilitate the successful and timely completion of program requirements leading to the student's desired outcome

(i.e., Associate in Arts, Associate in Science, Associate in Applied Science, or Certificate). Academic advisors also facilitate the student's transfer to his or her selected senior institution. Academic transfer students are strongly encouraged to obtain **STARS** program guides available on the Internet at **stars.troyst.edu.**

Off-campus academic advising at instructional sites will be provided by assigned main campus advisors. All students at instructional sites are required to meet with their advisors at least once each term, prior to registration for the upcoming term and at other times as needed.

Advisor Assignment

Each student is assigned an academic advisor by the Testing Center/Admissions staff at the time of placement testing, or at the time of application for admission, if placement testing is not required. Entering students are required to meet with their assigned academic advisors prior to registering for classes for the desired term of enrollment.

Student Advising Requirements Each Term

Students are required to meet with their assigned academic advisors each term prior to registering for classes for the upcoming term. However, students are encouraged to meet with their assigned advisors, by appointment, as needed throughout each term.

Scheduling appointments and meeting with their assigned academic advisors during the Advance Registration Period is strongly encouraged for all students. At the advisement appointment, the student and advisor will review program requirements, monitor the student's academic progress and needs, and complete registration forms. The advisor will also activate the student's PIN (Personal Identification Number) which will allow the student to access online registration at **www.bscc.edu.**

Students who do not meet with their assigned advisors during the Advance Registration Period will not be able to take advantage of Advance Registration, since students must meet with their advisors to obtain signatures on the Registration Form and to activate their PIN numbers. Academic advisors and/or program representatives are available to students, on an appointment basis, on the day of scheduled Regular Registration.

Statewide Articulation Reporting System (STARS) Program Guides

Students who plan to transfer into four-year programs of study are strongly encouraged to obtain STARS program guides from the Internet (http://stars.troyst.edu) and to take STARS guides with them to their advising appointments. Dated STARS guides are important documents which list required and accepted courses for specific programs of study and should be held by students until their four-year transfers are complete. Assistance with utilizing the STARS system is available in each campus Library/Learning Resource Center.

Program/Advisor Change

A student who wishes to make a program of study/major change must notify the Office of Student Services to complete the necessary paperwork and to receive an appropriate advisor assignment.

ORIENTATION: PSY 100

This one semester hour of credit course introduces the entering student to college life, responsibilities, rules and regulations, college services, academic success skills, research skills, stress management, campus safety and security policies, career planning and job seeking skills, and the use of WebCT, an internet classroom program. **All entering students are required to complete Orientation.** Orientation is not usually transferable and is only valid for five (5) years.

ATTENDANCE

Class attendance is considered an essential part of the educational process at Bevill State Community College. The College subscribes to the philosophy that a student's academic success is directly proportional to class attendance. It is the responsibility of the student to attend all classes and perform assignments as prescribed by instructors and appropriate syllabi. Attendance requirements in programs that lead to board licensing such as nursing and cosmetology may be more stringent.

CLASSIFICATION OF STUDENTS

Students who have earned 31 hours or fewer are classified as freshmen. Those who have earned 32 hours or more are classified as sophomores.

Students are classified as full-time or part time according to the number of credit hours attempted. A full-time student is enrolled for a minimum of 12 credit hours. Students are considered part time if they are enrolled for fewer than 12 credit hours. For purposes of Title IV financial assistance programs, a student must be enrolled for 9-11 credit hours to be considered three-quarter time, and 6-8 credit hours to be considered half time.

CONTINUING EDUCATION COURSES

Bevill State Community College awards the Continuing Education Unit (C.E.U.) for special, non-academic activities and courses offered by the College. As defined by the Southern Association of Colleges and Schools, the Continuing Education Unit is given for 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education courses are offered for purposes of personal enrichment, community service, professional development, and creative pursuits. Courses are developed and selected according to the needs and interests of area citizens and students and vary each term.

ADULT EDUCATION AND SKILLS TRAINING

The Adult Education and Skills Training Division (AESTD) provides a broad range of training, skills assessment and development, educational programs and other services. The goal of the AESTD is to provide quality education while responding to the needs and goals of students. On each campus, the AESTD provides programs and services that meet the personal and professional development needs of the community-at-large and the training needs of the business community, both private and public.

Courses in the AESTD are open to all persons who can benefit from the training, including those who do not possess a high school diploma or GED. The first priority of the skills training courses is the development of skills. Skills training courses are designed to be flexible. The majority of the Skills Training courses are WIA approved and can be authorized through the Career Links/One-Stop Centers.

GENERAL EDUCATION DEVELOPMENT TESTING/ADULT EDUCATION

Bevill State Community College has been designated by the Alabama State Department of Education as an official testing center for the General Education Development Test (GED). The institution also provides classes for nonreaders and Adult Education (AE) training for individuals needing academic support prior to GED testing. For more information on class and test schedules, contact the Office of Student Services.

COURSE AUDITING

Students who desire to take College courses without earning credit may be admitted as audit students but must pay full tuition and fees for the course(s) audited. Students who audit courses will be listed on the official class rolls, but are not required to take tests or final examinations, or make reports. A grade of "AU" (no credit) will be assigned for audited courses. **Students who desire to change from credit to audit or audit to credit must officially request a status change before the end of the schedule change period.** Audited course work may not be counted toward a student's enrollment status for financial assistance or veterans' benefits.

COURSE CANCELLATION

It is the policy of Bevill State Community College to offer courses within the College's academic inventory which meet the needs of the students enrolled in approved programs of study. Scheduled courses in a particular term may be canceled by the College due to such reasons as insufficient enrollment, unavailability of a qualified instructor, or unavailability of instructional space, etc. Should a class be canceled, students enrolled in the canceled class will be notified for a refund of tuition and fees or placement into another class.

CREDIT BY CHALLENGE EXAMINATION

Challenge examinations are administered prior to the last day of the add/drop period. To receive credit by challenge examination, students must score a "C" or above on the examination. Certain types of performance courses, such as Vocational Technical English I, English Composition I and II and Fundamentals of Public Speaking, are not eligible for challenge credit. Since some courses cannot be challenged, students should consult their advisor to determine if a specific course can be challenged. To obtain credit by challenge examination, the following procedures must be observed:

1. Students receiving financial assistance must obtain approval from the Office of Financial Assistance prior to challenging the course(s).
2. Students should obtain approval from the instructor to challenge the class by examination and enroll in the course.
3. Instructors must obtain a Request for Credit by Challenge Examination form from the Division Chairperson/Associate Dean or Office of Student Services.
4. The instructor should administer the exam prior to the last day of the add/drop period. If the student is successful, the instructor will submit a completed Request for Credit by Challenge Examination form to the Campus Associate Dean.

TABLE 1 REQUIRED CUMULATIVE GPA LEVELS

Hours Attempted	GPA Required	Status If Successful	Status If Not Successful
12-21 Credit Hours	1.5	Clear	Probation
22-32 Credit Hours	1.75	Clear	Probation
33 or More Hours	2.0	Clear	Probation

Note: All applicable academic designations except Clear will appear on the student's transcript.

TABLE 2 ACADEMIC PROBATION

Required GPA Not Achieved, but Current Semester GPA 2.0 or over	Required GPA Not Achieved, and Current Semester GPA Under 2.0.
Academic Probation Continues	Suspension for One Semester (May be Appealed)

TABLE 3 SUSPENSION FOR ONE SEMESTER

Student Action	Student Status	Status Upon Readmission
No Appeal Filed	Serves Suspension	Academic Probation
Appeal Successful	Readmitted	Academic Probation

TABLE 4 READMISSION AFTER HAVING BEEN SUSPENDED ONE SEMESTER
(Whether Suspension Served or Readmitted Upon Appeal)

Required GPA for Hours Attempted Not Achieved, but current Term GPA 2.0	Required GPA for Hours Attempted Not Achieved, current Semester GPA Under 2.0
Student Remains on Academic Probation	Student Suspended For One Year. (This suspension may be appealed, and, if successful, the student will be readmitted on Academic Probation. If appeal is unsuccessful, student serves suspension and will be readmitted on academic probation.)

TABLE 5 ACADEMIC BANKRUPTCY

Circumstance	Action	Provided That	Cautions	Limitations
Fewer than 3 years have passed since bankruptcy term.	Bankruptcy on all coursework taken in that one term. All coursework from that term disregarded in calculating GPA.	Student has taken at least 30 quarter hours or 18 semester at Bevill State since the bankruptcy term.	Will not be able to count any courses in bankruptcy term toward graduation; senior colleges may not honor this policy	Academic Bankruptcy may be declared once. Courses remain on transcript. Transcript will be stamped "Academic Bankruptcy."
Three or more years have elapsed since most recent term for which bankruptcy is declared.	Bankruptcy on all coursework taken in 1 to 3 terms. All coursework from term(s) disregarded in calculating GPA.	Student has taken at least 30 quarter or 18 semester hours at Bevill State since the last bankruptcy term.	Will not be able to count any courses in bankruptcy term(s) toward graduation; senior colleges may not honor this policy.	Academic bankruptcy may be declared once. Courses remain on transcript. Transcript will be stamped "Academic Bankruptcy."

5. Students may then add another course; however, if the additional course results in a load of more than 19 credit hours, the student should submit to the Campus Associate Dean's Office the Schedule Change/Withdrawal–Refund Request Form for approval, along with Request for Credit by Challenge Examination form.
6. The Campus Associate Dean will approve the Request for Credit by Challenge Examination form and forward it to the Office of Student Services.
7. The Director of Enrollment Services or designee should sign the form and provide copies for the student, the Financial Assistance Officer, and the instructor administering the examination.
8. Quality points will be awarded for credit received by challenge examination. Credits received from successful completion of the challenge examination cannot be counted toward the student's enrollment status for Title IV financial assistance.

GUIDELINES FOR INDEPENDENT STUDY

Independent study is an atypical mode of instruction that must be undertaken only if the following guidelines are met and no other viable options are available.

1. Independent study courses must be based on the same syllabi as the corresponding regular courses.
2. Students taking independent study courses must complete exams and assignments equivalent to those required in regular classes.
3. All independent study courses must be approved by the instructor, the student's advisor, the Campus Associate Dean, and the Office of Instructional Services.
4. Instructors must meet with students in independent study courses at least weekly.

NOTE: Guidelines for Independent Study do not apply to "to be arranged" (TBA) courses.

DEVELOPMENTAL EDUCATION COURSES

The Developmental Studies Program is designed to assist students whose placement exam scores indicate the need for a review in one or more academic areas prior to students proceeding into the prescribed course sequences leading to higher level academics. Diagnostic testing and individualized programs of study allow students to progress at rates appropriate for their individual circumstances. The learning environment allows for variety and flexibility in the presentation of course content and offers a gradual transition to the more traditional lecture-style classroom.

It is advised that students who place in one or more developmental courses take that course (or courses) in their first term of enrollment at the College. Students must meet with the developmental studies advisor before registering for classes for any term in which a developmental class is required.

Students who place in one or more developmental courses are strongly encouraged to enroll in PSY 107, Study Skills for College or BSS 090, Basic Study Skills, to provide further support and opportunities to develop and enhance the study skills necessary for academic success. Students who place in two or more developmental level courses may not enroll in more than 12 credit hours.

EVENING PROGRAM

The evening/weekend program at Bevill State Community College provides individuals who have daytime responsibilities an excellent opportunity to attend College classes on a full- or part-time basis. Evening classes are offered at times convenient to the commuting student. Weekend classes meet on Friday evening, Saturday, and Sunday.

The evening/weekend program is similar to the day program in many ways. Several courses are taught each term by the regular, full-time faculty. Others are taught by qualified adjunct faculty who meet state and accrediting agency requirements. Class sessions are arranged to give the evening/weekend student the same time for classroom instruction as those enrolled in the day program.

The policies for admission, registration, graduation, and course requirements are the same for evening, weekend, and day students. A schedule listing the courses offered in the evening/weekend program is available each term. Additional information is available in the Office of Student Services.

DISTANCE LEARNING/INTERNET

Bevill State Community College has taken the initiative to address the enormous impact which technology is having on higher education. This initiative involves the application of distance learning strategies that deliver education to students who are in a different location other than that of the instructor. Two distinct approaches to distance learning have been implemented by the College:

1. **Teleconferencing Technology**
   An instructor can teach students at a local site and at remote sites simultaneously. The instructor and students can see each other and interact as though they were in the same classroom even though some are as far as sixty miles apart.
2. **Internet Delivered Instruction**
   In order to achieve the goal of providing convenient courses to students at any time or place, the College offers Internet instruction. Students interested in enrolling in internet courses should visit the College website at **www.bscc.edu** to obtain information concerning equipment/software and course requirements.

Note: Under state mandate, all internet web-based courses are charged a tuition fee of $84 per credit hour.

Testing Centers are located on each campus to provide distance learning/Internet students proctored testing in an environment conducive to testing. Faculty must contact the testing center to schedule appropriate times and dates for the students test.

Successful distance learning students are self-directed, mature, disciplined, and highly motivated people. Students who take teleconferencing or Internet delivered courses must be able to work independently with a minimum amount of face-to-face contact with faculty and a minimum amount of interaction with other students. Students assume full responsibility for developing a highly personalized study plan and adhering strictly to that plan to ensure individual learning.

EVALUATION OF STUDENTS

The instructor will evaluate students through tests, quizzes (oral or written), projects, work assignments, and laboratory work. If a student misses a test or examination, it is the student's responsibility to make arrangements with the course instructor regarding make-up examinations based on that instructor's policy.

FINAL EXAMINATIONS

Final exams are held during the last week of each semester/term. A final examination schedule is published in the class schedule.

MAKE-UP EXAMINATIONS

Make-up examinations may be given when the instructor is convinced that extenuating circumstances prevented the student from taking the examination. It is the student's responsibility to report to the instructor any condition that causes an absence from an examination.

GRADE CHANGES

It is the responsibility of the student to check his or her grade report at the end of each term and immediately notify the instructor of the course in which the questioned grade is assigned. Requests for change of grade must be referred to the Campus Associate Dean.

GRADE REPORTING

At the end of each term, grade reports are processed and mailed to each student's mailing address. Students may access their grades by telephone or on-line at the end of each term. Students must have their valid Personal Identification Number (PIN) to access the system.

GRADE POINT AVERAGE (GPA)

Quality points for grades earned each term are awarded as follows:

Grade of A .....4 quality points per credit hour
Grade of B .....3 quality points per credit hour
Grade of C .....2 quality points per credit hour
Grade of D .....1 quality point per credit hour
Grade of I , F, or WF .....0 quality points
Grade of W, WP, AU, S, or U.....0 quality points

Grade Point Average (GPA) Computation

The Grade Point Average (GPA) is calculated by dividing the total quality points earned by the total credit hours attempted.

Grading System

A.....Excellent (90-100)
B .....Good (80-89)
C .....Average (70-79)
D.....Passing (60-69)
F .....Failure (Below 60)
I .....Incomplete
IP .....In Progress
W .....Withdrawn Prior to Mid-term
WP .....Withdrawn Passing
WF.....Withdrawn Failing
AU .....Audit
S.....Satisfactory
U.....Unsatisfactory

A grade of "I" (Incomplete) is assigned when the quality of work has been passing, but the student has been prevented by illness or other justifiable cause from completing the required work, or from taking the final examination. If the cause is personal illness, the student must present a statement signed by the attending physician. A grade of "Incomplete" is calculated into the Grade Point Average (GPA) as an "F." The "I" must be cleared before the end of the following term or it will be changed to an "F." A student does not have to register for the course again in order to remove an incomplete grade.

A grade of "IP" indicates IN PROGRESS and may only be assigned to developmental courses. The awarding of an "IP" is the option of the instructor, provided the student has demonstrated conscientious effort and is above failure but has not achieved course mastery. A student who receives an "IP" must repeat the course; it is not considered satisfactory completion.

A grade of "W" (WITHDRAWN) is assigned without academic penalty when the student withdraws from class prior to mid-term.

A grade of "WP" (WITHDRAWN PASSING) is assigned without academic penalty when a student withdraws after the mid-term and has maintained a passing grade.

A grade of "WF" (WITHDRAWN FAILING) is assigned with academic penalty when the student withdraws after mid-term and has not earned a passing grade. When a student must withdraw due to circumstances beyond his or her control, the student may appeal to the instructor for consideration of a grade other than "WF."

APPEAL OF A COURSE GRADE

A student may appeal the final grade received for a course when the student feels the grade is unwarranted. The appeal, in writing, will be forwarded to the Campus Associate Dean or the program director of Health Sciences. The procedure to be followed for appeal of final grade can be obtained from the office of the Campus Associate Dean or the program director of Health Sciences.

PREREQUISITES

Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the Associate Dean or designee. A student who fails in the first course of a sequence cannot take the succeeding courses before making up the failure.

PROGRAM TERMINATION

All programs of study are periodically evaluated by the College according to guidelines set forth by the Department of Postsecondary Education. Programs having insufficient enrollment, unsatisfactory completion rates, low job placement, or other stated deficiencies may be reviewed for termination. Should a program be terminated, currently enrolled students will be allowed to finish the program or to transfer to another program.

REPEATING COURSES/COURSE FORGIVENESS

If a student repeats a course once, the second grade awarded (excluding grades of AU, W, and WP) replaces the first grade in the computation of the cumulative grade point average. The grade and grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled. A repeated course will count only once toward the requirements for program completion. Students should be aware that some colleges do not honor course forgiveness.

TRANSCRIPTS

Academic transcripts of student records cannot be sent to other institutions, prospective employers, or to the student unless an official written request is made by the student to the Office of Student Services. Official transcripts will not be released for students who have outstanding financial obligations to the College.

A student may obtain an unofficial copy of his or her academic record upon written request. An unofficial copy does not bear the official seal of the College but otherwise is a true copy when released by the Director of Enrollment Services or designee. A student may also view their college transcript online at www.bscc.edu. The Office of Student Services will not copy or otherwise reproduce official student transcripts and other information obtained from transfer students as official transfer requirements.

Financial Aid transcripts are released regardless of the student's obligation to the College. All refunds will be reported in accordance with state and federal regulations.

ACADEMIC/TRANSFER INFORMATION

PROGRAMS OF STUDY

Bevill State Community Colleges offers the Associate in Arts and the Associate in Science degrees in university parallel programs of study, the Associate in Applied Science degrees and certificates in skill-based, non-degree programs of study. Certificates may be further designated as long term and short term depending upon the number of semester hours required within each program of study Applicants must possess certain physical and mental abilities to meet the required essential functions of each program A list of Essential Functions for each program is available in the Office of Student Services. Orientation (PSY 100) is a prerequisite to all degree and certificate programs.

Statewide Articulation Reporting System (STARS)

Students should become familiar with STARS which provides them with very specific information about the requirements in each subject AREA for a given transfer institution. The STARS website can be accessed at http://stars.troyst.edu. From STARS, students can print a transfer guide for his or her major and enter into a binding contract with the transfer institution in his or her program of study. The contract is not binding on the student but is binding on the transfer institution so long as the student does not change majors and takes the courses listed on the transfer guide.

Alabama General Studies Committee (AGSC)

As a result of legislative action, course offerings at State Community Colleges were evaluated and their transfer equivalency to other State colleges and universities determined by the Alabama General Studies Committee (AGSC). The AGSC divided the academic transfer courses taught at the community colleges into three separate groups according to their transfer status.

The Associate Degree requires completion of 60-64 semester hours. Courses that are common to all programs of study and to all institutions are designated as Common Core courses and further categorized as Code A courses. The Code A courses specify course requirements by number of semester hours and discipline (also known as AREA). The total number of semester hours of

STARS University Parallel Approved Common Core Courses

AREA I: Written Communications 6
- ENG 101 English Composition I
- ENG 102 English Composition II

AREA II: Literature, Humanities and Fine Arts 12

*Literature (3-6)
- ENG 251American Literature I
- ENG 252 American Literature II or
- ENG 261 English Literature I
- ENG 262 English Literature II or
- ENG 271 World Literature I
- ENG 272 World Literature II

Fine Arts (3)
- ART 100 Art Appreciation
- ART 203 Art History I
- ART 204 Art History II
- MUS 101 Music Appreciation
- THR 120 Theatre Appreciation

Speech (3)
- SPH 107 Fund. of Public Speaking

Additional Humanities (0-3)
- PHL 106 Introduction to Philosophy
- 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 Introductory Spanish II
- FRN 101 Introductory French I
- FRN 102 Introductory French II
- SPH 116 Intro. to Interpersonal Communications

AREA III: Natural Science and Mathematics 11

Mathematics (3-4)
- MTH 110 Finite Mathematics
- MTH 112 Precalculus Algebra
- MTH 113 Precalculus Trigonometry
- MTH 115 Precalculus Algebra and Trig.
- MTH 120 Calculus and Its Applications
- MTH 125 Calculus I

Natural Sciences (8)
- AST 220 Introduction to Astronomy
- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II
- CHM 104 Intro. to Inorganic Chemistry
- CHM 105 Intro. to Organic Chemistry
- CHM 111 College Chemistry I
- CHM 112 College Chemistry II
- PHS 111 Physical Science I
- PHS 112 Physical Science II
- PHY 201 General Physics I
- PHY 202 General Physics II
- PHY 213 General Physics w/Calculus I
- PHY 214 General Physics w/Calculus II

AREA IV: History, Social and Behavioral Science 12

*History (3-6)
- HIS 101 Western Civilization I
- HIS 102 Western Civilization II or
- HIS 121 World History I
- HIS 122 World History II or
- HIS 201 United States History I
- HIS 202 United States History II

**Additional History, Social and Behavioral Sciences (6-9)
- ANT 200 Introduction to Anthropology
- ANT 210 Physical Anthropology
- ANT 220 Cultural Anthropology
- ECO 231 Macroeconomics
- ECO 232 Microeconomics
- POL 200 Introduction to Political Science
- POL 211 American National Government
- PSY 200 General Psychology
- PSY 210 Human Growth and Development
- SOC 200 Introduction to Sociology
- SOC 210 Social Problems

**As a part of the General Studies Core Curriculum, students must complete a six hour sequence either in literature or in history.*
*** No more than 6 hours of history may be taken for AREA IV.*

AREA V: Major, minor and Elective Courses 19-23

Courses taken in AREA V are those that provide the student with the knowledge and experiences in his or her chosen major or area of concentration. The course requirements listed within AREA V of each program of study should be used as a guide and may vary depending upon the transfer institution. For guidance in the identification of the specific course requirements in the major or minor, the student should refer to the transfer institution's catalog or web page. Also, the AGSC transfer guide (STARS guide) for each public transfer institution in the State of Alabama is readily available on the web at http://stars.troyst.edu and should be utilized.

Common Core (Code A) courses required for all university parallel programs of study, except engineering, is 41 semester hours. The remaining 19-23 hours (designated as Code B, AREA V) consist of courses in the individual student's major or minor fields of study or are necessary to meet pre-professional requirements as specified by the transfer institution.

The remaining potentially transferable courses that do not fall into either Code A or Code B are potential AREA V transfer courses but are subject to the approval of the respective receiving institutions. These courses are designated as Code C.

Students who are pursuing 4-year degrees should follow the degree plan for their major. Degree plans for most majors are found on the next few pages. The transfer institution's catalog and/or web-site provides specific transfer requirements in AREA I through AREA V.

Associate in Arts
Associate in Arts degrees in university parallel programs of study offered at Bevill State Community College are Pre-Elementary Education, Pre-English, Pre-Health, Physical Education & Recreation, Pre-History, Pre-Liberal Arts, and Pre-Secondary Education.

Associate in Science
Associate in Science degrees in university parallel programs of study offered at Bevill State Community College are Pre-Biological Sciences, Pre-Business Administration (Accounting, Economics, Management, Management Information Systems, Marketing), Pre-Chemistry, Pre-Computer Science, Pre-Engineering, Pre-Forestry, Pre-General Studies, Pre-Mathematics, Pre-Music, Pre-Physics, Pre-Professional (Dentistry/Medicine/Optometry), Pre-Nursing, Pre-Pharmacy, Pre-Veterinary Medicine, Pre-Political Science and Pre-Psychology.

PRE-BUSINESS ADMINISTRATION

(Accounting, Finance, Management, Management Information System, and Marketing)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
Literature Sequence	(6)
Fine Arts	(3)
SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**11**
+Mathematics	(3)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
History	(3)
ECO 231 Macroeconomics	(3)
ECO 232 Microeconomics	(3)
Complete one of the following:	(3)
ANT 200 Introduction to Anthropology	
PSY 200 General Psychology or	
SOC 200 Introduction to Sociology	
+AREA V: Pre-Professional, Major & Electives	**19-23**
BUS 241-242 Intro. to Accounting	(6)
BUS 263 Legal & Social Environment of Business	(3)
BUS 271-272 Business Statistics I & II	(6)
CIS 146 or equivalent Computer Science	(3)
MTH 120 Calculus and Its Applications or	
MTH 125 Calculus I	(3-4)
General Courses	(60–64 semester hours)

PRE-BIOLOGICAL SCIENCES

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 112 Precalculus Algebra or higher	(3)
BIO 103-104 Principles of Biology I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social & Behavioral Science	(6-9)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major and Electives	**19-23**
CHM 111-112 College Chemistry I & II	(8)
CHM 221-222 Organic Chemistry I & II	(8)
PHY 201-202 General Physics I & II	(8)
or PHY 213-214 Gen Physics w/Calculus	
MTH 125 Calculus I	(4)
+CIS 146 or equivalent Computer Science	(3)
General Courses	(60–64 semester hrs)

PRE-CHEMISTRY

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**12**
MTH 125 Calculus I	(4)
CHM 111-112 College Chemistry I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social and Behavioral Science	(6-9)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major & Electives	**19-23**
CHM 221-222 Organic Chemistry I & II	(8)
PHY 201-202 General Physics I & II or	(8)
PHY 213-214 Gen Physics w/Calculus	
MTH 126 Calculus II	(4)
+CIS 146 or equivalent Computer Science	(3)
General Courses	(60–64 semester hours)

PRE-COMPUTER SCIENCE

Associate in Science

AREA I: Written Composition 6

AREA II: Literature, Humanities and Fine Arts 12

*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)

AREA III: Mathematics and Natural Sciences 11

+MTH 112 Precalculus Algebra or higher	(3)
+Natural Sciences	(8)

AREA IV: History, Social & Behavioral Science 12

*History	(3-6)
Additional History, Social and Behavioral Science (Maximum of 6 hours in History)	(6-9)

+AREA V: Pre-Professional, Major and Electives 19-23

+MTH 125-126 Calculus I & II	(8)
+CIS 146 or equivalent Computer Science	(6)
+Electives in the discipline where CIS knowledge is to be employed	(6-9)

General Courses (60–64 semester hours)

PRE-SECONDARY EDUCATION

Associate in Arts

AREA I: Written Composition 6

AREA II: Literature, Humanities and Fine Arts 12

Literature Sequence	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Humanities and Fine Arts	(0-3)

AREA III: Mathematics and Natural Sciences 11

+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)

AREA IV: History, Social & Behavioral Science 12

History Sequence	(3-6)
Additional Social Behavioral Science	(6-9)

+AREA V: Pre-Professional, Major & Electives 19-23

CIS 146 or equivalent	(3)
See Area V Transfer Institution for specific requirements by major.	(16-20)

General Courses (60–64 semester hours)

PRE-ELEMENTARY EDUCATION

Associate in Arts

AREA I: Written Composition 6

AREA II: Literature, Humanities and Fine Arts 12

*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(3)

AREA III: Mathematics and Natural Sciences 11

+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)

AREA IV: History, Social & Behavioral Science 12

*History	(3-6)
+Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(6-9)

+AREA V: Pre-Professional, Major & Electives 19-23

Additional Mathematics, MTH 110 or higher	(6)
Additional Sciences	(4-8)
Electives	(6-13)
CIS146 or equivalent	(3)

General Courses (60–64 semester hours)

PRE-HEALTH, PHYSICAL EDUCATION AND RECREATION

Associate in Arts

AREA I: Written Composition 6

AREA II: Literature, Humanities and Fine Arts 12

*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)

AREA III: Mathematics and Natural Sciences 11

MTH 112 Precalculus Algebra or higher	(3)
+Natural Science (BIO 103 & CHM 104)	(8)

AREA IV: History, Social & Behavioral Science 12

*History	(3-6)
+Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(6-9)

+AREA V: Pre-Professional, Major & Electives 19-23

BIO 201-202 Human A & P I &II	(8)
HED 221 Personal Health or HED 222 Community Health	(3)
HED 231 First Aid & Safety	(3)
CIS 146 or equivalent Computer Science	(3)
Electives	(3-6)

General Courses (60–64 semester hours)

PRE-ENGINEERING

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**9**
*Literature	(3)
Fine Arts	(3)
SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**12**
MTH 125 Calculus I	(4)
PHY213-214 General Physics w/Cal I & II	(8)
AREA IV History, Social & Behavioral Science	**9**
*History	(6)
+Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(3)
+AREA V: Pre-Professional, Major & Electives	**25-29**
MTH 126 Calculus II	(4)
MTH 227 Calculus III	(4)
##CHM 111 College Chemistry	(4)
MTH 237 Linear Algebra and/or	(3)
MTH 238 Differential Equations	(3)
++EGR 101 Engineering Foundations	(1)
++EGR 125 Modern Graphics for EGR	(3)
++EGR 157 Computer Methods for EGR	(3)
++EGR 220 Engineering Statics	(3)
CIS 146 or equivalent Computer Science	(3)

General Courses (60–64 semester hours)

PRE-ENGLISH

(English/Language Arts)
Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
English Literature	(6)
THR 126	(3)
SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**11**
+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
History	(3)
PSY 200 General Psychology	(3)
SOC 200 Intro. to Sociology	(3)
Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(3)
+AREA V: Pre-Professional, Major & Electives	**19-23**
ENG 251 or 252 American Literature I or II	(3)
ENG 271 or 272 World Literature I or II	(3)
ENG 246 Creative Writing I	(3)
THR 131 Acting Technique I	(3)
Electives	(4-8)
CIS 146 or equivalent Computer Science	(3)

General Courses (60–64 semester hours)

PRE-FORESTRY - AUBURN UNIVERSITY

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
ENG 271-272 World Literature I & II	(6)
Fine Arts	(3)
SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 125 Calculus I	(4)
BIO 103-104 Principles of Biology I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
HIS 101-102 Western Civilization I & II	(6)
PSY 200 General Psychology	(3)
ECO 231 Macroeconomics (Maximum of 6 hours in History)	(3)
+AREA V: Pre-Professional, Major and Electives	**19-23**
CHM 111-112 College Chemistry I & II	(8)
MTH 265 Elementary Statistics	(3)
PHL 206 Ethics and Society	(3)
BUS 241 Principles of Accounting I	(3)
CIS 146 or equivalent Computer Science	(3)
Electives	(3)

General Courses (60–64 semester hours)

PRE-HISTORY

Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 112 Precalculus Algebra or higher	(3)
BIO 103-104 Principles of Biology I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
HIS 101-102 Western Civil. I & II	(6)
PSY 200 General Psychology	(3)
SOC 200/GEO 100	(3)
+AREA V: Pre-Professional, Major & Electives	**19-23**
HIS 201-202 US History I & II	(6)
HIS 256 African-American History	(3)
HIS 260 Alabama History	(3)
CIS 146 or equivalent Computer Science	(3)
Electives	(5-8)

General Courses (60–64 semester hours)

PRE-GENERAL STUDIES

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social & Behavioral Science	(6-9)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major & Electives	**19-23**
Additional General Studies Courses taken from ART, ANT, BIO, CHM, ECO, FRN, GEO, HIS, MTH, PED, PHL, PHY, POL, PSY, REL, SOC, SPA, SPH, and THR	(17-20)
CIS 146 or equivalent Computer Science	(3)
General Courses	(60–64 semester hours)

PRE-MATHEMATICS

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**12**
MTH 125 Calculus I	(4)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social & Behavioral Science	(6-9)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major & Electives	**19-23**
MTH 126 Calculus II	(4)
MTH 227 Calculus III	(4)
MTH 237 Linear Algebra or MTH 238 Applied Differential Eq.	(3)
CIS 146 or equivalent Computer Science	(3)
Electives	(1-4)
General Courses	(60–64 semester hours)

PRE-LIBERAL ARTS

Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social & Behavioral Science	(6-9)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major & Electives	**19-23**
Additional Liberal Arts Courses taken from ART, ANT, ECO, ENG, FRN, GEO, HIS, MUS, PED, PHL, POL, PSY, REL, SOC, SPA, SPH, and THR	(17-20)
CIS 146 or equivalent Computer Science	(3)
General Courses	(60–64 semester hours)

PRE-MUSIC

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
MUS 101	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social and Behavioral Science	(6-9)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major & Electives	**19-23**
MUS 111/113 Music Theory I w/lab	(4)
MUS 112/114 Music Theory II w/lab	(4)
#MUS 211/213 Music Theory III w/lab	(4)
#MUS 212/214 Music Theory IV w/lab	(4)
MUS 251 Intro. to Conducting	(3)
CIS 146 or equivalent Computer Science	(3)
General Courses	(60–64 semester hours)

PRE-PHYSICS

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Humanities	(0-3)
AREA III: Mathematics and Natural Sciences	**12**
MTH 125 Calculus I	(4)
PHY213-214 General Physics w/Cal I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(6-9)
+AREA V: Pre-Professional, Major & Electives	**19-23**
MTH 126 Calculus II	(4)
MTH 227 Calculus III	(4)
MTH 238 Differential Equations	(3)
Electives	(6-9)
CIS 146 or equivalent Computer Science	(3)

General Courses (60–64 semester hours)

PRE-PROFESSIONAL

(Pre-Medicine, Pre-Dentistry, Pre-Optometry)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 112 Precalculus Algebra or higher	(3)
BIO 103-104 Principles of Biology I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(6-9)
+AREA V: Pre-Professional, Major & Electives	**19-23**
BIO 220 Microbiology (Dentistry only)	(4)
MTH 265 Elementary Statistics(Optometry)	(3)
CHM 111-112 College Chemistry I & II	(8)
CHM 221-222 Organic Chemistry I & II	(8)
PHY 201-202 General Physics I & II or PHY 213-214 Gen Physics w/Calculus	(8)
MTH 125 Calculus I	(4)
CIS 146 or equivalent Computer Science	(3)

General Courses (60–64 semester hours)

PRE-VETERINARY MEDICINE - AUBURN UNIVERSITY

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
ENG 271-272 World Books I & II	(6)
Fine Arts	(3)
SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**12**
MTH 115 Precalculus Algebra/Trig.	(4)
BIO 103-104 Principles of Biology I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
HIS 101-102 Western Civilization I & II	(6)
PSY 200 General Psychology or SOC 200, Intro. to Sociology	(3)
ECO 231 Macroeconomics	(3)
+AREA V: Pre-Professional, Major & Electives	**18-30**
CHM 111-112 College Chemistry I & II	(8)
CHM 221-222 Organic Chemistry I & II	(8)
PHY 201-202 General Physics I & II or PHY 213-214 Gen Physics w/Calculus	(8)
CIS 146 or equivalent Computer Science	(3)
PHL 206 Ethic and Society	(3)

General Courses (60–72 hrs)

PRE-NURSING (BSN)

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities & Fine Arts	**12**
Literature	(6)
Fine Arts	(3)
SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 112 Precalculus Algebra or higher	(3)
BIO 103 Principles of Biology I	(4)
BIO 201 Human Anatomy & Physiology I	(4)
AREA IV: History, Social & Behavioral Science	**12**
History	(3)
PSY 200 General Psychology	(3)
PSY 210 Human Growth & Devel.	(3)
SOC 200 Introduction to Sociology	(3)
+AREA V: Pre-Professional, Major & Electives	**19-34**
BIO 202 Human Anatomy & Physiology II	(4)
BIO 220 Microbiology	(4)
BIO 230 Pathophysiology	(3)
CHM 104 Intro. to Inorganic Chemistry	(4)
CHM 105 Intro. to Organic	(4)
BUS 271 Elementary Statistics	(3)
HEC 140 Principles of Nutrition	(3)
CIS 146 or equivalent Computer Science	(3)
PHL 206 Ethics & Society	(3)

General Courses (60–64 semester hours)

PRE-PHARMACY - AUBURN UNIVERSITY

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
ENG 271-272 World Literature I & II	(6)
Fine Arts	(3)
SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**12**
MTH 125 Calculus I	(4)
BIO 103 Principles of Biology I	(4)
BIO 201 Human Anatomy & Physiology	(4)
AREA IV: History, Social & Behavioral Science	**12**
HIS 101-102 Western Civilization I & II	(6)
PSY 200/SOC 200 Psychology/Sociology	(3)
ECO 231/ECO 232 Micro/macroeconomics	(3)
+AREA V: Pre-Professional, Major & Electives	**18-30**
CHM 111-112 College Chemistry I & II	(8)
CHM 221-222 Organic Chemistry I & II	(8)
PHY 201 General Physics I	(4)
MTH 265 Elementary Statistics	(3)
PHL 206 Ethics & Society	(3)
CIS 146 or equivalent Computer Science	(3)
General Courses	(60–64 semester hours)

PRE-PHARMACY - SAMFORD UNIVERSITY

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
Literature (ENG 251 or 261)	(3)
Fine Arts	(3)
SPH 107	(3)
Humanities and other fine arts	(3)
AREA III: Mathematics and Natural Sciences	**15**
MTH 112 Precalculus Algebra	(3)
BIO 103 Principles of Biology I	(4)
BIO 201 Human Anatomy & Physiology I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
History	(6)
PSY 200 General Psychology	(3)
Additional Social and Behavioral Sciences	(3)
+AREA V: Pre-Professional, Major & Electives	**19**
CHM 111-112 College Chemistry I & II	(8)
CHM 221-222 Organic Chemistry I & II	(8)
MTH 120/125 Calculus	(3-4)
MTH 265 Elementary Statistics	(3)
CIS 146 or equivalent Computer Science	(3)
General Courses	(60–68 semester hours)

PRE-POLITICAL SCIENCE

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 112 Precalculus Algebra or higher	(3)
Natural Science	(8)
AREA IV: History, Social and Behavioral Science	**12**
History	(3-6)
Additional Social & Behavioral Sciences (Maximum of 6 hours in History)	(6-9)
+AREA V: Pre-Professional, Major & Electives	**19-23**
POL 200 Intro. to Political Science	(3)
POL 211 American National Govt.	(3)
One year of Foreign Language or Computer language	(6-8)
CIS 146 or equivalent Computer Science	(3)
Electives	(4-7)
General Courses	(60–64 semester hours)

PRE-PSYCHOLOGY

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities & Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
PSY 200 General Psychology	(3)
+Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(3-6)
+AREA V: Pre-Professional, Major & Electives	**19-23**
Refer to the College catalog, web-site, or the STARS guide.	(17-20)
CIS 146 or equivalent Computer Science	(3)
General Courses	(60–64 semester hours)

**Two semester sequence required in Literature or History. Most majors at Auburn require a two semester sequence in both History and Literature.*
+Requirements will vary according to transfer institution. Students should consult the catalog or website of the specific transfer institution to determine the specific courses within each AREA. In the event that a question cannot be readily answered, the STARS guide should always take precedence.
 # MUS 211/213 & MUS 212/214 are junior level courses at some transfer institutions and will not be accepted for transfer.
Some programs require both CHM 111 and 112. Chemical Engineers must complete CHM 111 and 112 (8 hrs) and CHM 221 and 222 (8 hrs).
++Consult the transfer institution to insure that courses will transfer.

HEALTH SCIENCES INFORMATION

HEALTH SCIENCES

The Health Sciences Division offers programs of study leading to the Associate in Applied Science degree in Nursing, Clinical Laboratory Technician, and Emergency Medical Technician-Paramedic. Certificate programs are offered in Practical Nursing, Emergency Medical Technician-Basic, Emergency Medical Technician-Paramedic and Surgical Technology. Certificates of completion, which are short term and concentrated, are offered in Nurse Assistant and Phlebotomy. The students of the college can also participate in other health science programs, such as dental hygiene, physical therapy assistant, occupational therapy, respiratory therapy assistant, radiation therapy assistant, diagnostic medical sonography, health information technology, medical assistant and human services offered through a linkage program with other colleges. Most of the programs of study that lead to the associate in applied science degree qualify graduates to undergo test by the appropriate licensure board with success leading to a license to practice their professional skills. Graduates should be aware that final determination of eligibility to sit for the examination is made by the licensure board after review of the candidate's application and that Bevill State Community College has no control over the decision of these entities. Other factors may affect your eligibility for licensing such as: conviction of a criminal offense; conviction of a felony; drug/alcohol abuse or treatment for dependency on alcohol/illegal chemical substances; conviction of driving under the influence of drugs/alcohol; treatment of mental illness.

Admission to the College does not guarantee admission to a specific health science program of study, as these programs have additional requirements that must be met. Carefully review the specific programs of study to determine the requirements and/or the academic course prerequisites. Also, the Health Science programs of study have specific ACT and/or COMPASS Placement Test scores.

The College is committed to the health and welfare of the students enrolled in the Health Science programs of study. Therefore, various immunization and medical requirements may be mandated prior to enrollment in a program or course. Specific courses require students to carry accident and malpractice insurance, which is the responsibility of the student. Health Science programs of study require drug screening, the costs of which is also the responsibility of the student. In addition, housing, travel, parking and meal expenses while involved in clinical activities are the responsibility of the student.

Programs of study within the Health Sciences Division require specific essential mental and physical capabilities, which must be possessed, if the student is to be successful. Essential functions for each health science program of study are available in the program director's office.

NURSING

Associate Degree Nursing (ADN)
Practical Nursing (PN)
Nursing Assistant

ASSOCIATE DEGREE NURSING (ADN)

The Associate Degree Nursing (ADN) program is a five-semester program whose mission is preparing professional nurses (RN's) to address health care needs of the community in both acute and long-term care settings where policies and procedures are specified. Critical thinking, nursing process, communication, safety, client education, ethical-legal issues, health-illness, and pharmacology are core themes used to develop content within the curriculum. The ADN curriculum incorporates general education courses along with the nursing courses. The nursing courses include classroom instruction with guided clinical experiences in varied health care agencies.

Registered nurses are prepared to fulfill entry level positions as staff nurses and may be employed in a variety of settings such as hospitals, clinics, physicians' offices, rehabilitative and long-term care facilities, home-health agencies and outpatient clinics. Career opportunities range from staff nurse positions in various health care settings to administrative, nurse practitioner and nurse educator roles depending on further degrees pursued after ADN graduation. Job descriptions, wages, location of work place, and specialized skills are all variable and dependent on the ADN graduate.
NOTE: The program has received full approval by the Alabama Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC, 350 Hudson Street, New York, NY 10014, (212) 363-5555).

Admission Requirements

Applicants admitted into the Bevill State Community College Associate Degree Nursing Program each year will be selected from high school graduates/GED recipients, students currently enrolled at Bevill State, applicants to the LPN Mobility Track program, and students transferring from other colleges and/or universities, according to established criteria.

Admission to the ADN Program is a competitive process because the number of applicants exceeds the number of spaces available. The space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted each year. The ADN Program offers two options for the admission of students. Students who have no background in nursing are admitted into the five-semester program annually in the Fall semester. Students who hold an LPN license may be admitted in the first Spring semester via the LPN Mobility Track. Final selection for either class is made by the Nursing Admission Committee. All applicants will be notified by mail of admission decisions.

Bevill State Community College has an institutional goal of ensuring diversity among its students; therefore, students are admitted on a competitive basis without discrimination with regard to age, religion, creed, ethnic origin, marital status, race, gender, or disability which does not interfere with attainment of program objectives. The following criteria are utilized for admission:

1. Applicants must complete the admission procedures to the College and be accepted as "regular admission" by the College.
2. Applicants must complete and submit the ADN application form to the Office of Student Services or Nursing Office.
3. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the Nursing Office.
4. Applicants must submit a minimum composite score of 20 on the ACT college entrance exam. Students who have taken this exam more than once may submit their highest score.
5. Applicants who have earned previous college credit must have a minimum cumulative GPA of 2.0 on a 4.0 scale by application deadline.
6. All academic course work required in the nursing program must be completed with a grade of "C" or better. All lab science courses included in the ADN curriculum must have been completed within the last five (5) years with the exception of BIO 103 Principles of Biology.
7. Applicants must be eligible in the first semester, as determined

by COMPASS scores, for Intermediate Algebra (MTH 100) and college-level English (ENG 101) if these college courses have not been completed previously. In addition, applicants must be eligible for A&P I (BIO 201) in the first semester by having completed Principles of Biology I (BIO 103).

8. The application deadline for the Fall term, including a complete application file, will be May 1 of each academic year. The second priority deadline for Fall term will be July 1 of each academic year. Applicants for second priority will be considered for admission on a space-available basis.
9. A complete admission file does not guarantee acceptance to the program.
10. A complete admission file submitted by published deadline date must include the following:
    a. Application for admission to the College;
    b. Application for ADN program admission;
    c. Official transcript(s) from high school or GED certificate according to admission policy and official transcripts from all colleges attended according to college catalog admission requirements;
    d. ACT score of 20 or higher and, if applicable, COMPASS scores.
11. Applicants will be notified in writing of admission decisions.

Readmission

Students may be readmitted only once to the Associate Degree nursing program at the place where they dropped/failed. Students desiring to be readmitted to any course in the nursing program must first audit the prerequisite course(s) to the course failed/dropped in order to be readmitted to the program. The audited course must be passed with a "C" or higher. Students must notify the Chairperson/Coordinator and the Office of Student Services in writing four weeks prior to the semester they wish to audit. Failure to follow this procedure may result in denial of readmission to the program. Any changes in the program curriculum, admissions criteria, or procedures will be applicable upon the student's readmission. A student dropped from the program after their second readmission may be readmitted into the first semester of the curriculum, only after a one-year waiting period.

Nursing courses taken prior to readmission will be evaluated on an individual basis. If more than one year has elapsed since the student's last nursing course the entire curriculum must be repeated. Associate Degree Nursing students must complete the program within eight consecutive semesters of attendance of the original admission date. Any changes in the program curriculum, admissions criteria, or procedures will be applicable upon the student's readmission.

Transfer Student Admission

Students may transfer no more than the first semester nursing courses (see Catalog for ADN curriculum outline of nursing courses) which would place them no further than the second semester of the curriculum. Transfer requests will be considered on an individual basis and upon availability of space. Students will be selected according to the following criteria:

1. Applicants must be admitted to Bevill State under the Transfer Student Admission Policy.
2. Applicants must submit a minimum score of 20 on the ACT.
3. Applicants must have a cumulative 2.0 GPA on all previous nursing courses. Applicants who have completed previous nursing courses will be evaluated on an individual basis. Nursing courses must have been taken in the previous calendar year for acceptable transfer.
4. Applicants must have a cumulative GPA of at least 2.0 on all college work.
5. Applicants must have earned a grade of "C" or better in all courses to be transferred to the nursing program.
6. Students desiring transfer of nursing courses must submit transcripts and ADN catalog or syllabi with the course descriptions to the chairperson/coordinator or delegated faculty advisor for evaluation.
7. Applicants must have successfully completed Principles of Biology I (BIO 103) and Anatomy and Physiology I (BIO 201). Anatomy and Physiology I must have been taken within the last five years.
8. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the Nursing Office.
9. Applicants must have successfully completed Intermediate Algebra (MTH 100).
10. Transfer students must complete 25% of the program of study/major for an associate degree at Bevill State Community College.
11. Applicants must meet program health requirements.
12. A complete admission file does not guarantee acceptance to the program.
13. A complete admission file submitted by September 1 of each year must include the following:
    a. Application for admission to the College;
    b. Application for ADN program admission;
    c. Official transcript(s) from high school or GED certificate according to college admission policy,and official transcripts from all colleges attended as outlined in college catalog transfer admissions policy;
    d. ACT score of 20 or higher and, if applicable, COMPASS scores.
14. Applicants will be admitted on a space-available basis.

LICENSED PRACTICAL NURSE MOBILITY TRACK

Fayette, Hamilton, and Jasper Campuses

Licensed Practical Nurse (LPN) applicants will be selected by the ADN admissions committee on a competitive basis according to the following criteria:

1. Applicants must be admitted to Bevill State Community College under the regular admission policy of the College.
2. Applicants must have successfully completed Principles of Biology I (BIO 103) and Anatomy and Physiology I (BIO 201). Anatomy and Physiology I must have been taken within the last five years.
3. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the Nursing Office.
4. Applicants must have successfully completed Intermediate Algebra (MTH 100).
5. Applicants must submit a minimum score of 18 on the ACT.
6. All course work required in the nursing program must be completed with a minimum grade of "C."
7. PN graduates with current Alabama LPN license (licensure by waiver not accepted) who have graduated from a state-approved PN program within the last three (3) months or who have six (6) months work experience as an LPN in an acute care setting may be considered for admission into the second semester on a space-available basis.
8. Students meeting all criteria will be considered for admission into the second semester on a space-available basis.
9. A complete admission file does not guarantee acceptance to the program.
10. Applicants must submit a complete admission file by October 15. A complete file consists of the following:

a. Application for admission to Bevill State;
b. Application for ADN program admission;
c. Proof of current LPN license;
d. Official transcripts from all colleges attended;
e. Official high school transcript or GED scores according to college admission policy;
f. Minimum composite score of 18 on the ACT college entrance exam;
g. Copy of current CPR certification; (AHA)
h. Proof of 3 Hepatitis vaccinations or positive titer, measles vaccination, current tetanus vaccination or positive titer, and proof of current TB status;
i. Verification of health insurance coverage;
j. Letter of verification of work experience from employer, if applicable.

Progression

A student may continue in the Associate Degree Nursing program by:

1. Maintaining a grade of "C" (75%) in all nursing courses. Any student who makes below a grade of "C" (75%) in a nursing course or who drops below an overall 2.0 GPA will be dropped from the program and must apply for readmission to the program in accordance with the Readmission Policy. Academic courses in which a grade below "C" has been received must be repeated. Any student who receives a failing grade on the clinical component of any nursing course will be dropped from the program and may not be readmitted
2. Completing the required nursing and general academic courses in sequence as outlined in the curriculum plan. Withdrawal or failing a sequenced academic course prevents progression to the next level until all courses in the prior level are successfully completed.
3. Adhering to the Bevill State Conduct Code and the Code of Ethics for Professional Nurses. Nursing faculty reserves the right at any time to require the withdrawal of any student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, "WF" will be entered on the student's transcript and will be computed as an "F" for both hours and quality points. Students receiving "WF" for this reason will not be eligible for readmission into the nursing program.
4. The nursing faculty reserves the right to withdraw any student from the program who is refused use of facilities by clinical agencies.
5. Providing proof of satisfactorily completing an American Heart Association cardiopulmonary resuscitation class bi-annually. (Healthcare provider)
6. Submitting satisfactory health screening data annually.
7. Maintaining health insurance coverage.
8. Adhering to current program attendance policy.
9. Obtaining the required Bevill State Community College student uniform.
10. Completing the required 72 semester hours to qualify for graduation. Some variation is allowed to accommodate transfer credit for colleges on a quarter hour system. An overall 2.0 GPA is required for graduation. Requirements for graduation are outlined in the College Catalog.
11. Functioning within the scope of practice as defined by the current Alabama Board of Nursing Nurse Practice Act.

Health Requirements

1. Nursing faculty reserve the right to require, at any time, proof of a student's physical, mental, and/or emotional health. The nursing faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the nursing program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform nursing skills effectively.
2. Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others.
3. Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the nursing program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.
4. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in the program.
5. A completed health form must be submitted annually to the Chairperson/Coordinator. In addition, students must comply with any additional health requirements of clinical agencies.
6. All students must present verification of health insurance coverage before attending the first clinical experience each semester.

Tardiness

Regular and punctual attendance is required. A student who is not in the class/lab/clinical at its beginning will be counted tardy. Three tardies will count as one absence according to Nursing policy.

Attendance

It is the student's responsibility to be aware of the exact number of absences in each class. If absences exceed the number of times a class/lab/clinical meets per week, the student may fail the course and be dismissed from the nursing program.

Grading Scale

Students may earn the following grades in nursing courses:

A .....90 to 100
B .....80 to 89
C .....75 to 79
D .....60 to 74
F.....59 and below

Graduation

To receive an Associate in Applied Science Degree in Nursing a student must meet the following requirements:

1. File an application for graduation with the Office of Student Services.
2. Clear all obligations with the College.
3. Complete the 72 semester credit hours required in the ADN nursing curriculum.

Licensure Information

It is imperative that nursing students meet the legal, moral, and legislative standards which are utilized to determine acceptable behavior for the professional nurse (RN). Each prospective nursing student should be aware of the Alabama Board of Nursing's regulations regarding the review of applicants for eligibility for initial and continuing licensure. The questions to be answered on the candidate application form for Licensure as a Registered Nurse by Examination are as follows:

1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
2. Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
5. Have you ever had disciplinary action or is action pending against you by any state board of nursing?
6. Have you ever been placed on a state and/or federal abuse registry?
7. Have you ever been court-martialed/disciplined or administratively discharged by the military?

If the candidate answers yes to any of the above questions the appropriate documents will be requested for review by the Alabama Board of Nursing.

Students who complete the program meet the educational qualifications of the Alabama Board of Nursing for writing the National Council Licensure Examination (NCLEX-RN). However, completion of the academic program in no way assures the student of eligibility to write the exam or of licensure. The final decision for eligibility to write the NCLEX-RN is made by the Alabama Board of Nursing after review of the candidates application.

Standards of Conduct

Grounds of Denial of a License is outlined in the Alabama Board of Nursing Administrative Code as stated below:

1. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
2. Failure to pass the licensing examination.
3. False representation of facts on an application for licensure.
4. Having another person appear in his or her place for the licensing examination.
5. A course of conduct which would be grounds for discipline under Rule 610X-8-.05 of these rules and regulations.
6. Having his or her license revoked, suspended, or placed on probation in another state or having disciplinary action pending in another state.
7. Failure to produce evidence of good moral character.
    a. The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing.
    b. The applicant may submit any evidence desired and the Board shall consider all the evidence submitted by the applicant. The Board shall weigh the evidence submitted and shall consider all mitigating circumstances.
    c. Failure to show good moral character as pertaining to nursing includes but is not limited to:
        i. Conviction of a felony.
        ii. Abuse of or addiction to alcohol or drugs.
        iii. Theft of drugs.
        iv. Disciplinary action against the licensee in another state.
        v. Violation of a state or federal law relating to controlled substances.
8. Any other reason authorized by law.

Alabama Board of Nursing Administrative Code, January, 1999.

FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.

For further information regarding program requirements, contact the nursing program.

NURSING, ADN

Associate in Applied Science Degree
Fayette, Hamilton & Jasper Campuses

GENERAL EDUCATION COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamental of Public Speaking	3
Humanities Elective	3
MTH 100, Intermediate College Algebra or higher	3
BIO 201-202, Human A & P I-II	8
BIO 220, Microbiology	4
CHM 104 Introduction to Inorganic Chemistry	4
PSY 200, General Psychology	3
Total General Education Credits	31

FIELD OF CONCENTRATION COURSES	
NUR 111, Fundamental of Nursing	4
NUR 121, Clinical Nursing Skills	2
NUR 131, Health Assessment	1
NUR 204, Computer Applications in Nursing	1
NUR 211, Nursing Concepts for Mobility Students*	(5)
NUR 241, Basic Pharmacology	1
NUR 242, Advanced Pharmacology	2
NUR 251, Adult Nursing I	5
NUR 262, Adult-Child Nursing I	5
NUR 263, Adult-Child Nursing II	5
NUR 264, Adult-Child Nursing III	4
NUR 271, Maternal-Newborn Nursing	4
NUR 280, Psychosocial Nursing	4
NUR 291, Transition into Nursing Practice	3
Total Field of Concentration Credits	41
Total Credits	72

**Bridge course for LPN's. Substitutes for NUR 251.*
(BIO 103 is a prerequisite for BIO 201. PSY 100 is a prerequisite for this degree)

PRACTICAL NURSING (Certificate)

The Practical Nursing (PN) Program is a three-semester program whose mission is preparing nurses (LPN's) to meet basic health care needs of the community in structured settings of acute and long-term care where policies and procedures are specified and carried out under the direction of a licensed professional nurse or other licensed healthcare provider. Critical thinking, nursing process, communication, safety, client education, ethical-legal issues, health-illness and pharmacology are core themes used to develop content within the curriculum. Graduates are prepared to fulfill entry-level positions as staff nurses and may be employed in a variety of settings such as hospitals, clinics, physicians' offices, rehabilitative and long-term care facilities and outpatient clinics. Career opportunities for the PN graduate range from staff nurse positions in various healthcare settings to pursuing professional nurse licensure and advanced degree roles. Job descriptions, wages, location of work place and skills required are all variable and dependent on the PN graduate.

The program has received full approval by the Alabama Board of Nursing and is accredited by National League for Nursing Accrediting Commission (NLNAC, 350 Hudson Street, New York, NY 10014, 212-363-5555).

Admission Requirements

A complete admission file must be submitted. The following criteria are utilized for admission:

1. Application for admission to the College;
2. Application for the Practical Nursing Program should be submitted to the Office of Student Services;
3. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the nursing office.
4. Official transcript(s) from high school and transcripts from all colleges attended, or GED certificate as outlined in college catalog admission requirements;
5. COMPASS test score of 52-76-33 or higher (COMPASS must be taken at Bevill State Community College. The COMPASS must be taken according to college policy.)
6. Students completing remedial courses successfully are not required to retest Compass.
7. A completed admission file does not guarantee acceptance to the program.

Students are admitted on a competitive basis, without discrimination regarding age, religion, creed, ethnic origin, marital status, race, gender or disability which does not interfere with attainment of program objectives. Students are admitted into the PN Program in the Fall and Spring semesters on the Hamilton and Sumiton campuses, and only in the Spring semester on the Fayette campus.

Readmission

A student is allowed only one failure during the entire program. A student may be readmitted after one failure, but will be dropped from the program after the second failure. A student dropped from the program may be readmitted into the first semester only after a one-year waiting period.

Practical Nursing students must complete the program within six consecutive semesters of attendance of the original admission date.

Any changes in the program curriculum or procedures will be applicable upon the student's readmission.

Transfer Student Admission

A student desiring to transfer into the program must apply in writing with the chairperson/coordinator and the Office of Student Services four weeks prior to the term he or she wishes to enter. Students desiring transfer of nursing courses must submit transcripts and a catalog or syllabi with course descriptions to the chairperson/coordinator or designated faculty advisor for evaluation. Students must meet the admission requirements for all students admitted into the program and follow the established progression policies. Students transferring into the program must attend a program orientation session. Transfer students will be admitted on an individual basis provided space is available.

1. Applicants must be admitted to Bevill State under the Transfer Student Admission Policy.
2. Applicants must submit a Compass score of 52-76-33.
3. Applicants must have a cumulative 2.0 GPA on all previous nursing courses to be accepted for transfer credit. Applicants who have completed previous nursing courses will be evaluated on an individual basis. Nursing courses must have been taken in previous calendar year for acceptable transfer.
4. Applicants must have a cumulative GPA of at least 2.0 on all college work completed within five calendar years prior to the application deadline.
5. Applicants must have earned a grade of "C" or better in all courses to be transferred to the nursing program.
6. Students desiring transfer of nursing courses must submit transcripts and a catalog or syllabi with the course descriptions to the chairperson/coordinator or delegated faculty advisor for evaluation.
7. Transfer students must complete 50% of the program of study/major for a certificate at Bevill State Community College.
8. A complete admission file must include the following:
   a. Application for admission to the College;
   b. Application for PN program admission;
   c. Official transcript(s) from high school, all college(s) and nursing program(s) attended according to college admission policy;
   d. COMPASS scores of 52-76-33;
   e. Course descriptions and syllabi of transfer courses.
9. Students must meet program health requirements.

Progression

A student may continue in the Practical Nursing program by:

1. Completing the program within six semesters of admission to the program.
2. Completing the required courses in sequence as outlined in the curriculum plan. Withdrawal or failing a course prevents progression to the next level until all courses in the prior level are successfully completed.
3. Scoring a grade of "C" (75%) or above in each of the required courses.
4. Performing satisfactorily as outlined on the clinical evaluation tool. The nursing faculty reserves the right, at any time, to withdraw a student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, "WF" will be entered on the student's transcript and will be computed as an "F" for both hours and quality points. Students receiving "WF" for this reason will not be eligible for readmission into the nursing program.
5. Submitting satisfactory health screening data.
6. Providing proof of satisfactorily completing an American Heart Association cardiopulmonary resuscitation class bi-annually. (Healthcare Provider)
7. Maintaining health insurance coverage.
8. Adhering to current attendance policy.
9. Obtaining the required Bevill State Community College student uniform.
10. Adhering to the Bevill State Student Conduct Code.
11. The nursing faculty reserves the right to withdraw any student from the program who is refused use of facilities by clinical agencies.
12. Functioning within the scope of practice as defined by the current Alabama Board of Nursing Nurse Practice Act.

Health Requirements

1. The nursing faculty reserves the right to require proof of a student's physical, mental, and/or emotional health at any time. The nursing faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the nursing program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform nursing skills effectively.
2. Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others.

3. Students will be required, at their own expense, to have a drug screen prior to entering clinicals at a time and place determined by the faculty. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the nursing program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.
4. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in the program.
5. A completed health form must be submitted annually to the Chairperson/Coordinator. In addition, students must comply with any additional health requirements of clinical agencies.
6. All students must present verification of health insurance before attending the first clinical experience each semester.

Tardiness
Regular and punctual attendance is required. A student who is not in the class/lab/clinical at its beginning will be counted tardy. Three tardies will count as one absence according to Nursing program policy.

Attendance
It is the student's responsibility to be aware of the exact number of absences in each class. If absences exceed the number of times a class/lab/clinical meets per week, the student may fail the course and be dismissed from the nursing program.

Grading Scale
Students may earn the following grades in nursing courses:

A.....90 to 100 points
B.....80 to 89 points
C.....75 to 79 points
D.....60 to 74 points
F .....59 and below

Graduation
To receive a Certificate in Practical Nursing, a student must meet the following requirements:
1. File an application for graduation with the Office of Student Services.
2. Clear all obligations with the College.
3. Complete the 45 credit hours required in the program.

Licensure Information
It is imperative that nursing students meet the legal, moral, and legislative standards which are utilized to determine acceptable behavior for the practical nurse (PN). Each prospective nursing student should be aware of the Alabama Board of Nursing's regulations regarding the review of applicants for eligibility for initial and continuing licensure. The questions to be answered on the candidate application form for Licensure as a Practical Nurse by Examination are:
1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
2. Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
5. Have you ever had disciplinary action or is action pending against you by any state board of nursing?
6. Have you ever been placed on a state and/or federal abuse registry?
7. Have you ever been court-martialed/disciplined or administratively discharged by the military?

If the candidate answers yes to any of the above questions, the appropriate documents will be requested for review by the Alabama Board of Nursing.

Students who complete the program meet the educational qualifications of the Alabama Board of Nursing for writing the National Council Licensure Examination (NCLEX-LPN). However, completion of the academic program in no way assures the student eligibility to write the exam or of licensure. The final decision for eligibility to write the NCLEX-LPN is made by the Alabama Board of Nursing after review of the candidate's application.

Standards of Conduct
Grounds of Denial of a License is outlined in the Alabama Board of Nursing Administrative Code as stated below:
1. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
2. Failure to pass the licensing examination.
3. False representation of facts on an application for licensure.
4. Having another person appear in his or her place for the licensing examination.
5. A course of conduct which would be grounds for discipline under Rule 610X-8-.05 of these rules and regulations.
6. Having his or her license revoked, suspended, or placed on probation in another state or having disciplinary action pending in another state.
7. Failure to produce evidence of good moral character.
   a. The decision as to whether the applicant is of good moral character is within the discretion of the Board of Nursing.
   b. The applicant may submit whatever evidence desired and the Board shall consider all the evidence submitted by the applicant. The Board shall weigh the evidence submitted and shall consider all mitigating circumstances.
   c. Failure to show good moral character as pertaining to nursing includes but is not limited to:
      i. Conviction of a felony.
      ii. Abuse of or addiction to alcohol or drugs.
      iii. Theft of drugs.
      iv. Disciplinary action against the licensee in another state.
      v. Violation of a state or federal law relating to controlled substances.
8. Any other reason authorized by law.

Alabama Board of Nursing Administrative Code, January, 1999.

FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.
For further information regarding program requirements, contact the nursing program.

PRACTICAL NURSING PROGRAM
Certificate
Fayette, Hamilton, & Sumiton Campuses

GENERAL EDUCATION COURSES	**Semester Hours**
COM 100 Vocational Technical English, or higher	3
MAH 101 Introductory Mathematics, or MTH 116	3

Total General Education Credits	6

(Speech is imbedded in LPN 145. Required computer applications are embedded in LPN 105)

FIELD OF CONCENTRATION COURSES

LPN 113, Body Structure & Function/Medical Vocabulary	4
LPN 104, Pharmacology	2
LPN 105, Fundamentals of Nursing	6
LPN 108, Psychosocial Adaptation/Human Relations	2
LPN 118, Mental Health	2
LPN 122, Adult Nursing I	4
LPN 124, Family Centered Nursing	6
LPN 132, Adult Nursing II	4
LPN 142, Adult Nursing III	7
LPN 145, Current Issues/Role Transition	2
Total Field of Concentration Credits	39
Total Credits	45

(PSY 100 is a prerequisite for this certificate.)

NURSE ASSISTANT

Certificate of Completion
Fayette, Hamilton, & Sumiton Campuses

Admission Requirements

Applicants must complete all general application requirements.

Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others.

Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the CLT program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.

The Nursing Assistant curriculum, which has been approved by the Alabama Department of Public Health, focuses on practical knowledge and basic nursing and personal care skills.

	Semester Hours
NAS 100, Long-term Care Nursing assistant	4
Total Credits	4
(Total contact hours)	(75)

Upon successful completion, students are eligible to apply for certification by written and skill examinations.

CLINICAL LABORATORY TECHNICIAN

Associate in Applied Science Degree
Jasper Campus

This program is designed to prepare graduates to work in a variety of health settings. It provides classroom, laboratory, and clinical instruction to ensure that graduates of the program are able to accurately perform diagnostic and prognostic procedures in the clinical laboratory under the supervision of a medical technologist or pathologist

Admission Requirements

Applicants must possess a GED or high school diploma and complete all general admission requirements and an application to the Clinical Laboratory Technician (CLT) program.

Prerequisite courses required for entry into the CLT program are Principles of Biology (BIO 103), Elementary Algebra (MTH 098), and Technical Communication Skills (COM 100), unless eligible as determined by Compass scores for Intermediate Algebra (MTH 100) and English Composition (ENG 101).

Selection of applicants is made on a competitive basis by a committee. Selection is based on past academic performance and ACT score. All applicants will be notified by mail of their eligibility or ineligibility (citing the deficiency). The eligible candidates are forwarded a copy of the CLT Essential Functions Certification and the Student Health Form, including immunization documentation, TB skin test, and physical exam, all of which are to be completed prior to acceptance in the CLT Program. Prior to clinical placement the student must show proof of hospitalization insurance.

Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others.

Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the CLT program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.

Clinical Laboratory faculty reserves the right to require proof of a student's physical, mental, and/or emotional health at any time. The CLT faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the CLT program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in the program.

Academic requirements, with emphasis on the biological sciences, contribute to the clinical laboratory component. Graduates are eligible to take national certifying examinations.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
Humanities or Fine Arts Elective	3
MTH 100, Intermediate College Algebra or higher	3
BIO 201-202, Human A & P I-II	8
CHM 104, Intro to Inorganic Chemistry	4
PSY 200, General Psychology	3
Total General Studies Credits	27

FIELD OF CONCENTRATION COURSES

CLT 111, Urinalysis and Body Fluids	3
CLT 121, CLS Hematology	5
CLT 131, Laboratory Techniques	3
CLT 141, CLS Microbiology I	5
CLT 142, CLS Microbiology II	5
CLT 151, CLS Clinical Chemistry	5
CLT 161, Integrated Laboratory Simulation	2
CLT 181, CLS Immunology	2
CLT 191, CLS Immunohematology	5
CLT 293, CLS Clinical Seminar	2
CLT 294, Clinical Laboratory Practicum I	3
CLT 295, Clinical Laboratory Practicum II	3
CLT 296, Clinical Laboratory Practicum III	3
CLT 297, Clinical Laboratory Practicum IV	3
Total Field of Concentration Credits	49
Total Credits	76

(PSY 100 is a prerequisite for this degree.)

PHLEBOTOMY

Certificate of Completion
Jasper Campus

The Laboratory Phlebotomy courses are designed to train individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. The courses are designed to prepare individuals to write the Clinical Laboratory Phlebotomist Examination.

Admission Requirements

Applicants must possess a GED or high school diploma, complete all general application requirements, and score at least 52-76-33 on the COMPASS. Prior to clinical placement the student must show proof of hospitalization insurance.

Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others.

Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If there is reasonable cause to believe a student is in violation of the institutional conduct code of the federal Drug-Free Workplace Act Regulations, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.

Clinical Laboratory faculty reserves the right to require, at any time, proof of a student's physical, mental, and/or emotional health. The CLT faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the CLT program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.

A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in the program.

FIELD OF CONCENTRATION COURSES

CLT 101, Phlebotomy Certification	3
CLT 102, Phlebotomy Clinical	4
Total Credits	7

(PSY 100 is a prerequisite for this certificate.)

EMERGENCY MEDICAL TECHNICIAN - BASIC

Certificate
Fayette, Hamilton, Jasper, & Sumiton Campuses

Admission Requirements

Applicants must possess a GED or high school diploma, complete all general college application requirements, and score at least 39-40-39 on the ASSET placement exam or a Compass score of 52-76-33. Applicants must comply with the Essential Functions of the program and provide a current (within the last 6 months) physical exam including up-to-date immunizations. Upon entry into the program the student must provide verification of current health insurance. Applicants must adhere to the Alabama Dept. of Public Health Administrative Code, Chapter 420-2-1.

Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others.

Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the EMT program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.

Emergency Medical Technician faculty reserves the right to require proof of a student's physical, mental, and/or emotional health at any time. The EMS faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the EMS program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in the program.

This program is designed to provide the training necessary for successful completion of the requirements for Emergency Medical Technician-Basic (EMT-Basic), to enable the student to take the National Registry of EMT's Basic Exam, and if successful, to obtain Alabama Licensure. The length of the program is one semester.

FIELD OF CONCENTRATION COURSES

EMS 140, EMT Prep. & Pre-hospital EMS Operations	2
EMS 141, EMT Assessment & Trauma Related Injuries	3
EMS 142, EMT Med. Emergencies & Pediatric Care	3
EMS 143, Basic Clinical Competencies	1
Total Credits	9

(PSY 100 and EMS 100, 107, and 113 are prerequisites for this certificate.)

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

Certificate
Sumiton Campus

Admission Requirements

The requirements for admission are the same as for the EMT-Basic certificate. The deadline for submission of application is July 1. Applicants must possess a current Alabama driver's license as an EMT-basic prior to entering the clinical portion of the EMT-Paramedic course or they will be required to exit the program.

This program is designed to provide the training necessary for successful completion of the requirements for Emergency Medical Technician-Paramedic (EMT-P), to enable the student to take the National Registry of EMTs Paramedic Exam, and, if successful, to obtain Alabama driver's license. The length of the program is four semesters.

Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others. Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the EMT program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.

Emergency Medical Technician faculty reserves the right to require proof of a student's physical, mental, and/or emotional health at any time. The EMS faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the EMS program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.

A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in the program.

FIELD OF CONCENTRATION COURSES

EMP 189, Applied Anatomy and Physiology	4
EMP 191, Paramedic Preparatory	2
EMP 192, Paramedic Operations	3
EMP 193, Patient Assessment and Management	3
EMP 194, Paramedic General Pharmacology	2
EMP 196, Advanced Trauma Management B	3
EMP 197, Paramedic Clinical Competencies I	3
EMP 198, Medical Patient Management I	3
EMP 199, Cardiovascular Electrophysiology	3
EMP 201, Medical Patient Management IIB	3
EMP 202, Paramedic Clinical Competencies II	3
EMP 203, Cardiovascular Patient Management	3
EMP 204, Transition to Paramedic Practice	3
EMP 205, Paramedic Terminal Competencies	2
EMP 206, Paramedic Field Preceptorship	6
EMP 207, Paramedic Team Leadership Preceptorship	1
Total Field of Concentration Credits	47

(PSY 100; EMS 100, 107, and 113; ENG 101; and MTH 100 or MTH 116 are all prerequisites for this certificate.)

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

Associate in Applied Science Degree
Sumiton Campus

Admission Requirements

The same as for the EMT-Paramedic Certificate and applicants must submit a minimum composite score of 19 on the ACT exam.

This program is designed to provide the training necessary for successful completion of the requirements for Emergency Medical Technician-Paramedic (EMT-P), to enable the student to take the National Registry of EMTs Paramedic Exam, and, if successful, to obtain Alabama driver's license. An EMT-P is responsible for providing pre-hospital basic life support, trauma stabilization, electrocardiography, I.V. therapy, medication administration, and advanced cardiac life support.

Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the EMT program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
Humanities/Fine Arts Elective	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
BIO 201-202, Human A & P I-II	8
PSY 200, General Psychology	3
Total General Studies Credits	23

FIELD OF CONCENTRATION COURSES

EMS 140, EMT Prep & Pre-hospital EMS Operations	2
EMS 141, EMT Assessment Trauma Related Injuries	3
EMS 142, EMT Medical Emergencies & Pediatric Care	3
EMS 143, EMT Basic Clinical Competencies	1
EMP 191, Paramedic Preparatory	2
EMP 192, Paramedic Operations	3
EMP 193, Patient Assessment and Management	3
EMP 194, Paramedic General Pharmacology	2
EMP 196, Advanced Trauma Management B	3
EMP 197, Paramedic Clinical Competencies I	3
EMP 198, Medical Patient Management I	3
EMP 199, Cardiovascular Electrophysiology	4
EMP 201, Medical Patient Management IIB	3
EMP 202, Paramedic Clinical Competencies II	3
EMP 203, Cardiovascular Patient Management	3
EMP 204, Transition to Paramedic Practice	3
EMP 205, Paramedic Terminal Competencies	2
EMP 206, Paramedic Field Preceptorship	6
EMP 207, Paramedic Team Leadership Preceptorship	1
Total Field of Concentration Credits	53
Total Credits	76

(PSY 100 and EMS 100, 107, and 113 are prerequisites for this degree.)
(BIO 103 is a prerequisite for BIO 201.)

SURGICAL TECHNOLOGY

Certificate
Sumiton Campus
This program is designed to provide the training necessary for successful completion of the requirements for Surgical Technology and to enable the student to take the certification exam for Surgical Technologist.

Admission Requirements

Applicants must possess a GED or high school diploma, complete all general application requirements, and score at least 52-76-33 on the COMPASS placement exam. Students are admitted on a competitive basis. Upon entry into the program, the student must provide verification of current health insurance. All academic coursework required must be completed with a grade of "C" or higher.

Many clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of illegal drugs or alcohol. The legal use of prescribed drugs is permitted only if it does not impair the student's ability to perform the program functions in a safe manner and does not endanger others.

Students will be required, at their own expense, to have an annual drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted. If a drug screen is positive, the student will be dismissed from the surgical technology program. If there is reasonable cause to believe a student is in violation of the institutional conduct code, such as observable changes in behavior, performance, appearance, or speech, the student will be dismissed from the program immediately.

Surgical Technology faculty reserves the right to require proof of a student's physical, mental, and/or emotional health at any time. The SUR faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the SUR program. If treatment is required, the student must provide documentation from the attending physician/primary healthcare provider of the student's ability to perform skills effectively.

A student who is hospitalized for any existing health problem must submit a statement from the physician/primary healthcare provider indicating ability to continue in the program.

GENERAL STUDIES COURSES	**Semester Hours**
ENG 101 English Composition I	3
MAH 101 Introductory Mathematics I, MTH 116, or higher	3
CIS 146, Microcomputer Applications	3
BIO 201-202, Human A & P I-II	8
BIO 220, Microbiology	4
OAD 211, Medical Terminology	3
Total General Studies Credits	24

FIELD OF CONCENTRATION COURSES	
SUR 100, Principles of Operating Room Technology	5
SUR 102, Applied Surgical Techniques	4
SUR 103, Surgical Procedures	5
SUR 104, Surgical Practicum I	4
SUR 105, Surgical Practicum II	5
SUR 106, Special Topics in Surgical Technology	1
Total Field of Concentration Credits	24
Total Credits	48

(PSY 100 and BIO 103 are prerequisites for this certificate. BIO 103 is a prerequisite for BIO 201. BIO 201 must be completed prior to beginning the program of study.)

APPLIED TECHNOLOGY INFORMATION

APPLIED TECHNOLOGY

The Applied Technology and Adult Education Skills Training Division is responsible for all non-health related skills training in the College service area. The Division is tasked with offering comprehensive workforce and community development service training while integrating all of its programs and services into a unified division. The Division offers programs of study that lead to Associate in Applied Science (AAS) degrees, Long-term Certificates, and Short-term Certificates as well as non-credit courses in Continuing Education, Adult Education, Training for Business and Industry, and Skills Training.

The Associate in Applied Science degree is awarded to students who complete the requirements of a specific career or professional program of study. These programs of study range from 60 to 76 semester hours in length with approximately 40% of the programs designed to ensure competency in reading, writing, oral communications, computer skills, and mathematical concepts. The remaining approximately 60% of the program contains courses designed to ensure competency in a specific career field. Additional information regarding programs of study in career technical fields can be obtained for this catalog or the specific career technical advisor, who is available to assist students in the advising and registration process. Associate in Applied Science degrees are offered in Air Conditioning & Refrigeration (ACR), Child Development (CHD), Computer Science (CIS), Drafting and Design Technology (DDT), Electrical Technology (ELT) with options in Electrical Technology, Electrician Apprenticeship, Industrial Maintenance, and Industrial Mechanics, Electronic Technology (ILT) with options in Computer Repair Networking and Industrial Electronics, Machine Tool Technology (MTT), Office Administration with concentrations in Accounting, Legal Transcription, Management Information Systems, Marketing/Management, Medical Transcription, Microcomputer Applications and Secretarial Science and Paralegal.

Long-term certificates are awarded in most programs where the Associate in Applied Science are offered, as well as other career fields where the AAS degree is not offered. The long-term certificates are of varying length in length from 30 to 60 semester hours depending on the choice of career fields. The general education component of the certificate program contains as a minimum, three semester hours in written composition, mathematics, computer literacy skills, and speech. For the most part, long-term certificates contain most, if not all, of the technical career courses that are required in the Associate in Applied Science degree. Long-term certificates are offered in Air Conditioning & Refrigeration (ACR), Auto Body Repair Technology (ABR), Automotive Technology (AUM), Barbering (BAR), Cosmetology (COS), Child Development (CHD), Diesel Technology (DEM), Drafting and Design Technology (DDT), Electrical Technology (ELT) with options in Electrical Technology, Electrician Apprenticeship, Industrial Maintenance, and Industrial Mechanics, Industrial Electronic Technology (ILT), Machine Tool Technology (MTT), Office Administration with concentrations in Accounting, Legal Transcription, Medical Transcription, Microcomputer Applications, Secretarial Science and Small Business Management, Paralegal, and Welding Technology.

Short-term certificates are available in most career fields where AAS degrees and/or long-term certificates are already offered. The short-term certificates vary in length from 9 hours to 26 semester hours and are designed to allow the student to acquire career training in a short amount of time. Only minimal academic education requirements are included. Short-term certificates are offered in Air Conditioning & Refrigeration (ACR), Auto Body Repair Technology (ABR), Automotive Technology (AUM), Barbering (BAR), Cosmetology (COS) Instructor, Cosmetology-Nail Technology, Child Development (CHD), Computer Science (CIS) with options Information Technology, A+ Certification, MOUS, and CISCO), Diesel Technology (DEM), Drafting and Design Technology (DDT), Electrical Technology (ELT), Industrial Electronic Technology (ILT), Machine Tool Technology (MTT), Office Administration with concentrations in Legal Transcription, Medical Transcription, Microcomputer Applications, Secretarial Science, Truck Driving, and Welding Technology. In addition, certifications of completion are offered through the Center for Financial Training-Alabama in General Banking and Bank Operations.

The Division offers short-term non-credit Skills Training courses on a multiple entry-multiple exit basis. Students enroll in the skills area of need; attend classes along side degree or certificate seeking students; and exit when they have obtained the skills and skill levels desired. Students seeking to take courses in the Skills Training area do not need to meet normal College admission criteria, such as high school or GED completion, COMPASS testing, etc. Students exit with certificates of completion stating performance objectives attained. Skills Training courses are offered in Auto Body Repair, Air Conditioning and Refrigeration, Automotive Mechanics, Child Development, Computer Science, Cosmetology and Nail Technician, Diesel Mechanics, Design and Drafting Technology, Electrical Technology, Machine Tool Technology, Nursing Assistant, Office Administration, and Welding Technology.

AIR-CONDITIONING AND REFRIGERATION TECHNOLOGY

Associate in Applied Science Degree
Hamilton & Sumiton Campus

The Air Conditioning and Refrigeration program is designed to teach the basic theories and provide a working knowledge of air conditioning and heating for both comfort and environmental considerations. Graduates will be able to enter the fields of planning, installing, operating, and maintaining all types of heating, air conditioning, and refrigeration equipment.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
Humanities & Fine Arts Elective	3
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
CIS/MTH/Science Elective	3
CIS 146, Microcomputer Applications	3
History, Social or Behavioral Sciences	3
Total General Studies Credits	21

FIELD OF CONCENTRATION COURSES	
ACR 111, Refrigeration Principles	3
ACR 112, HVACR Service Procedures	3
ACR 113, Refrigeration Piping Practices	3
ACR 121, Principles of Electricity for HVACR	3
ACR 122, HVACR Circuits	3
ACR 123, HVACR Electrical Components	3
ACR 115, Heating Systems I	3
ACR 117, Heat Pump I	3
ACR 132, Residential Air Conditioning	3
ASC 135, Mechanical/Gas Safety Codes	3
ACR 147, Refrigerant Transition and Recovery	3
ACR 203, Commercial Refrigeration	3
ACR 205, System Sizing and Air Distribution	3
ASC 181, Special Topics or	

WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	12
Total Field of Concentration Credits	52
Total Credits	73

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

Long-term Certificate
Hamilton & Sumiton Campuses

The long-term certificate program is designed to teach the basic theories and provide a working knowledge of air conditioning and heating for both comfort and environmental considerations. Graduates will be able to enter the fields of planning, installing, operating, and maintaining all types of heating, air conditioning, and refrigeration equipment.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	12

FIELD OF CONCENTRATION COURSES	
ACR 111, Refrigeration Principles	3
ACR 112, HVACR Service Procedures	3
ACR 113, Refrigeration Piping Practices	3
ACR 121, Principles of Electricity for HVACR	3
ACR 122, HVACR Circuits	3
ACR 123, HVACR Electrical Components	3
ACR 115, Heating Systems I	3
ACR 117, Heat Pump I	3
ACR 132, Residential Air Conditioning	3
ACR 147, Refrigerant Transition and Recovery	3
ACR 205, System Sizing and Air Distribution	3
ASC 181, Special Topics or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	9
Total Field of Concentration Credits	43
Total Credits	55

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

Short-term Certificate
Hamilton & Sumiton Campuses

The short-term certificate program enables students to complete the basics of the field and to enter the job market quickly. This program provides the student with a knowledge of air conditioning and heating in order to enable the graduate to enter the workforce quickly.

FIELD OF CONCENTRATION COURSES	
ACR 111, Refrigeration Principles	3
ACR 112, HVACR Service Procedures	3
ACR 121, Principles of Electricity for HVACR	3
ACR 123, HVACR Electrical Components	3
ACR 117, Heat Pump I	3
ASC 181, Special Topics or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	9
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

AUTO BODY REPAIR TECHNOLOGY

Long-term Certificate
Sumiton Campus

This long-term certificate program offers the student the opportunity to receive training in shop safety, surface preparation, metal alignment, metal finishing, MIG welding, and plastic repair of unibody and frame structural alignment, and principles of damage assessment. A certificate will be awarded at the completion of the required courses. The Advanced Tech Curriculum used in this program is NATEF (ASE) approved and published by the I-CAR Education Foundation.

GENERAL STUDIES COURSES	Semester Hours
COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
DPT 103, Introductory Computer Skills II	2
SPC 103, Oral Communication Skills	3
Total General Studies Credits	11

FIELD OF CONCENTRATION COURSES	
ABR 111, Non-structural Repairs	3
ABR 112, Non-structural Panel Replacement	3
ABR 121, Refinishing Materials and Equipment	3
ABR 122, Surface Preparation	3
ABR 211, Structural Analysis	3
ABR 212, Structural Repair	3
ABR 221, Mechanical Components	3
ABR 222, Electrical Components	3
ABR 151, Safety & Environmental Practices	3
ABR 156, Automotive Cutting & Welding	3
ABR 252, Body Shop Management	3
ABR 256, Topcoat Applications	3
ABR 281, Special Topics in Auto Body or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	1
Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	43
Total Credits	54

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

Short-term Certificate
Sumiton Campus

This short-term certificate enables the student to complete the basics of the field and to enter the job market quickly. This course is designed to prepare the graduate for employment in collision repair. Courses in shop safety, surface preparation, metal alignment, metal finishing, MIG welding, and plastic repair of unibody and frame structural alignment, and principles of damage assessment enable the graduate to enter this high paying field quickly.

FIELD OF CONCENTRATION COURSES	
ABR 111, Non-structural Repairs	3
ABR 112, Non-structural Panel Replacement	3
ABR 121, Refinishing Materials and Equipment	3
ABR 122, Surface Preparation	3

ABR 151, Safety & Environmental Practices	3
ABR 156, Automotive Cutting & Welding	3
ABR 181, Special Topics in Auto Body	3
ABR 256, Topcoat Applications	3
ABR 281, Special Topics in Auto Body or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

AUTOMOTIVE TECHNOLOGY

Long-term Certificate
Hamilton Campus

This long-term certificate program is a planned sequence of training activities designed to prepare students for entry-level job opportunities in the automotive field. The required academic classes and the optional automotive classes will complement the technical education received and better prepare the student for a career in one of the largest industries in the world.

GENERAL STUDIES COURSES	Semester Hours
COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
DPT 103, Introductory Computer Skills II	2
SPC 103, Oral Communication Skills	3
Total General Studies Credits	11

FIELD OF CONCENTRATION COURSES	
AUM 101, Fundamentals of Automotive Technology	3
AUM 111, Automotive Electrical Systems	3
AUM 121, Braking Systems	3
AUM 122, Steering, Suspension, & Alignment	3
AUM 123, Engine Principles	3
AUM 131, Powertrain Fundamentals	3
AUM 211, Automotive Electronics	3
AUM 212, Fuel Systems	3
AUM 214, Ignition Systems	3
AUM 221, Engine Repair	3
ASE 241, Selected Topics in Automotive Technology or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	18
Total Field of Concentration Credits	49
Total Credits	60

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

Short-term Certificate
Hamilton Campus

The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly. The certificate is designed to prepare graduates for quick entry into the automotive repair and upkeep field. This program prepares the student for a career in one of the world's largest industries.

FIELD OF CONCENTRATION COURSES	
AUM 101, Fundamentals of Automotive Technology	3
AUM 111, Automotive Electrical Systems	3
AUM 121, Braking Systems	3
AUM 122, Steering, Suspension, & Alignment	3
AUM 123, Engine Principles	3
AUM 131, Powertrain Fundamentals	3
AUM 212, Fuel Systems	3
AUM 214, Ignition Systems	3
ASE 241, Selected Topics in Automotive Tech or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

BARBERING*

Long-term Certificate
Hamilton Campus

Barbering is a program which offers the students both theory and practical experience in all phases of hair cutting, beard trimming, styling, shampooing, permanent waving, nail care, facials, and scalp treatment. Students applying for a barbering state board examination will be provided with extra courses to meet the state board requirement for examination for barbering.

GENERAL STUDIES COURSES	Semester Hours
COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
DPT 103, Introductory Computer Skills II	2
SPC 103, Oral Communication Skills	3
Total General Studies Credits	11

FIELD OF CONCENTRATION COURSES	
BAR 110, Orientation to Barbering	3
BAR 111, Science of Barbering	3
BAR 112, Bacteriology and Sanitation	3
BAR 113, Barber-Styling Lab	3
BAR 114, Advanced Barber-Styling Lab	3
Specialization Electives (Advisor Approved)	24
Total Field of Concentration Credits	39
Total Credits	50

(PSY 100 is a prerequisite for this certificate.)
**Students who have completed COS courses may be allowed to substitute these courses in the Barbering Certificate. Students should see their advisor for further details.*

Short-term Certificate
Hamilton Campus

The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly. The program prepares the student for quick entry into the field of barbering with courses in hair cutting, beard trimming, styling, shampooing, permanent waving, nail care, facials, and scalp treatment.

FIELD OF CONCENTRATION COURSES	
BAR 111, Science of Barbering	3
BAR 112, Bacteriology and Sanitation	3
BAR 113, Barber-Styling Lab	3
BAR 114, Advanced Barber-Styling Lab	3
BAR 121, Chemical Hair Processing	3
BAR 115, Haircutting Basics	4
Specialization Electives (Advisor Approved)	6
Total Credits	25

(PSY 100 is a requirement for this certificate.)
**A limited number of Cosmetology courses may be substituted for Barbering courses in the Barbering Certificate. Students should see their advisor for further details.*

CHILD DEVELOPMENT *

Associate in Applied Science Degree
Fayette, Hamilton, Jasper, & Sumiton Campuses

The Child Development program is designed to prepare students for employment in preschool programs. Courses in this program are designed to meet the national and state CDA requirements, Alabama State minimum standard qualifications for a director, program director, and teacher in a licensed child care program, and Headstart program.

GENERAL STUDIES COURSES	Semester Hours
ENG 101-102, English Composition I-II	6
MTH 100, Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146, Microcomputer Applications	3
SPH 107, Fundamentals of Public Speaking	3
History, Social/Behavioral Science Elective	3
PSY 200, General Psychology	3
BUS 275, Principles of Management or BUS 279, Small Business Management or CHD 208, Administration of Child Dev Programs	3
ACT 141, Basic Accounting Principles or BUS 241, Principles of Accounting I	3
BIO 103, Principles of Biology I	4
MUS 115, Fundamentals of Music	3
HED 230, Safety and First Aid or HED 231, First Aid	3
	37

FIELD OF CONCENTRATION COURSES	
CHD 100, Intro to Early Care & Ed. of Children	3
CHD 201, Child Growth and Dev Principles	3
CHD 202, Children's Creative Experiences	3
CHD 203, Children's Literature & Language Dev	3
CHD 204, Methods and Materials for Teaching Children	3
CHD 205, Program Planning for Ed Young Children	3
CHD 206, Children's Health and Safety	3
CHD 215, Supervised Prac Exp, Early Childhood Ed.	3
EMS 100, Cardiopulmonary Resuscitation or current CPR card upon graduation	1
CHD 209, Infant & Toddler Ed Programs or CHD 210, Educating Exceptional Young Children	3
Total Credits	62

(PSY 100 is a prerequisite for this degree.)

**This degree program is transferable only to specific four-year institutions. Students should contact the program advisor for more details.*

Long-term Certificate
Fayette, Hamilton, Jasper, & Sumiton Campuses

The long-term certificate program is designed to prepare students for employment in preschool programs. Courses in this program are designed to meet the national and state CDA requirements, Alabama State minimum standard qualifications for a director, program director, and teacher in a licensed child care program.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146, Microcomputer Applications	3
SPH 107, Fundamentals of Public Speaking	3
	12

FIELD OF CONCENTRATION COURSES	
CHD 100, Intro to Early Care & Ed of Children	3
CHD 201, Child Growth and Development Prin	3
CHD 202, Children's Creative Experiences	3
CHD 203, Children's Literature & Language Dev	3
CHD 204, Methods & Materials for Teaching Child	3
CHD 205, Program Planning for Ed Young Children	3
CHD 206, Children's Health and Safety	3
CHD 215, Supervised Prac Exp Early Childhood Ed.	3
EMS 100, Cardiopulmonary Resuscitation	1
Total Field of Concentration Credits	25
Total Credits	37

(PSY 100 is a prerequisite for this certificate.)

Short-Term Certificate
Fayette, Hamilton, Jasper & Sumiton Campuses

This program is designed to prepare students for employment in preschool programs. Courses in this program are designed to meet the national and state CDA requirements, Alabama State minimum standard qualifications for a director, program director, and teacher in a licensed child care program. Graduates are offered a quick path to employment in this growing field.

FIELD OF CONCENTRATION COURSES	
CHD 100, Intro. to Early Care & Ed. of Children	3
CHD 201, Child Growth and Dev. Principles	3
CHD 202, Children's Creative Experiences	3
CHD 203, Children's Literature & Language Dev.	3
CHD 204, Methods & Materials for Teaching Child	3
CHD 205, Program Planning for Ed. Young Children	3
CHD 206, Children's Health and Safety	3
CHD 215, Supervised Prac Ex, Early Childhood Ed.	3
EMS 100, Cardiopulmonary Resuscitation	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)

COMPUTER SCIENCE

Associate in Applied Science Degree
Fayette, Hamilton, Jasper, & Sumiton Campuses

This program is designed for students who plan to work in the field of computer science.

GENERAL STUDIES COURSES	Semester Hours
ENG 101-102, English Composition I-II	6
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or higher	3
Humanities & Fine Arts Elective	3
CIS 146, Microcomputer Applications	3
Select 2 of the following:	6
ECO 231, Principles of Macroeconomics	
ECO 232, Principles of Microeconomics	
PSY 200, General Psychology	
Total General Studies Credits	24

FIELD OF CONCENTRATION COURSES	
ACT 249, Payroll Accounting	3
BUS 241-242, Principles of Accounting I-II	6
CIS 147, Advanced Microcomputer Applications	3
CIS 156, Microcomputer Operating System	3
CIS 190, Introduction to Computers	3
CIS 241, Introduction to RPG Programming	3
CIS 251, C Programming or CIS 191, Intro to Computer Science I	3
CIS 261, COBOL Programming	3
CIS 247, Windows 2000 Server	4
CIS 266, Computer Software Installation & Problem Determination	3

CIS 267, Computer Hardware Problem Determination	3
CIS 281, System Analysis and Design	3
CIS 285, Object Oriented Programming or	3
CIS Approved Electives	6
Total Field of Concentration	49
Total Credits	73

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

Short-term Certificate
Information Technology Concentration
Fayette, Hamilton, Jasper & Sumiton Campuses

The short-term certificate programs are designed for students with basic job skills to enhance and update their existing competencies, which will allow them to achieve certifications and enter the job market quickly.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or higher	3
Total General Studies Credits	6

FIELD OF CONCENTRATION COURSES

CIS 146, Microcomputer Applications	3
CIS 140, Basic Web Page Development	3
CIS 203, Introduction to the Information Highway	3
CIS 247, Windows 2000 Server	4
CIS 266, Computer Software Installation & Problem Determination	3
CIS 267, Computer Hardware Problem Determination	3
Total Field of Concentration	19
Total Credits	25

(PSY 100 is a requirement for this degree.)
(KeyTrain pre-assessment is required.)

Short-term Specialized Certificate Certifications
Fayette, Hamilton, Jasper & Sumiton Campuses

A+ CERTIFICATION	Semester Hours
CIS 156, Microcomputer Operating System	3
CIS 266, Computer Software Installation & Problem Determination	3
CIS 267, Computer Hardware Problem Determination	3
Total Credits	9

(PSY 100 is a prerequisite for this certificate.)

MOUS CERTIFICATION

CIS 146, Microcomputer Applications	3
CIS 147, Advanced Microcomputer Applications	3
CIS 197, Advanced Commercial Software Appl	3
Total Credits	9

(PSY 100 is a prerequisite for this certificate.)

CISCO CERTIFICATION

CIS 161, CISCO I	3
CIS 162, CISCO II	3
CIS 163, CISCO III	3
CIS 164, CISCO IV	3
Total Credits	12

(PSY 100 is a prerequisite for this certificate.)

COSMETOLOGY-NAIL*

Long-term Certificate
Hamilton & Sumiton Campuses

The cosmetology long-term certificate program prepares the students with basic knowledge and skills necessary for entrance into the cosmetology career field. Upon completion of the cosmetology program, the student is eligible to take the Alabama Board of Cosmetology Examination, which consists of both a written and practical exam.

GENERAL STUDIES COURSES	Semester Hours
COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
DPT 103, Introductory Computer Skills II	2
SPC 103, Oral Communication Skills	3
Total General Studies Credits	11

FIELD OF CONCENTRATION COURSES

COS 111, Science and Art	3
COS 112, Science and Art Lab	3
COS 113, Chemical Methodology	3
COS 114, Chemical Methodology Lab	3
COS 121, Colorimetry	3
COS 122, Colorimetry Applications	3
COS 131, Esthetics	3
COS 132, Esthetics Application	3
Specialization Electives (Advisor Approved)	18
Total Field of Concentration Credits	42
Total Credits	53

(PSY 100 is a prerequisite for this certificate.)
**Students who have completed BAR courses may be allowed to substitute these courses in the Cosmetology Certificate. Students should see their advisor for further details.*

COSMETOLOGY INSTRUCTOR COURSE*

Short-term Certificate
Hamilton & Sumiton Campuses

The short-term cosmetology instructor course (CIT) is a training program for licensed cosmetologists. Those who have completed one year of experience as a practicing cosmetologist and have a manager's license must complete 650 clock hours of teacher training. Upon completion of the program, the graduate is eligible to take the Alabama State Board of Cosmetology exam for an instructor's license. The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly.

GENERAL STUDIES COURSES	Semester Hours
COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
Total General Studies Credits	6

FIELD OF CONCENTRATION COURSES

CIT 211, Teaching and Curriculum Development	3
CIT 212, Teaching Mentorship	3
CIT 213, Lesson Plan Development	3
CIT 221, Lesson Plan Implementation	3
CIT 222, Instructional Materials & Methods	3
CIT 223, Instructional Materials & Methods Appl	3
COS 167, State Board Review	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)

COSMETOLOGY-NAIL TECHNICIAN*

Short-term Certificate
Hamilton & Sumiton Campuses

This short-term certificate program enables the student to complete the basics of the field and to enter the job market quickly.

COS 124, Sales Management	3
COS 151, Nail Care	3
COS 152, Nail Care Application	3
COS 153, Nail Art	3
COS 154, Nail Art Application	3
COS 167, State Board Review	3
COS 168, Bacteriology & Sanitation	3
COS 169, Skin Functions or	
COS 132, Aesthetics and Applications	3
COS 161, Special Topics	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)

**A limited number of Barbering courses may be substituted for Cosmetology courses in the Nail Technician Certificate. Students should see their advisor for further details.*

DIESEL TECHNOLOGY

Long-term Certificate
Sumiton Campus

This long-term certificate program is designed to prepare the students for employment as a heavy duty truck mechanic. Many job opportunities will be available because of the expanding use of heavy duty trucks in all aspects of business and industry for the shipping of goods and materials.

GENERAL STUDIES COURSES	Semester Hours
COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
DPT 103, Introductory Computer Skills II	2
SPC 103, Oral Communication Skills	3
Total General Studies Credits	11

FIELD OF CONCENTRATION COURSES

DEM 104, Basic Engines	3
DEM 122, Heavy Vehicle Brakes	3
DEM 124, Electronic Engine Systems	3
DEM 126, Advanced Engine Analysis	3
DEM 127, Fuel Systems	3
DEM 135, Heavy Vehicle Steering & Suspension	3
DEM 125, Heavy Vehicle Drive Trains	3
DEM 108, DOT Vehicle Inspection or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	21
Total Field of Concentration Credits	43
Total Credits	54

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

Short-term Certificate
Sumiton Campus

The diesel technology short-term certificate program enables the student to complete the basics of the field and to enter the job market quickly.

FIELD OF CONCENTRATION COURSES

DEM 104, Basic Engines	3
DEM 122, Heavy Vehicle Brakes	3
DEM 127, Fuel Systems	3
DEM 105, Preventive Maintenance	3
DEM 111, Safety Tools & Management	3
DEM 117, Diesel and Gas Tune Up	3
DEM 137, Heating and A/C Systems	3
DEM 190, Selected Topics	3
DEM 108, DOT Vehicle Inspection or	
WKO 103, Applied Technology III or	
WKO 104, Applied Technology IV or	
WKO 105, Applied Technology V	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

DRAFTING AND DESIGN TECHNOLOGY

Associate in Applied Science Degree
Hamilton & Sumiton Campuses

The drafting and design program is designed to prepare students for entry into the area of the workplace where engineering design and planning meet production. The technician provides the essential link between engineering and manufacturing.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
Humanities & Fine Arts Elective	3
MTH 100, Intermediate College Algebra or	
MTH 112, Precalculus Algebra or	
MTH 116, Mathematical Applications	3
CIS 146, Microcomputer Applications	3
Computer Science/Natural Science/Math Elective	3
History, Social/Behavioral Sciences Elective	3
Total General Studies Credits	21

FIELD OF CONCENTRATION COURSES

DDT 103, Introduction to Computer Aided Drafting	3
DDT 111, Fund of Drafting & Design Technology	3
DDT 112, Introductory Technical Drawing	3
DDT 121, Intermediate Technical Drawing	3
DDT 122, Advanced Technical Drawing	3
DDT 123, Intermediate CAD	3
DDT 239, Independent Studies or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	1
Specialization Electives (Advisor Approved)	30-34
Total Field of Concentration Credits	49-53
Total Credits	70-74

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

Long-term Certificate
Hamilton & Sumiton Campuses

This long-term certificate program is designed to prepare students for entry into the area of the workplace where engineering design and planning meet production. The draftsperson provides the link between engineering and manufacturing.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or	
MTH 116, Mathematical Applications	3

SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	12

FIELD OF CONCENTRATION COURSES

DDT 103, Introduction to Computer Aided Drafting	3
DDT 111, Fund. of Drafting & Design Technology	3
DDT 112, Introductory Technical Drawing	3
DDT 121, Intermediate Technical Drawing	3
DDT 122, Advanced Technical Drawing	3
DDT 123, Intermediate CAD	3
DDT 239, Independent Studies or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV, or	1
Specialization Electives (Advisor Approved)	24
Total Field of Concentration Credits	43
Total Credits	55

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

Short-term Certificate
Hamilton & Sumiton Campuses

The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly.

FIELD OF CONCENTRATION COURSES

DDT 103, Introduction to Computer Aided Drafting	3
DDT 111, Fund of Drafting & Design Technology	3
DDT 112, Introductory Technical Drawing	3
DDT 121, Intermediate Technical Drawing	3
DDT 122, Advanced Technical Drawing	3
DDT 123, Intermediate CAD	3
DDT 239, Independent Studies or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	6
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

ELECTRICAL TECHNOLOGY *

Associate in Applied Science Degree
Fayette & Sumiton Campuses

This program includes organized subject matter and experience through theory and lab work as related to the different aspects of the electrical field. Successful completion of the program prepares the electrician for entry level employment in a variety of electrical fields with emphasis on the National Electrical Code.

GENERAL STUDIES COURSES	**Semester Hours**
ENG 101, English Composition I	3
Humanities & Fine Arts Elective	3
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
CIS/Math/Science Elective	3
CIS 146, Microcomputer Applications	3
History, Social or Behavioral Sciences	3
Total General Studies Credits	21

CORE COURSES FOR ALL OPTIONS

ELT 101, Principles of DC Electricity	3
ELT 102, Principles of AC Electricity	3
ELT 111, Residential Wiring Methods	3
ELT 121, Basic AC/DC Machines	3
ELT 131, Commercial/Industrial Wiring I	3
ELT 132, Commercial/Industrial Wiring II	3
	18

ELECTRICAL TECHNOLOGY OPTION

ELT 206, OSHA Safety Standards	3
ELT 211, Motor Control I	3
ELT 212, Motor Control II	3
ELT 221, Electronics for Electricians I	3
ELT 231, Programmable Controls I	3
ELT 232, Programmable Controls II	3
ELT 241, National Electrical Code	3
ELT 242, Journeyman-Master Prep Exam	3
ELT 243, Electrical Cost Estimating	3
ELT 213, Industrial Equipment	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	31
Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	55
Total Credits	76

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

ELECTRICIAN APPRENTICESHIP OPTION

ELT 206, OSHA Safety Standards	3
ELT 211, Motor Control I	3
ELT 212, Motor Control II	3
ELT 221, Electronics for Electricians I	3
ELT 231, Programmable Controls I	3
ELT 232, Programmable Controls II	3
ELT 241, National Electrical Code	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	22
Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	46
Total Credits	67

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

INDUSTRIAL MAINTENANCE OPTION

ELT 211, Motor Control I	3
ELT 221, Electronics for Electricians I	3
ELT 231, Programmable Controls I	3
ELT 232, Programmable Controls II	3
ELT 241, National Electrical Code	3
INT 113, Fundamentals of Industrial Hydraulics	3
INT 122, Preventive & Predictive Maintenance	3
INT 233, Ind. Maint. Metal Welding & Cutting Tech.	3
INT 242, Fundamentals of Industrial Pneumatics	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	28
Specialization Electives (Advisor Approved)	3
Total Field of Concentration Credits	49
Total Credits	70

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

INDUSTRIAL MECHANICS OPTION

INT 111, Industrial Mechanics I	3
ELT 213, Industrial Equipment	3

INT 113, Fundamentals of Industrial Hydraulics	3
INT 114, Mechanical Measures & Tech Drawings	3
INT 121, Industrial Hydraulics Troubleshooting	3
INT 122, Preventative & Predictive Maintenance	3
INT 123, Industrial Pipes & Piping Systems	3
INT 233, Industrial Maintenance Welding & Cutting	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	25
Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	31
Total Credits	70

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)
**Students who have completed ILT courses may be allowed to substitute these courses in the Electrical Technology Degree. Students should see their advisor for further details.*

Long-term Certificate
Fayette, Hamilton, & Sumiton Campuses
This program includes organized subject matter and experience through theory and shop work as related to the different aspects of the electrical field. Successful completion of the program prepares the electrician for entry level employment in a variety of electrical fields with special emphasis on the National Electrical Code.

GENERAL STUDIES COURSES	**Semester Hours**
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	12

CORE COURSES FOR ALL OPTIONS

ELT 101, Principles of DC Electricity	3
ELT 102, Principles of AC Electricity	3
ELT 111, Residential Wiring Methods	3
ELT 121, Basic AC/DC Machines	3
ELT 131, Commercial/Industrial Wiring I	3
ELT 132, Commercial/Industrial Wiring II	3
	18

ELECTRICAL TECHNOLOGY OPTION

ELT 211, Motor Control I	3
ELT 212, Motor Control II	3
ELT 231, Programmable Controls I	3
ELT 232, Programmable Controls II	3
ELT 241, National Electric Code	3
ELT 242, Journeyman-Master Prep Exam	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	19
Specialization Electives (Advisor Approved)	9
Total Field of Concentration Credits	46
Total Credits	58

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

ELECTRICIAN APPRENTICESHIP OPTION

ELT 206, OSHA Safety Standards	3
ELT 211, Motor Control I	3
ELT 212, Motor Control II	3
ELT 231, Programmable Controls I	3
ELT 232, Programmable Controls II	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III or WKO 104, Applied Technology IV	1
	16
Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	40
Total Credits	52

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

INDUSTRIAL MAINTENANCE OPTION

ELT 211, Motor Control I	3
ELT 221, Electronics for Electricians I	3
ELT 241, National Electric Code	3
INT 113, Fundamentals of Industrial Hydraulics	3
INT 122, Preventive & Predictive Maintenance	3
INT 233, Ind Maint. Metal Welding & Tech	3
INT 242, Fundamentals of Industrial Pneumatics	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	22
Specialization Elective (Advisor Approved)	3
Total Field of Concentration Credits	43
Total Credits	55

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

INDUSTRIAL MECHANICS OPTION

INT 111, Industrial Mechanics I	3
ELT 213, Industrial Equipment	3
INT 113, Fundamentals of Industrial Hydraulics	3
INT 114, Mechanical Measures & Tech Drawings	3
INT 121, Industrial Hydraulics Troubleshooting	3
INT 122, Preventative & Predictive Maintenance	3
INT 233, Industrial Maintenance Welding & Cutting	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	22
Specialization Electives (Advisor Approved)	3
Total Field of Concentration Credits	43
Total Credits	55

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)
**Students who have completed ILT courses may be allowed to substitute these courses in the Electrical Technology certificate. Students should see their advisor for further details.*

Short-term Certificate
Fayette, Hamilton, & Sumiton Campuses
The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly.

FIELD OF CONCENTRATION COURSES

ELT 101, Principles of DC Electricity	3
ELT 102, Principles of AC Electricity	3
ELT 111, Residential Wiring Methods	3
ELT 121, Basic AC/DC Machines	3
ELT 131, Commercial/Industrial Wiring I	3
ELT 132, Commercial/Industrial Wiring II	3
ELT 211, Motor Control I	3
ELT 212, Motor Control II	3
ELT 192, Practicum in ELT or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
	7

Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)
**Students who have completed ILT courses may be allowed to substitute these courses in the Electrical Technology certificate. Students should see their advisor for further details.*

INDUSTRIAL ELECTRONICS TECHNOLOGY*

Associate in Applied Science
Hamilton & Sumiton Campuses

The industrial electronics technology program is a planned sequence of training activities designed to prepare trainees for entry-level job opportunities in the industrial and computer fields.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 112, Precalculus Algebra or MTH 116 Mathematical Applications	3
CIS 146, Microcomputer Applications	3
Humanities & Fine Arts Elective	3
History/Social/Behavioral Sciences Elective	3
CIS/Math/Science Elective	3
Total General Studies Credits	21

CORE COURSES FOR ALL OPTIONS	
ILT 138, DC Fundamentals	3
ILT 140, AC Fundamentals	3
ILT 176, Solid State Devices	3
ILT 123, Digital Electronics	3
	12

INDUSTRIAL ELECTRONICS OPTION

ILT 104, Industrial Instrumentation	3
ILT 115, Advanced Industrial Controls	3
ILT 119, Electronic Circuits	3
ILT 129, Personal Computer Hardware	3
ILT 130, PC Software Installation and Maintenance	3
ILT 170, AC\DC Machinery & Controls	3
ILT 172, Programmable Logic Controllers	3
ILT 201, Industrial Electronics	3
ILT 205, Microprocessors	3
ILT 216, Industrial Robotics	3
ILT 220, Electro Optics	3
ILT 174, Circuit Fabrication or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV, or WKO 105, Applied Technology V	1
	34
Specialization Electives (Advisor Approved)	3
Total Field of Concentration Credits	49
Total Credits	70

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

COMPUTER REPAIR NETWORKING OPTION

ILT 119, Electronic Circuits	3
ILT 129, Personal Computer Hardware	3
ILT 130, PC Software Installation and Maintenance	3
ILT 205, Microprocessors	3
CIS147, Advanced Microcomputer Applications	3
CIS 156, Microcomputer Operating System	3
CIS 190, Introduction to Computers	
CIS 247, Windows 2000 Server	4
CIS 251, C Programming	3
ILT 174, Circuit Fabrication or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV, or WKO 105, Applied Technology V	1
Computer Repair Networking Electives	
Advisor approved CIS Electives	6
	35
Total Field of Concentration Credits	47
Total Credits	68

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)
**Students who have completed ELT courses may be allowed to substitute these courses in the Electronics Technology Degree. Students should see their advisor for further details.*

Long-term Certificate
Hamilton & Sumiton Campuses

The long-term certificate is designed for students who plan to enter the workforce upon graduation in the field of industrial electronics.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	12

FIELD OF CONCENTRATION COURSES	
ILT 123, Digital Electronics	3
ILT 138, DC Fundamentals	3
ILT 140, AC Fundamentals	3
ILT 176, Solid State Devices	3
ILT 119, Electronic Circuits	3
ILT 170, AC\DC Machinery & Controls	3
ILT 172, Programmable Logic Controllers	3
ILT 201, Industrial Electronics	3
ILT 174, Circuit Fabrication or WKO 103, Applied Technology III, or WKO 104, Applied Technology IV, or WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	9
Total Field of Concentration Credits	34
Total Credits	46

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)
**Students who have completed ELT courses may be allowed to substitute these courses in the Industrial Electronics Technology certificate. Students should see their advisor for further details.*

Short-term Certificate
Hamilton & Sumiton Campuses

The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly.

FIELD OF CONCENTRATION COURSES	
ILT 123, Digital Electronics	3
ILT 138, DC Fundamentals	3
ILT 140, AC Fundamentals	3
ILT 176, Solid State Devices	3
ILT 119, Electronic Circuits	3
ILT 201, Industrial Electronics	3
ILT 174, Circuit Fabrication or WKO 103, Applied Technology III, or	

WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	6
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)
**Students who have completed ELT courses may be allowed to substitute these courses in the Industrial Electronics Technology certificate. Students should see their advisor for further details.*

MACHINE TOOL TECHNOLOGY

Associate in Applied Science
Hamilton & Sumiton Campuses
The machine tool technology program is an instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or	
MTH 112, Precalculus Algebra or	
MTH 116 Mathematical Applications	3
CIS 146, Microcomputer Applications	3
Humanities & Fine Arts Elective	3
History, Social/Behavioral Sciences	3
CIS/Math/Science Elective	3
Total General Studies Credits	21

FIELD OF CONCENTRATION COURSES	
MTT 121, Basic Blueprint Reading for Machinists	3
MTT 131, Introduction to Metrology	3
MTT 101, Basic Machining Technology	6
MTT 102, Intermediate Machining Technology	6
MTT 281, Special Topics in Machine Tool or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	30-36
Total Field of Concentration Credits	49-55
Total Credits	70-76

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

Long-term Certificate
Hamilton & Sumiton Campuses
The long-term certificate program is an instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or	
MTH 116, Mathematical Applications	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	12

FIELD OF CONCENTRATION COURSES	
MTT 101, Basic Machining Technology	6
MTT 102, Intermediate Machining Technology	6
MTT 121, Basic Blueprint Reading for Machinist	3
MTT 131, Introduction to Metrology	3
MTT 281, Special Topics in Machine Tool or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	27
Total Field of Concentration Credits	46
Total Credits	58

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

Short-term Certificate
Hamilton & Sumiton Campuses
The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly.

FIELD OF CONCENTRATION COURSES	
MTT 101, Basic Machining Technology	6
MTT 102, Intermediate Machining Technology	6
MTT 121, Basic Blueprint Reading for Machinist	3
MTT 131, Introduction to Metrology	3
MTT 281, Special Topics in Machine Tool or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	
WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	6
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

OFFICE ADMINISTRATION

Associate in Applied Science Degree
Fayette, Hamilton, Jasper, & Sumiton Campuses
The purpose of the office administration programs is to prepare students with the knowledge and skills for entry into a variety of positions in the modern business office.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
(It is recommended that OAD131 be taken before ENG101.)	
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or	
MTH 116, Mathematical Applications	3
CIS 146, Microcomputer Applications	3
CIS 147, Advanced Microcomputer Applications	3
Humanities/Fine Arts	3
ECO 231, Prin. of Macroeconomics or	
ECO 232, Prin. of Microeconomics	3
Total General Studies Credits	21

CORE CURRICULUM (Required of all Majors)	
ACT 249, Payroll Accounting	3
BUS 215, Business Communication	3
BUS 241, Principles of Accounting I*	3
OAD 125, Word Processing	3
OAD 131, Business English or	
ENG 102, English Composition II	3
	15

FIELD OF CONCENTRATION IN ACCOUNTING	
ACT 253, Individual Income Tax	3
BUS, OAD, or CIS Approved Elective	3
ACT 246, Microcomputer Accounting	3
BUS 146, Personal Finance	3
BUS 242, Principles of Accounting II	3
BUS 263, Legal & Social Environment of Business	3

BUS 275, Principles of Management	3
OAD 130, Electronic Calculations	3
ECO Elective	3
Total Field of Concentration Credits	27
Total Credits	63

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN LEGAL TRANSCRIPTION

BUS 263, Legal & Social Environment of Business	3
OAD 103, Intermediate Keyboarding**	3
OAD 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 202, Legal Transcription	3
OAD 203, Legal Office Procedures	3
OAD 247, Special Projects	1
Total Field of Concentration Credits	28
Total Credits	64

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MANAGEMENT INFORMATION SYSTEMS

BUS 242, Principles of Accounting II	3
BUS 275, Principles of Management	3
BUS 276, Human Resource Management	3
BUS 279, Small Business Management	3
BUS 285, Principles of Marketing	3
Approved Programming Electives	6
ECO Elective	3
OAD/BUS/CIS Approved Elective	3
Total Field of Concentration Credits	27
Total Credits	63

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MARKETING/ MANAGEMENT

BUS 242, Principles of Accounting II	3
BUS 263, Legal & Social Environment of Business	3
BUS 275, Principles of Management	3
BUS 276, Human Resource Management	3
BUS 279, Small Business Management	3
BUS 285, Principles of Marketing	3
ECO Elective	3
BUS Electives (Advisor Approved)	6
Total Field of Concentration Credits	27
Total Credits	63

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MEDICAL TRANSCRIPTION

LPN 113, BSF, Medical Vocabulary	4
OAD 104, Advanced Keyboarding***	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 211, Medical Terminology	3
OAD 212, Medical Transcription	3
OAD 214, Medical Office Procedures	3
OAD 215, Health Information Management (ICD-9 Coding)	3
Total Field of Concentration Credits	31
Total Credits	67

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MICROCOMPUTER APPLICATIONS

ACT 246, Microcomputer Accounting	3
OAD 126, Advanced Word Processing	3
CIS 266, Computer Software Installation & Problem Determination	3
CIS 203, Intro to the Information Highway	3
CIS 140, Basic Web Page Development	3
CIS 196C, Desktop Publishing	3
CIS 267, Computer Hardware Problem Determination	3
CIS 197, Advanced Commercial Software Applications	3
CIS 156, Microcomputer Operating Systems	3
OAD Elective	1-3
Total Field of Concentration Credits	28-30
Total Credits	64-66

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN SECRETARIAL SCIENCE

BUS 263, Legal & Social Environment of Business	3
OAD 103, Intermediate Keyboarding**	3
OAD 104, Advanced Keyboarding	3
CIS 196C, Desktop Publishing	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 218, Office Procedures	3
OAD 247, Special Projects	1
Total Field of Concentration Credits	28
Total Credits	64

(PSY 100 is a prerequisite for this degree.)
(KeyTrain pre-assessment is required.)

**ACT 141 Basic Accounting Procedures is recommended for students who do not have a fundamental knowledge of accounting.*
***OAD 101 Beginning Keyboarding required unless one year of typing or equivalent skills possessed.*
****OAD 101 Beginning Keyboarding and/or OAD 103 Intermediate Keyboarding required unless equivalent skills possessed.*

Long-term Certificate
Fayette, Hamilton, Jasper, & Sumiton Campuses

The purpose of these programs is to prepare students with the knowledge and skills for entry into a variety of positions in the modern business office.

GENERAL STUDIES COURSES	**Semester Hours**
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	12

COURSES REQUIRED OF ALL MAJORS

ACT 249, Payroll Accounting	3
BUS 215, Business Communication	3
BUS 241, Principles of Accounting I*	3
OAD 125, Word Processing	3
	12

FIELD OF CONCENTRATION IN ACCOUNTING

ACT 253, Individual Income Tax	3
BUS, CIS, or OAD Approved Elective	3
ACT 246, Microcomputer Accounting	3
BUS 146, Personal Finance	3
BUS 242, Principles of Accounting II	3
BUS 263, Legal & Social Environment of Business	3
BUS 275, Principles of Management	3
CIS 147, Advanced Microcomputer Applications	3
OAD 130, Electronic Calculations	3
Total Field of Concentration Credits	27
Total Credits	51

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN LEGAL TRANSCRIPTION

BUS 263, Legal & Social Environment of Business	3
OAD 103, Intermediate Keyboarding**	3
OAD 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 202, Legal Transcription	3
OAD 203, Legal Office Procedures	3
OAD 247, Special Projects	1
Total Field of Concentration Credits	28
Total Credits	52

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MEDICAL TRANSCRIPTION

LPN 113, BSF, Medical Vocabulary	4
OAD 104, Advanced Keyboarding***	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 211, Medical Terminology	3
OAD 212, Medical Transcription	3
OAD 214, Medical Office Procedures	3
OAD 215, Health Information Management (ICD-9 Coding)	3
Total Field of Concentration Credits	31
Total Credits	55

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MICRO-COMPUTER APPLICATIONS

ACT 246, Microcomputer Accounting	3
OAD 126, Advanced Word Processing	3
CIS 147, Advanced Microcomputer Applications	3
CIS 266, Computer Software Installation & Problem Determination	3
CIS 203, Intro to the Information Highway	3
CIS 140, Basic Web Page Development	3
CIS 196C, Desktop Publishing	3
CIS 267, Computer Hardware Problem Determination	3
CIS 197, Advanced Commercial Software Appl	3
CIS 156, Microcomputer Operating Systems	3
OAD Approved Elective	1-3
Total Field of Concentration Credits	31-33
Total Credits	55-57

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN SECRETARIAL SCIENCE

BUS 263, Legal & Social Environment of Business	3
OAD 103, Intermediate Keyboarding**	3
OAD 104, Advanced Keyboarding	3
CIS 196C, Desktop Publishing	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 218, Office Procedures	3
OAD 247, Special Projects	1
Total Field of Concentration Credits	28
Total Credits	52

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN SMALL BUSINESS MANAGEMENT

ACT 246, Microcomputer Accounting	3
BUS 263, Legal & Social Environment of Business	3
BUS 275, Principles of Management	3
BUS 276, Human Resource Management	3
BUS 279, Small Business Management	3
BUS 285, Principles of Marketing	3
ECO Elective	3
BUS Electives (Advisor Approved)	6
Total Field of Concentration Credits	27
Total Credits	51

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)

**ACT 141 Basic Accounting Procedures is recommended for students who do not have a fundamental knowledge of accounting.*
***OAD 101 Beginning Keyboarding required unless one year of typing or equivalent skills possessed.*
****OAD 101 Beginning Keyboarding and/or OAD 103 Intermediate Keyboarding required unless equivalent skills possessed.*

Short-term Certificate
Fayette, Hamilton, Jasper, & Sumiton Campuses

The short term certificates are designed for students with basic job skills to enhance and update their existing competencies allowing them to enter the job market quickly.

FIELD OF CONCENTRATION IN LEGAL TRANSCRIPTION

BUS 263, Legal & Social Environment of Business	3
OAD 104, Advanced Keyboarding***	3
OAD 125, Word Processing	3
OAD 200, Machine Transcription	3
OAD 202, Legal Transcription	3
OAD 203, Legal Office Procedures	3
OAD 214, Medical Office Procedures	3
CIS 146, Microcomputer Applications	3
OAD 247, Special Projects	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MEDICAL TRANSCRIPTION

LPN 113, BSF, Medical Vocabulary	4
CIS 146, Microcomputer Applications	3
OAD 103, Intermediate Keyboarding	3
OAD 104, Advanced Keyboarding	3
OAD 125, Word Processing	3
OAD 200, Machine Transcription	3

OAD 211, Medical Terminology	3
OAD 212, Medical Transcription	3
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN MICROCOMPUTER APPLICATIONS

ACT 246, Microcomputer Accounting	3
ACT 141, Basic Accounting Principles or BUS 241, Principles of Accounting I	3
CIS 146, Microcomputer Applications	3
CIS 147, Advanced Microcomputer Applications	3
CIS 203, Intro to the Information Highway or CIS 196C, Desktop Publishing	3
CIS 140, Basic Web Page Development	3
OAD 103, Intermediate Keyboarding**	3
OAD 125, Word Processing	3
OAD 247, Special Projects	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

FIELD OF CONCENTRATION IN SECRETARIAL SCIENCE

ACT 141, Basic Accounting Principles or BUS 241, Principles of Accounting I	3
CIS 146, Microcomputer Applications	3
OAD 104, Advanced Keyboarding***	3
OAD 125, Word Processing	3
OAD 130, Electronic Calculations	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 218, Office Procedures	3
OAD 247, Special Projects	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

**Students must place in college-level courses or must complete the appropriate developmental courses (ENG 093 or COM 100 & MTH 098 or MAH 101 or MTH 116) before a short-term office administration certificate will be awarded.*
***OAD 101 Beginning Keyboarding required unless one year of typing or equivalent skills possessed.*
****OAD 101 Beginning Keyboarding and/or OAD 103 Intermediate Keyboarding required unless equivalent skills possessed.*

PARALEGAL

Associate in Applied Science Degree
Fayette, Hamilton, Jasper, & Sumiton Campuses

This program prepares students to perform those skills and competencies needed to function as a paralegal. The Associate in Applied Science degree gives students additional competencies in the academic area to achieve success as a paralegal.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
ENG 102, English Composition II	3
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
CIS 146, Microcomputer Applications	3
CIS 147, Advanced Microcomputer Applications	3
PSY 200, General Psychology	3
Humanities/Fine Arts Elective	3
History/Social/Behavioral Sciences Elective	3
Total General Studies Credits	27

FIELD OF CONCENTRATION COURSES

BUS 241, Principles of Accounting I*	3
OAD 103, Intermediate Keyboarding **	3
OAD 125, Word Processing	3
PRL 101, Introduction to Paralegal Study	3
PRL 102, Basic Legal Research & Writing	3
PRL 150, Commercial Law or BUS 263, Legal and Social Environment	3
PRL 160, Criminal Law and Procedure	3
PRL 170, Administrative Law	3
PRL 210, Introduction to Real Property Law	3
PRL 230, Domestic Law	3
PRL 262, Civil Law and Procedures	3
PRL 270, Workers' Compensation Law	3
PRL 282, Law Office Management and Procedures or OAD 203, Legal Office Procedures	3
Total Field of Concentration Courses	39
Total Credits	66

(PSY 100 is a prerequisite for this degree.)
**ACT 141 Basic Accounting Procedures is recommended for students who have limited math and/or accounting background.*
***OAD 101 Beginning Keyboarding is required unless one year of typing or equivalent skills possessed.*

Long-term Certificate
Fayette, Hamilton, Jasper, & Sumiton Campuses

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	12

FIELD OF CONCENTRATION COURSES

OAD 103, Intermediate Keyboarding**	3
OAD 125, Word Processing	3
PRL 101, Introduction to Paralegal Study	3
PRL 102, Basic Legal Research and Writing	3
PRL 150, Commercial Law or BUS 263, Legal & Social Environment of Business	3
PRL 160, Criminal Law and Procedure	3
PRL 170, Administrative Law	3
PRL 210, Introduction to Real Property Law	3
PRL 230, Domestic Law	3
PRL 262, Civil Law & Procedures	3
PRL 270, Workers' Compensation Law	3
PRL 282, Law Office Management and Procedures or OAD 203, Legal Office Procedures	3
Total Field of Concentration Credits	36
Total Credits	48

(PSY 100 is a prerequisite for this certificate.)
**ACT 141 Basic Accounting Procedures is recommended for students who do not have a fundamental knowledge of accounting.*
***OAD 101 Beginning Keyboarding required unless one year of typing or equivalent skills possessed.*

TRUCK DRIVING

Short-term Certificate
Sumiton Campus

This program is designed to teach basic entry-level driving skills relating to the safe operation techniques of commercial motor vehicles and other related regulations. Upon successful completion of the program, the student may be able to obtain CDL Licensure, to operate a tractor trailer unit, and be conversant with rules and regulations pertaining to the trucking industry.

FIELD OF CONCENTRATION COURSES

TRK 111, Basic Vehicle Operation	4
TRK 112, Safe Operating Practices	3
TRK 113, Nonvehicle Activities	2
Total Credits	9

WELDING TECHNOLOGY

Long-term Certificate
Fayette & Sumiton Campus

This program is designed to equip the student with the necessary skills, knowledge, and experience for employment. An integral part of the Welding Technology Program is welder qualification and certification.

GENERAL STUDIES COURSES	Semester Hours
COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
DPT 103, Introductory Computer Skills II	2
SPC 103, Oral Communication Skills	3
Total General Studies Credits	11

FIELD OF CONCENTRATION COURSES

WDT 111, Cutting Processes Theory	3
WDT 112, Shielded Metal Arc Fillet Theory	3
WDT 113, Blueprint Reading	3
WDT 114, Gas Metal Arc Fillet Theory	3
WDT 151, Cutting Processes Lab	3
WDT 152, Shielded Metal Arc Fillet Welding	3
WDT 153, Shielded Metal Arc Welding Grooves	3
WDT 154, Gas Metal Arc Lab	3
WDT 157, Consumable Welding Processes Theory	3
WDT 158, Consumable Welding Processes Lab	3
WDT 218, Certification Theory	3
WDT 228, Gas Tungsten Arc Fillet Theory	3
WDT 258, Certification Lab	3
WDT 268, Gas Tungsten Arc Fillet Lab	3
WDT 217, SMAW Carbon Pipe Theory	3
WDT 257, SMAW Carbon Pipe Lab	3
WDT 180, Special Topics or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	1
Total Field of Concentration Credits	49
Total Credits	60

(PSY 100 is a prerequisite for this certificate.)
(KeyTrain pre-assessment is required.)
(Additional welding courses may be offered for advanced students.)

Short-term Certificate
Fayette & Sumiton Campus

The short-term certificate enables the student to complete the basics of the field and to enter the job market quickly.

FIELD OF CONCENTRATION COURSES

WDT 111, Cutting Processes Theory	3
WDT 114, Gas Metal Arc Fillet Theory	3
WDT 151, Cutting Processes Lab	3
WDT 154, Gas Metal Arc Lab	3
WDT 157, Consumable Welding Processes Theory	3
WDT 158, Consumable Welding Processes Lab	3
WDT 218, Certification Theory	3
WDT 258, Certification Lab	3
WDT 180, Special Topics or	
WKO 103, Applied Technology III, or	
WKO 104, Applied Technology IV, or	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)

CERTIFICATES OF COMPLETION
OTHER TRAINING

Bevill State also offers courses to prepare students with the knowledge and skills to enter into the banking field. Upon completion of the appropriate courses, a certificate is awarded from the Center for Financial Training-Alabama. The following two options are available in the banking field: General Banking Certificate and Bank Operations Certificate.

BANKING*

Bank Operations Certificate
Jasper Campus

The purpose of this program is to prepare students with the knowledge and skills for entry into the banking field.

	Semester Hours
BUS 241, Prin of Accounting I	3
BFN 100, Principles of Banking	2
BFN 101, Law & Banking: Principles	2
BFN 110, Marketing for Bankers	2
BFN 260, Economics for Bankers	3
Specialization Electives (Advisor Approved)	13
Total credits for Bank Operations Certificate	25

General Banking Certificate
Jasper Campus

The purpose of this program is to prepare students with the knowledge and skills for entry into the banking field.

BUS 241, Prin of Accounting I	3
BFN 100, Principles of Banking	2
BFN 101, Law & Banking: Principles	2
BFN 110, Marketing for Bankers	2
BFN 260, Economics for Bankers	3
Specialization Electives (Advisor Approved)	6
Total credits for General Banking Certificate	18

**Banking certificates are awarded by CFT (Center for Financial Training-Alabama), not by Bevill State Community College.*

COURSE DESCRIPTIONS

COURSE DESCRIPTION ABBREVIATIONS

The following are the abbreviations used in this Catalog for the various disciplines:

ACT	Accounting Technology
ACR	Air Conditioning/Refrigeration Tech
ANT	Anthropology
ART	Art
AST	Astronomy
ABR	Auto Body Repair Technology
AUM	Automotive Mechanics
ASE	Automotive Technology
BFN	Banking and Finance
BAR	Barbering
BIO	Biology
BSS	Basic Study Skills
BUS	Business
CHM	Chemistry
CHD	Child Development
CLT	Clinical Laboratory Technology
CIS	Computer Science
CNC	Computerized Numerical Control
COS	Cosmetology
CIT	Cosmetology Instructor Training
DEM	Diesel Mechanics
DDT	Drafting and Design Technology
ECO	Economics
ELT	Electrical Technology
EMP	Emergency Medical Technology (Paramedic)
EMS	Emergency Medical Technology (Technician)
EGR	Engineering
ENG	English
FRN	French
GEO	Geography
HED	Health Education
ASC	Heating and Air Conditioning
HIS	History
HEC	Home Economics
HUM	Humanities
ILT	Industrial Electronics Technology
INT	Industrial Maintenance Technology
IDS	Interdisciplinary Studies
MTT	Machine Tool Technology
MCM	Mass Communication
MTH	Mathematics
MNT	Mining Technology
MUS	Music
MUL	Music Ensemble
MUP	Music Performance
NUR	Nursing (ADN)
LPN	Nursing (L.P.N.)
NAS	Nursing (Nurse Assistant/Aide)
OAD	Office Administration
PRL	Paralegal
PHL	Philosophy
PED	Physical Education
PHS	Physical Science
PHY	Physics
POL	Political Science
PSY	Psychology
RDG	Reading
REL	Religion
SOC	Sociology
SPA	Spanish
SPH	Speech
SUR	Surgical Operating Room Technician
TRK	Truck Driving
WDT	Welding
WKO	WorkKeys

Course descriptions include a course designation, course number, course title, and an indication of the number of lecture hours, lab hours, and semester hours of credit e.g., CHM 111, College Chemistry (3-3-4). (These numbers indicates that this course meets for the equivalent of 3 hours of lecture and 3 hours of lab each week and carries 4 semester hours of credit.) Courses that are required for individual programs are identified as CORE. Courses that are not creditable toward a degree are identified as NCA or NDC.

COURSE DESCRIPTIONS

ACCOUNTING TECHNOLOGY

ACT 141 BASIC ACCOUNTING PRINCIPLES (3-0-3)
This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon completion of this course, the student will be able to apply basic accounting principles and practices used by service and merchandising enterprises. CORE

ACT 246 MICROCOMPUTER ACCOUNTING (3-0-3)
PREREQUISITE: ACT 141 or BUS 241.
This course utilizes the microcomputer in the study of financial accounting principles and practices. Emphasis is placed on the use of software programs for financial accounting applications. Upon completion of this course, the student will be able to use software programs for financial accounting applications. CORE

ACT 249 PAYROLL ACCOUNTING (3-0-3)
PREREQUISITE: ACT 141 OR BUS 241.
This course focuses on federal, state, and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state, and local laws affecting payrolls.

ACT 253 INDIVIDUAL INCOME TAX (3-0-3)
This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation and tax credits. Upon completion of this course the student will be able to apply the fundamentals of the federal income tax laws affecting the individual.

AIR CONDITIONING/REFRIGERATION TECHNOLOGY

ACR 111 REFRIGERATION PRINCIPLES (1-5-3)
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration, heat transfer, refrigeration system components, the mechanical cycle of operation, and refrigeration characteristics. Upon completion, students should understand the functions of major systems components, terminology, heat transfer, safety, and the use and care of tools and equipment. CORE

ACR 112 HVACR SERVICE PROCEDURES (1-5-3)
This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws. CORE

ACR 113 REFRIGERATION PIPING PRACTICES (1-5-3)
The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should understand related terminology, be able to identify ACR pipe and tubing, and various fittings. CORE

ACR 115 HEATING SYSTEMS I (1-5-3)
This course covers the fundamentals of heating systems. Emphasis is placed on components, operations, general service procedures, and basic installation procedures. Upon completion, students should be able to install and service gas and electric furnaces.

ACR 116 HEATING SYSTEMS II (1-5-3)
This course covers the fundamentals of heating systems. Emphasis is place on gas and electric furnaces. Upon completion, students should be able to install and service gas and electric furnaces.

ACR 117 HEAT PUMPS I (1-5-3)
This course covers the basic theory and application of heat pump systems. Topics include refrigeration cycle operations, system components, and troubleshooting. Upon completion, students should be able to install and service heat pumps.

ACR 118 HEAT PUMPS II (1-5-3)
PREREQUISITE: ACR 117.
This course covers the basic theory and application of heat pump systems. Topics include refrigeration cycle, four-way valve operation industry codes, system components and trouble-shooting. Upon completion, students should be able to install and service heat pumps.

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR (1-5-3)
This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVACR circuits and circuit components. CORE

ACR 122 HVACR ELECTRICAL CIRCUITS (1-5-3)
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, student should understand standard wiring diagrams and symbols. CORE

ACR 123 HVACR ELECTRICAL COMPONENTS (1-5-3)
This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC controls. Upon completion, students should be able to understand motor theory and control functions in HVACR equipment. CORE

ACR 130 COMPUTER ASSISTED HVAC TROUBLESHOOTING (0-5-1)
This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, student should be able to diagnose and repair service problems in HVAC equipment.

ACR 132 RESIDENTIAL AIR CONDITIONING (1-5-3)
This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.

ACR 133 DOMESTIC REFRIGERATION (1-5-3)
This course covers domestic refrigerators and freezers. Emphasis is placed on operation, maintenance, and repair of domestic refrigerators. Upon completion, students should be able to service and repair home refrigerators and freezers.

ACR 134 ICE MACHINES (1-5-3)
This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures. Upon completion, student should be able to install, service and repair commercial ice machines.

ACR 144 BASIC DRAWING AND BLUEPRINT READING IN HVAC (3-0-3)
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

ACR 147 REFRIGERATION TRANSITION AND RECOVERY (3-0-3)
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, III and universal certification. The EPA certification exam is administered at the end of the course. Upon completion, students should be able to pass the EPA refrigerant certification exam.

ACR 181 SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION (3-0-3)
This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. Emphasis is placed on meeting the students' needs.

ACR 182 SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION (3-0-3)
This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. Emphasis is placed on meeting the students' needs.

ACR 192 HVAC APPRENTICESHIP/INTERNSHIP (0-15-3)
This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge.

ACR 203 COMMERCIAL REFRIGERATION (1-5-3)
This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

ACR 205 SYSTEM SIZING AND AIR DISTRIBUTION (1-5-3)
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon course completion, students should be able to calculate system requirements.

ACR 206 SYSTEM TROUBLESHOOTING (1-5-3)
This course introduces students to various HVAC troubleshooting techniques. Emphasis is placed on mechanical and electrical problems, heat pump service, air conditioning service, and problem analysis. Upon course completion, students should be able to perform various troubleshooting techniques on heating and air conditioning systems.

HEATING AND AIR CONDITIONING

ASC 135 MECHANICAL/GAS/SAFETY CODES (3-0-3)
This course is to enhance the student knowledge of the Southern Mechanical and Gas Code as well as fire and job safety requirements. Emphasis is placed on code book content and compliance with installation requirements. Upon completion, students should be able to apply code requirements to all work.

ASC 181 SPECIAL TOPICS (1-0-1)
PREREQUISITE: As required by program.
These courses are designed to allow the student to specialize area of study with minimum instruction in heating and air conditioning and with evaluation at the instructor's discretion. Emphasis is placed on a topic project that the student is interested in and may include may automotive, furniture, or related area in heating and air conditioning. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

ANTHROPOLOGY

ANT 200 INTRODUCTION TO ANTHROPOLOGY (3-0-3)
This course is a survey of physical, social, and cultural development and behavior of human beings.

ANT 210 PHYSICAL ANTHROPOLOGY (3-0-3)
This course is a study of the human evolution based upon fossil and archaeological records as well as analysis of the variation and distribution of contemporary human populations. CORE

ANT 220 CULTURAL ANTHROPOLOGY (3-0-3)
PREREQUISITE: ANT 200.
This course is the application of the concept of culture to study of both primitive and modern society.

ART

ART 100 ART APPRECIATION (3-0-3)
This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art.

Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art.

ART 103 INTRODUCTION TO ART I (0-6-3)
This course is designed as an introduction to the basic fundamentals of art. Emphasis is placed on personal expression and an understanding of the various art media. Upon completion, students should be able to express creative ideas visually and become more aware of media and how it effects communication.

ART 104 INTRODUCTION TO ART II (0-6-3)
PREREQUISITE: ART 103.
This course provides the opportunity for students to work with media problems beyond Introduction to Art I. Emphasis is placed on personal expression and an understanding of various art materials and techniques. Upon completion, students should improve their ability to express creative ideas visually.

ART 113 DRAWING I (0-6-3)
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

ART 114 DRAWING II (0-6-3)
PREREQUISITE: ART 113.
This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

ART 133 CERAMICS I (0-6-3)
This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

ART 134 CERAMICS II (0-6-3)
PREREQUISITE: ART 133.
This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, students should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

ART 173 PHOTOGRAPHY I (0-6-3)
This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history

ART 174 PHOTOGRAPHY II (0-6-3)
PREREQUISITE: ART 173.
This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process his or her creative and communication skills.

ART 203 ART HISTORY I (3-0-3)
This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

ART 204 ART HISTORY II (3-0-3)
This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts.

ART 231 WATERCOLOR PAINTING I (0-6-3)
PREREQUISITE: ART 113 or permission.
This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression.

ART 232 WATERCOLOR II (0-6-3)
PREREQUISITE: ART 231.
This course advances the skills and techniques of painting on paper using water based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflect a personal awareness of the media's potential.

ART 233 PAINTING I (0-6-3)
PREREQUISITE: ART 113 or permission.
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

ART 234 PAINTING II (0-6-3)
PREREQUISITE: ART 233.
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.

ART 286 ART FOR TEACHERS (3-0-3)
This course provides the opportunity for perspective teachers to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on the exploration of teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum.

ART 291 SUPERVISED STUDY IN STUDIO ART I (0-2--8--1-4)
PREREQUISITE: Permission.
This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion, the student should have a greater expertise in a particular area of art.

ASTRONOMY

AST 200 OBSERVATIONAL ASTRONOMY (0-4-2)
This is a laboratory course which introduces the student to the techniques of astronomical observation. Evening laboratory work will be required.

AST 220 INTRODUCTION TO ASTRONOMY (3-2-4)
This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required. CORE

AUTO BODY REPAIR TECHNOLOGY

ABR 111 NON-STRUCTURAL REPAIR (1-5-3)
Students are introduced to basic principles of non-structural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheetmetal repairs, and materials. Upon completion, students should be able to perform basic sheetmetal repairs. CORE

ABR 112 NON-STRUCTURAL PANEL REPLACEMENT (1-5-3)
Students are introduced to basic principles of non-structural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. Upon completion, students should be able to replace and align non-structural panels. CORE

ABR 121 REFINISHING MATERIALS & EQUIPMENT (1-5-3)
Students are introduced to the various types of automotive finishes and the equipment used in their application. Emphasis is placed on identification of refinishing materials, types of spray equipment, and proper safety precautions. Upon completion, students should be able to properly select paint materials and equipment. CORE

ABR 122 SURFACE PREPARATION (1-5-3)
This course introduces students to methods of surface preparation for automotive refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking procedures. Upon completion, students should be able to prepare a vehicle for refinishing. CORE

ABR 151 SAFETY & ENVIRON. PRACTICES (3-0-3)
PREREQUISITE: Instructor approval.
This course is designed to instruct the student in safe work practices. Topics include OSHA requirements, EPA regulations as well as state and local laws. Upon completion, students should be knowledgeable in shop safety and environmental regulations.

ABR 152 PLASTICS REPAIR (1-5-3)
This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics.

ABR 156 AUTO CUTTING & WELDING (1-5-3)
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, students should be able to safely perform automotive cutting and welding procedures.

ABR 181-182-281-282-283 SPECIAL TOPICS IN AUTO BODY (0-3--0-15--1-3)
This course is a guided independent study of special projects in Collision Repair Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

ABR 191-192-193 AUTO BODY REPAIR INTERNSHIP (0-5--15--1-3)
This course is designed to expose students to collision repair practices in non-employment situations. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should be able to demonstrate skills learned in an employment setting.

ABR 211 STRUCTURAL ANALYSIS (1-5-3)
Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. Upon completion, students should be able to locate and identify structural damage. CORE

ABR 212 STRUCTURAL REPAIR (1-5-3)
This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components. Upon completion, students should be able to replace and/or align structural components to factory specifications. CORE

ABR 221 MECHANICAL COMPONENTS (1-5-3)
This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drivetrain, steering/suspension components and various other mechanical repairs. Upon completion, students should be able to diagnose and repair collision damaged mechanical components. CORE

ABR 222 ELECTRICAL COMPONENTS (1-5-3)
This course provides instruction in collision related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair and use of wiring diagrams. Upon completion, students should be able to diagnose and repair collision damaged electrical components. CORE

ABR 251 COLOR ADJUSTMENTS (1-5-3)
Students are introduced to principles of matching automotive finishes. Emphasis is placed on color theory and color adjustments. Upon completion, students should be able to match color and texture of automotive finishes.

ABR 252 BODY SHOP MANAGEMENT (3-0-3)
Students are instructed in basic principles of body shop management. Emphasis is placed on management structure, customer/insurance company relations and sound business practices. Upon completion, students should be able to understand the principles of operating a collision repair facility.

ABR 254 COLLISION DAMAGE REPORTS (1-5-3)
Students are introduced to the principle of collision cost estimating. Emphasis is placed on the calculation of parts and labor amount based on collision estimating guides. Upon completion, students should be able to prepare an accurate damage report (estimate).

ABR 256 TOPCOAT APPLICATIONS (1-5-3)
This course focuses on the application of various automotive topcoats. Topics include applying single-stage, basecoat/ clearcoat, and tri-coat finishes. Upon completion, students should be able to properly apply automotive topcoats.

ABR 259 CERTIFICATION REVIEW (1-3--0--1-3)
PREREQUISITE: Instructor approval.
This review course covers materials that relate to requirements for the ASE collision repair and refinish test. Topics include B2-Painting and Refinishing, B3-Non-Structural Analysis and Damage Repair, B4-Structural Analysis and Damage Repair, B5- Mechanical and Electrical Components, and B6-Damage Analysis and Estimating. Upon completion, students should be prepared to take the ASE Collision Repair and Refinish Certification test.

ABR 281 SPECIAL TOPICS IN AUTO BODY (0-3--0-15--1-3)
PREREQUISITE: As required by program.
This courses is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

ABR 291-292-293 AUTO BODY REPAIR CO-OP (0-5--15--1-3)
PREREQUISITE: Instructor approval.
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, students should have gained skills necessary for entry level employment.

AUTOMOTIVE MECHANICS

AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (1-5-3)
This course provides a study of safety rules and procedures based on OSHA standards. Topics include the use of shop tools and equipment, measuring devices, preventive maintenance, light duty service procedures, and the use of shop manuals. Upon completion, students should be able to use basic tools and equipment safely and in observance of OSHA standards. CORE

AUM 111 AUTOMOTIVE ELECTRICAL SYSTEMS (1-5-3)
This course provides a study of the principles of electricity, magnetism and Ohm's Law. Emphasis is placed on batteries, starting, charging and lighting circuits. Upon completion, students should be able to identify and repair minor electrical problems on the automobile. CORE

AUM 112 STARTING, CHARGING SYSTEMS & ACCESSORIES (1-5-3)
This course is designed to provide the basic knowledge of troubleshooting, maintenance and repair of automotive electrical accessories. This includes

the use of special tools when servicing batteries, starting systems, changing and lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications.

AUM 121 BRAKING SYSTEMS (1-5-3)
PREREQUISITE: AUM 111, or instructor approval.
This course provides a detailed study of types of hydraulic brake systems (disc and drum) and their service requirements. Topics include brake fundamentals, master cylinders, power assist units, parking brake, lines and valves and anti-lock systems. Upon completion, students should be able to repair brake systems. CORE

AUM 122 STEERING, SUSPENSION & ALIGNMENT (1-5-3)
This course is designed to give a working knowledge of the design, operation, diagnosis and repair of conventional and strut-type suspension systems. Topics include alignment procedures, wheel balancing, conventional and rack and pinion steering systems. Upon completion, students should be able to make repairs and adjustments to suspension systems. CORE

AUM 123 ENGINE PRINCIPLES (1-5-3)
This course provides a study of engine construction, operation and service, identification of engine components, systems and subsystems. Topics include the operation, service and repair of the lubricating and cooling systems. Upon completion, students should be able to perform basic repairs on a variety of engines. CORE

AUM 131 POWERTRAIN FUNDAMENTALS (1-5-3)
This course provides a study of the automotive power flow from the transmission to the drive wheels. Topics include drive lines, gear ratios, differentials, drive axles, troubleshooting, and diagnostics. Upon completion, students should be able to troubleshoot, diagnose and repair automatic and manual power trains. CORE

AUM 132 AUTOMOTIVE HEATING AND AIR CONDITIONING (1-5-3)
PREREQUISITE: AUM 111 or instructor approval.
This course covers nomenclature, theory of operation, repairs and service procedures, electrical control circuits for the compressor, blower and coolant fan. Emphasis is placed on proper use of service manuals and safety. Upon completion, students should be able to diagnose and repair heat and air conditioning systems.

AUM 211 AUTOMOTIVE ELECTRONICS (1-5-3)
PREREQUISITE: AUM 111 or instructor approval.
This course builds on the principles of laws of electricity.
Emphasis is placed on series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build and measure circuits. CORE

AUM 212 FUEL SYSTEMS (1-5-3)
PREREQUISITE: AUM 111 or instructor approval.
This course focuses on fuel delivery systems operation and diagnosis and repair of fuel system components. Emphasis is placed on servicing the fuel injection system. Upon completion, students should be able to perform advanced engine tuneups. CORE

AUM 213 INTERMEDIATE AUTOMOTIVE ELECTRONICS (1-5-3)
PREREQUISITE: AUM 211 or instructor approval.
This course is designed to build on the principles and laws of electricity and will advance into a study of solid state devices. Emphasis is placed on diodes, transistors, switching circuits and fiber optics. Upon completion, students should be able to identify and measure automotive computer circuits.

AUM 214 IGNITION SYSTEMS (1-5-3)
PREREQUISITE: Instructor approval.
This course provides a study of the principles of operation, diagnosis and repair of the ignition system components. Topics include primary and secondary circuit operations, and diagnosis and repair of conventional electronic and distributor-less ignition systems. Upon completion, the students will be prepared to diagnose and repair ignition system problems. CORE

AUM 215 ADVANCED AUTOMOTIVE ELECTRONICS (1-5-3)
PREREQUISITE: AUM 211, AUM 213, or instructor approval.
This course provides a study of solid state microprocessors, input and output voltages. Topics include sensors and their use with the microprocessor. Upon completion, students should be able to measure, diagnose and perform advanced repairs of automotive circuits.

AUM 221 ENGINE REPAIR (1-5-3)
PREREQUISITE: AUM 123 or instructor approval.
This course provides understanding of the troubleshooting and repair procedures for the gasoline engine. Topics include engine disassembly, identification of components, inspection and measuring of parts, repair and reassembly, use of service manuals, and safety. Upon completion, students should be able to repair or rebuild an automotive engine. CORE

AUM 222 MANUAL TRANSMISSION/TRANSAXLE (1-5-3)
PREREQUISITE: AUM 131 or instructor approval.
This course includes a study of manual transmission/ transaxle components, gear ratios and power flow. Topics include manual and hydraulic clutches and their service and repair. Upon completion, students should be able to remove, repair and replace manual transmission/transaxle components.

AUM 223 ENGINE MANAGEMENT SYSTEMS (1-5-3)
PREREQUISITE: Permission of instructor.
This course is designed to provide a working knowledge of the principles of operation, diagnosis and repair of computerized engine control systems. This includes a study of micro-processors, sensors, actuators, and emission control devices and their interaction. All diagnostics and repair procedures must be accomplished in accordance with manufacturer's specifications.

AUM 231 AUTOMATIC TRANSMISSION/TRANSAXLE (1-5-3)
PREREQUISITE: AUM 131 or instructor approval.
This course is designed to provide a working knowledge of the construction and operation of automatic transmissions/transaxles. Topics include the study of torque converters, gear and clutch assemblers, hydraulic and mechanical power flow, and electronic controls. Upon completion, students should be able to remove, install and perform basic repairs on automatic transmissions/transaxles.

AUM 232 AUTOMATIC TRANSMISSION/TRANSAXLE REPAIR (1-5-3)
PREREQUISITE: AUM 131, AUM 231 or instructor approval.
This course is designed to build on the knowledge and skill attained in Automotive Transmissions/Transaxles Operation to troubleshoot and make electrical, hydraulic and mechanical repairs on automatic transmissions/ transaxles. This includes the removal, disassembly, repair and reassembly of automatic transmission/transaxle assemblies. All procedures must be accomplished in accordance with manufacturer's specifications.

AUM 240 ENGINE PERFORMANCE (1-5-3)
PREREQUISITE: AUM 111, AUM 211, or instructor approval. This course focuses on diagnostic procedures as related to the microprocessor and its sensors. Emphasis is placed on the use of digital volt meters, fluke meters, and their ability to locate an electrical problem. Upon completion, students should be able to diagnose engine performance.

AUM 245 ENGINE PERFORMANCE DIAGNOSTICS (1-5-3)
PREREQUISITE: AUM 111, AUM 211, AUM 240, or instructor approval.
This course includes a study of diagnostic equipment used to detect drivability problems. Topics include the use of scope and exhaust gas analyzers. Upon completion, students should be able to use engine and gas analyzers and perform advanced diagnosis of engines.

AUM 246 EMISSIONS CONTROLS (1-5-3)
PREREQUISITE: AUM 111, AUM 211, AUM 240, or instructor approval.
This course includes a study of emission control devices and their effect on the environment. Topics include all control units from air and fuel intake through final exhaust, manufacturer specifications, and EPA standards. Upon completion, students should be able to repair or replace emission control components to EPA standards.

AUTOMOTIVE TECHNOLOGY

ASE 241 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY (1-4--0--1-4)
PREREQUISITE: As required by program.
This course covers selected topics in automotive technology and is intended to keep students updated on the latest changes in the automotive industry.

BANKING AND FINANCE

BFN 100 PRINCIPLES OF BANKING (2-0-2)
This course is an introduction to the broad area of banking. Topics include the evolution of banking, Federal Reserve System, documents and forms used, rudimentary laws and regulations, as well as a study of the specialized services offered. Upon completion of this course, the student will be able to perform basic banking functions. CORE

BFN 101 LAW AND BANKING PRINCIPLES (2-0-2)
This course is an introduction to banking law and legal issues, with special emphasis on the Uniform Commercial Code. Topics include the role of regulators, torts, contracts, real estate bankruptcy, and the legal implications of consumer lending. Upon completion of this course, the student will be able to work with basic banking documents. CORE

BFN 102 LAW AND BANKING APPLICATIONS (2-0-2)
This course is an introduction to laws pertaining to secured transactions, letters of credit, the bank collection process, check losses and the legal issues related to processing checks. Topics include negotiable instruments, authorized signatures, collection routes, forgery and fraud, letters of credit and secured transactions. Upon completion of this course, the student will be able to work with more complex banking documents. CORE

BFN 110 MARKETING FOR BANKERS (2-0-2)
This course is an introduction to basic marketing principals and how a bank develops a successful marketing plan. Topics include consumer behavior, market research, the planning process, public relations, advertising, and sales promotion. Upon completion of this course, the student will have the skills to bring in new business. CORE

BFN 147 CONSUMER LENDING (2-0-2)
PREREQUISITE: As required by program.
This course provides an introduction to the consumer credit function. Topics include a history of the consumer credit function, products and services, the consumer lending process, and credit administration. Upon completion of this course, the student will be able to work in the areas of consumer lending.

BFN 205 MONEY AND BANKING (3-0-3)
This course provides an introduction to the money supply and the role banks play in relation to money creation. Topics include financial intermediaries, the Federal Reserve, monetary policy, fiscal policy, and international banking. Upon completion of this course, the student will have the necessary skills to work in a variety of different departments within the bank. CORE

BFN 260 ECONOMICS FOR BANKERS (3-0-3)
This course is an introduction to the fundamental principles of economics as they apply to banking. Topics include economic indicators, economic theory, economic systems, and inflation. Upon completion of this course, the student will have the skills to conduct a cost/benefit analysis and to spot influential economic trends.

BARBERING

BAR 110 ORIENTATION TO BARBERING (3-0-3)
This course provides an orientation to professional barber styling. Topics include professional image, basic fundamentals, and the history of barber-styling. Upon completion, the student should be able to identify the core concepts of the profession. NDC CORE

BAR 111 SCIENCE OF BARBERING (1-5-3)
This course introduces the student to the basic science of barber-styling. Topics include anatomy/physiology, disorders and treatments of the skin, scalp, and hair, and theory of facial and scalp massage. Upon completion, the student should be familiar with the anatomical structures, as well as disorders and treatments of the skin, scalp, and hair. NDC CORE

BAR 112 BACTERIOLOGY AND SANITATION (3-0-3)
This course provides the theory of bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, the student should be able to identify types of bacteria and methods of sanitation. NDC CORE

BAR 113 BARBER-STYLING LAB (0-9-3)
This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of implements, shampooing and haircutting. Upon completion, the student should be able to care for their implements properly and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision. NDC CORE

BAR 114 ADVANCED BARBER-STYLING LAB (0-9-3)
This course provides the student with practical experience in haircutting and facial massage. Emphasis is placed on hands-on experience. Upon completion, the student should be able to demonstrate on a model the correct procedures for a facial massage and basic haircut. NDC CORE

BAR 115 HAIRCUTTING BASICS (1-8-4)
This course provides practical experience in basic scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques.

BAR 120 PROPERTIES OF CHEMISTRY (3-0-3)
This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the changes produced in the hair and skin through exposure to chemicals, electricity,, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin. NDC CORE

BAR 121 CHEMICAL HAIR PROCESSING (0-9-3)
This course provides the student with knowledge and hands-on experience using chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl the hair. Upon completion, the student should be competent in the use of chemicals to produce desired structure changes to the hair. NDC

BAR 122 HAIR COLORING CHEMISTRY (3-0-3)
This course provides the student with a basic knowledge of hair color alteration. Topics include temporary, semi-permanent, and permanent changes. Upon completion, the student should be able to identify and explain the procedures for each classification of hair color alteration. NDC

BAR 124 HAIR COLORING METHODOLOGY LAB (0-9-3)
This course provides the student an opportunity for practical application of all classifications of chemical hair coloring and processing products in a supervised environment. Emphasis is placed on experience in all classifications of hair coloring and processing procedures. NDC

BAR 130 MARKETING AND BUSINESS MANAGEMENT (3-0-3)
This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student should be aware of marketing and business management requirements for a successful salon. NDC

BAR 131 STRUCTURE AND DISORDERS OF NAILS (1-5-3)
This course provides the student with knowledge of nail structure and experience in identifying nail disorders. Emphasis is placed on identifying disorders and also using the correct implements and supplies for healthy nail care and manicures. Upon completion, the student should be capable of providing professional nail care. NDC

BAR 132 HAIR STYLING AND DESIGN (3-0-3)
This course introduces the student to the art of hair style and design. Topics include the selection of styles to create a mood or complement facial features as well as hair replacement and hair pieces. Upon completion, the student should know the principals of style and design. NDC CORE

BAR 133 HAIR STYLING AND MANAGEMENT LAB (0-9-3)
This course includes hair styling and management procedure. Emphasis is placed on styling, management, marketing, and legal regulations. Upon completion, the student should be able to integrate a variety of skills and be ready to begin an internship in a salon setting. NDC

BAR 140 PRACTICUM (0-10-2)
This course provides the student an opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the

knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should be able to function in a professional setting with very little assistance. NDC

BAR 141 PRACTICUM (0-10-2)
This course provides the student an additional opportunity to combine knowledge and skill covering all aspects of barber-styling in a professional setting or school lab with minimal supervision. Emphasis is placed on utilization of the knowledge and technical skills covered in the barbering-styling curriculum. Upon completion, the student should function in a professional setting as a productive employee or manager. NDC

BAR 181 SPECIAL TOPICS IN BARBERING (0-3, 0-9-3)
This course provides specialized instruction in various areas related to the barbering industry. Emphasis is placed on meeting students' needs.

BAR 281 SPECIAL TOPICS IN BARBERING (0-3, 0-9,3)
This course provides specialized instruction in various areas related to the barbering industry. Emphasis is placed on meeting students' needs.

BIOLOGY

BIO 103 PRINCIPLES OF BIOLOGY I (3-2-4)
PREREQUISITE: Regular admission status.
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120 minute laboratory is required. CORE

BIO 104 PRINCIPLES OF BIOLOGY II (3-3-4)
PREREQUISITE: BIO 103.
This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required. CORE

BIO 201 HUMAN A & P I (3-2-4)
PREREQUISITE: BIO 103.
Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

BIO 202 HUMAN A & P II (3-2-4)
PREREQUISITE: BIO 103 AND BIO 201.
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

BIO 220 GENERAL MICROBIOLOGY (2-4-4)
PREREQUISITE: BIO 103.
(RECOMMENDED 4 SEMESTER HOURS OF CHEMISTRY).
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboratories are required.

BIO 230 HUMAN PATHOPHYSIOLOGY (3-2-4)
PREREQUISITE: BIO 201, BIO 202, AND BIO 220.
Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120 minute laboratory is required.

BASIC STUDY SKILLS

BSS 090 BASIC STUDY SKILLS (1-3--0--1-3)
PREREQUISITE: As required by program.
This course is designed to introduce students to the basic skills of "how to study". The course includes activities such as an assessment through testing of academic/study strengths and weaknesses, general information about effective study techniques, and applications of study techniques for specific courses. May be repeated for credit. NDC

BSS 100 CAREER PLANNING AND PERSONAL DEVELOPMENT (1-3--0--1-3)
PREREQUISITE: As required by program.
This courses is designed to provide an awareness of and preparation for the world of work. It provides direction in career planning by evaluating individual interest, values, skills, and personality needs to set career goals and establish strategies to achieve those goals.

BUSINESS

BUS 146 PERSONAL FINANCE (3-0-3)
This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.

BUS 175 RETAILING (3-0-3)
This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management.

BUS 177 SALESMANSHIP (3-0-3)
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.

BUS 215 BUSINESS COMMUNICATION (3-0-3)
PREREQUISITE: OAD 101, 103, 104, or 125
This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

BUS 241 PRINCIPLES OF ACCOUNTING I (3-0-3)
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

BUS 242 PRINCIPLES OF ACCOUNTING II (3-0-3)
PREREQUISITE: BUS 241 with a grade of "C" or higher.
This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3-0-3)
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

BUS 271 BUSINESS STATISTICS I (3-0-3)
PREREQUISITE: Appropriate score on Math Placement Test, or MTH 100 or higher.
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.

BUS 272 BUSINESS STATISTICS II (3-0-3)
PREREQUISITE: BUS 271 with a grade of "C" or higher.
This course is a continuation of BUS 271. Topics include sampling theory,

statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

BUS 275 PRINCIPLES OF MANAGEMENT (3-0-3)
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

BUS 276 HUMAN RESOURCE MANAGEMENT (3-0-3)
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

BUS 277 MANAGEMENT SEMINAR (3-0-3)
This course offers study of current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

BUS 279 SMALL BUSINESS MANAGEMENT (3-0-3)
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

BUS 284 ECONOMIC LABOR RELATIONS (3-0-3)
This is a basic management course in the field of labor. Topics include psychological and institutional factors, economic factors and economic analysis in such areas of the labor-management relations.

BUS 285 PRINCIPLES OF MARKETING (3-0-3)
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

BUS 291-292-293 ALTERNATING BUSINESS CO-OP I-II-III (1-3--0--1-3)
This three-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

BUS 296-297 BUSINESS INTERNSHIP I-II (3-0-3)
PREREQUISITE: Minimum 6 semester hours completed.
Minimum GPA 2.0 (C).
This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

BUS 298 DIRECTED STUDIES (1-3-0-1-3)
This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

CHEMISTRY

CHM 104 INTRODUCTION TO INORGANIC CHEMISTRY (3-3-4)
PREREQUISITE: MTH 098 (Elementary Algebra) or higher or equivalent math placement score.
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required. CORE

CHM 105 INTRODUCTION TO ORGANIC CHEMISTRY (3-3-4)
PREREQUISITE: CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I).
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. CORE

CHM 111 COLLEGE CHEMISTRY I (3-3-4)
PREREQUISITE: MTH 112 (Precalculus Algebra) or higher or equivalent math placement score.
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. CORE

CHM 112 COLLEGE CHEMISTRY II (3-3-4)
PREREQUISITE: CHM 111 (College Chemistry I)
This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. CORE

CHM 220 QUANTITATIVE ANALYSIS (3-3-4)
PREREQUISITE: CHM 112 (College Chemistry II)
This course covers the theories, principles, and practices in standard gravimetric, volumetric, calorimetric, and electrometric analysis with special emphasis on equilibrium in acid-base and oxidation-reduction reactions and stoichiometry of chemical equations. Laboratory is required and will include classical techniques in chemical analysis, modern methods of chemical separation, and basic instrumental techniques.

CHM 221 ORGANIC CHEMISTRY I (3-3-4)
PREREQUISITE: CHM 112 (College Chemistry II).
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. CORE

CHM 222 ORGANIC CHEMISTRY II (3-3-4)
PREREQUISITE: CHM 221 (Organic Chemistry I).
This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. CORE

CHILD DEVELOPMENT

CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN (2-3-3)
This course introduces the child care profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. CORE

CHD 201 CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3-0-3)
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. CORE

CHD 202 CHILDREN'S CREATIVE EXPERIENCES (2-2-3)
This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required.

CHD 203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT (2-3-3)
This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Emphasis is placed on developmental appropriateness as related to language.

CHD 204 METHODS AND MATERIALS FOR TEACHING CHILDREN (2-3-3)
This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. CORE

CHD 205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN (3-0-3)
PREREQUISITE: As required by program.
This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

CHD 206 CHILDREN'S HEALTH AND SAFETY (3-0-3)
This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

CHD 208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS (3-0-3)
This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement.

CHD 209 INFANT AND TODDLER EDUCATION PROGRAMS (3-0-3)
This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally-appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical and intellectual development.

CHD 210 EDUCATING EXCEPTIONAL YOUNG CHILDREN (2-2-3)
This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps.

CHD 215 SUPERVISED PRACTICAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION (0-6-3)
PREREQUISITE: Permission of instructor.
This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the College instructor and the cooperating teacher.

CLINICAL LABORATORY TECHNOLOGY

CLT 101 PHLEBOTOMY CERTIFICATION (2-3-3)
PREREQUISITE: Permission of CLT instructor.
The Phlebotomy Certification course is designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, patients, and the general public. The course is designed to prepare individuals to write the Phlebotomist Examination.

CLT 102 PHLEBOTOMY CLINICAL (0-12-4)
PREREQUISITE: Permission of CLT instructor.
This is a supervised practicum within the clinical setting that provides laboratory practice in phlebotomy. Emphasis is placed on collection techniques, specimen processing, work flow practices, referrals, and utilizing laboratory information system.

CLT 111 URINALYSIS AND BODY FLUIDS (2-2-3)
PREREQUISITE: Admission to CLT program and permission of instructor.
This course focuses on the theory and techniques in the examination of urine and other body fluids. The student is introduced to the physical and chemical properties of these fluids as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, these students should be able to perform basis urinalysis and correlate laboratory results to renal disorders and other disease states. CORE

CLT 121 CLT HEMATOLOGY (3-4-5)
PREREQUISITE: Admission to CLT program and permission of instructor.
In this course the theory and techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, and selected automated methods. Upon completion, students should be able to perform various procedures including preparation and examination of hematologic slides and related results to specific disorders. CORE

CLT 131 LABORATORY TECHNIQUES (2-2-3)
PREREQUISITE: Admission to CLT program and permission of instructor.
This course covers the basic principles and techniques used in the clinical laboratory. Emphasis is placed on terminology, basic microscopy, safety, and computations. Upon completion, students should be able to perform various basic laboratory analyses and utilize basic theories of laboratory principles. CORE

CLT 141 CLT MICROBIOLOGY I (3-4-5)
PREREQUISITE: Admission to CLT program and permission of instructor.
The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology. CORE

CLT 142 CLT MICROBIOLOGY II (3-4-5)
PREREQUISITE: Admission to CLT program and permission of instructor.
The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions. CORE

CLT 151 CLT CLINICAL CHEMISTRY (3-4-5)
PREREQUISITE: Admission to CLT program and permission of instructor.
This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimens. Upon completion, students should be able to apply the principles of clinical chemistry, evaluate quality control, and associate abnormal test results to clinical significance. CORE

CLT 161 INTEGRATED LABORATORY SIMULATION (0-4-2)
PREREQUISITE: Admission to CLT program and permission of instructor.
This course provides an opportunity for the student to perform clinical laboratory procedures from all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on case studies, organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Upon completion, students should be able to organize tasks and perform various basic laboratory analyses with accuracy and precision. CORE

CLT 181 CLT IMMUNOLOGY (1-2-2)
PREREQUISITE: Admission to CLT program and permission of instructor.
Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system serologic testing, the production of specific antibodies and their use in identification of infectious organisms. Upon completion, students should be able to relate

basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analyses to certain disease states.

CLT 191 CLT IMMUNOHEMATOLOGY (3-4-5)
PREREQUISITE: Admission to CLT program and permission of instructor.
Theory and techniques in immunohematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor services, and correlate blood banking practices to certain disease states and disorders. CORE

CLT 293 CLT CLINICAL SEMINAR (2-0-2)
PREREQUISITE: Admission to CLT program and permission of instructor.
This course is a cumulative review of clinical laboratory science theory. The seminar consists of an on-campus summation of previous classes emphasizing recall, application of theory, correlation, and evaluation of all areas of clinical laboratory science. Upon completion, students should be able to apply theory of analytical methods, recognize normal, abnormal, and erroneous results, and relate laboratory results to pathological conditions.

CLT 294 CLINICAL LABORATORY PRACTICUM I (0-9-3)
PREREQUISITE: CLT 111, 121, 131, and 161.
This supervised practicum is within the clinical setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, manage data and quality control using information systems. CORE

CLT 295 CLINICAL LABORATORY PRACTICUM II (0-9-3)
PREREQUISITE: CLT 131, 141, 142, and 161.
This supervised practicum is within the clinical setting and provides laboratory practice in microbiology. Emphasis is placed on clinical skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, analyze microorganisms utilizing various methods, report results, and manage data and quality control using information systems. CORE

CLT 296 CLINICAL LABORATORY PRACTICUM III (0-9-3)
PREREQUISITE: CLT 131, 161, 181, and 191.
This supervised practicum is within the clinical setting and provides laboratory practice in serology and immunohematology. Emphasis is placed on clinical skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems. CORE

CLT 297 CLINICAL LABORATORY PRACTICUM IV (0-9-3)
PREREQUISITE: CLT 131, 151, and 161.
This supervised practicum is within the clinical setting and provides laboratory practice in clinical chemistry. Emphasis is placed on clinical skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, manage patient data and quality control statistics using information systems. CORE

COMPUTER SCIENCE

DPT 103 Introductory Computer Skills II (3-0-3)
PREREQUISITE: As required by program.
This course is designed to focus on the development of computer skills suited to the needs of students in non-degree occupational programs. The course will generally use software packages appropriate to occupational programs and may include such topics as word processing, database, basic graphics, spreadsheet or other features typically needed in the field. Upon completion, the student will be able to demonstrate proficiency by the completion of appropriate assignments and occupation-specific applications. NDC

CIS 130 INTRO TO INFORMATION SYSTEMS (3-0-3)
PREREQUISITE: As required by program.
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various type of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be to describe and use the major components of selected computer software and hardware.

CIS 140 BASIC WEB PAGE DEVELOPMENT (3-0-3)
PREREQUISITE: As required by program.
This course introduces HyperText Markup Language (HTML 1.0, 2.0, and 3.0) used for World Wide Web page authoring. Using HTML and authoring tools, the student will create web pages that include: text emphasis, lists, nested lists, graphics, URL links, combined formatting and list tags, image maps, forms, tables, and multimedia objects. The Common Gateway Interface (CGI), Perl, and Java script programming languages will be introduced.

CIS 146 MICROCOMPUTER APPLICATIONS (3-0-3)
PREREQUISITE: Permission of instructor.
This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features of these packages.

CIS 147 ADVANCED MICRO APPLICATIONS (3-0-3)
PREREQUISITE: CIS 146 and/or as required by program.
This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 146 and introduce additional topics of office suite software. Advanced features of word processing, spreadsheets, database, presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business.

CIS 156 MICROCOMPUTER OPERATING SYSTEMS (3-0-3)
PREREQUISITE: CIS 130 and/or as required by program.
This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management.

CIS161 CISCO I (2-3-3)
PREREQUISITE: As required by program.
This course is the first part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on the physical part of networking including basic electronics, computer basics, network basics, addressing, number conversions, cabling, and planning. After completing this course the student will be able to: identify the functions of each layer of the OSI reference model; describe data link and network addresses; define and describe the function of the MAC address; explain the five conversion steps of data encapsulation; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP network-layer protocols.

CIS162 CISCO II (2-3-3)
PREREQUISITE: As required by program.
This course is the second part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on router configuration. After completing this course the student will be able to: prepare the initial configuration of a router and enable IP; control router

passwords and identification; configure IP addresses; add the RIP and IGRP routing protocols to a configuration.

CIS163 CISCO III (2-3-3)
PREREQUISITE: As required by program.
This course is the third part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing, switching, and network administration. After completing this course the student will be able to: describe LAN segmentation using bridges, routers, and switches; distinguish between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs.

CIS 164 CISCO IV (2-3-3)
PREREQUISITE: As required by program.
This course is the fourth part of a four part curriculum leading to Cisco Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMIs, maps, and subinterfaces; identify PPP operations to encapsulate WAN data on Cisco routers; identify ISDN protocols, function groups, reference points, and channels; describe Cisco's implementation of ISDN BRI.

CIS 190 INTRODUCTION TO COMPUTERS (3-0-3)
PREREQUISITE: MTH 100 or higher or appropriate placement score.
This course is an overview of computer information systems in problem solving. It includes a study of the interaction of hardware, software and human resources and the fundamentals of programming and structured design using high-level programming language are presented. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 191 INTRODUCTION TO COMPUTER SCIENCE I (3-0-3)
PREREQUISITE: MTH 100 or higher or appropriate placement score.
This course introduces fundamental concepts, including an algorithmic approach to problem-solving via the design and implementation of programs in selected language such as Pascal, C Ada, Visual Basic or other appropriate languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Upon completion, the student will be able to demonstrate knowledge of the subject through the completion of programming assignments and testing.

CIS 192 INTRO TO COMPUTER SCIENCE II (3-0-3)
PREREQUISITE: CIS 191.
This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and problem testing. Emphasis is placed on development of problem-solving skills. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 193 INTRO TO COMPUTER PROGRAMMING LAB (0-2-1)
COREQUISITE: CIS 191.
Programming laboratory. Students develop and apply the basic programming skills taught in CIS 191.

CIS 196 COMMERCIAL SOFTWARE APPLICATIONS (1-3--0--1-3)
PREREQUISITE: Permission of instructor.
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to be repeated for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered.

CIS 197 ADVANCED COMMERCIAL SOFTWARE APPLICATIONS (3-0-3)
PREREQUISITE: CIS 196 and/or as required by program.
This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package. Upon completion, students will be able to use the features selected for the application covered.

CIS 203 INTRODUCTION TO THE INFORMATION HIGHWAY (3-0-3)
PREREQUISITE: As required by program.
This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, Netscape, and commercial information services.

CIS 211 BASIC PROGRAMMING (3-0-3)
PREREQUISITE: CIS 146, CIS 190, or equivalent or MTH 100 or higher or appropriate placement score.
This course introduces fundamental concepts of the BASIC programming language. The course includes file processing, internal sorts, and data structures. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 212 VISUAL BASIC (3-0-3)
PREREQUISITE: CIS 211 or equivalent background.
This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected area. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 221 PASCAL PROGRAMMING (3-0-3)
PREREQUISITE: MTH 100 or higher.
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in Pascal. Structured programming techniques and simple data structures are introduced. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 231 FORTRAN PROGRAMMING (3-0-3)
PREREQUISITE: MTH 100 or higher or appropriate placement score and a previous computer science course or equivalent.
This course introduces fundamental concepts of the programming language FORTRAN. Topics included are mathematical and relational operators, branching, the use of input devices, arrays, subprograms, and introductory file and disk operation. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 241 INTRODUCTION TO RPG PROGRAMMING (3-0-3)
PREREQUISITE: CIS 146 or CIS 190 or equivalent.
This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 247 WINDOWS 2000 SERVER (4-0-4)
PREREQUISITE: As required by the program.
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Server. After installation, students will learn about the various file systems and disk management functions available in Windows 2000 server. Administering the operating system and Active Directory services is explored because they are integral to students' understanding of Windows 2000. Additionally, students will learn about network protocols, routing and remote access, and other applications server functions such as Terminal Services. Students will be introduced to monitoring and optimizing Windows 2000 Server.

CIS 248 WINDOWS SERVER NETWORK INFRASTRUCTURE ADMINISTRATION (3-0-3)
PREREQUISITE: As required by the program.
This course provides the knowledge and skills necessary to plan network infrastructure around features supported by Windows 2000. Issues such as network protocol and services are introduced and compared using requirements of students' organizations. Students will learn how to utilize, manage, and configure the TCP/IP protocol and use features such as NetBIOS, WINS, DHCP, and DNS. Students will learn how to configure, manage, and troubleshoot routing and remote access, including setting up virtual private networks (VLPNs).

CIS 249 WINDOWS 2000 Active Directory Services (3-0-3)
PREREQUISITE: As required by the program.
This course provides students with the knowledge and skills necessary to plan, configure, and administer an Active Directory infrastructure. Students will learn to configure Domain Name System (DNS) to manage name resolution, schema, and replication. Students will also learn to use Active Directory to centrally manage users, groups, shared folders, and network resources, and to administer the user environment and software with group policy.

CIS 251 C PROGRAMMING (3-0-3)
PREREQUISITE: CIS 190 or CIS 146.
This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 261 COBOL PROGRAMMING (3-0-3)
PREREQUISITE: Previous computer science course or equivalent.
This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS266 COMPUTER SOFTWARE INSTALLATION AND PROBLEM DETERMINATION (3-0-3)
PREREQUISITE: CIS 130.
This course provides the student with hands-on practical experience in the installation of computer software, operating systems, and trouble-shooting. It covers IBM compatible PC software. Students enrolled in this course are expected to spend two practice hours per week in the computer laboratory.

CIS 267 COMPUTER HARDWARE PROBLEM DETERMINATION (3-0-3)
PREREQUISITE: CIS 130.
This course provides the student with hands-on practical experience in equipment operations and trouble-shooting. The course covers IBM compatible PC hardware terminology and components. Routine replacement of parts and microcomputer configuration is covered. Students enrolled in this course are expected to spend two practice hours per week in the computer laboratory.

CIS 281 SYSTEM ANALYSIS AND DESIGN (3-0-3)
PREREQUISITE: Any advanced programming course.
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 285 OBJECT ORIENTED PROGRAMMING (3-0-3)
PREREQUISITE: CIS 251 and/or as required by program.
This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system.

CIS 291 CASE STUDY IN COMPUTER SCIENCE (3-0-3)
PREREQUISITE: CIS 281.
This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system.

COMPUTERIZED NUMERICAL CONTROL

CNC 115 MATH FOR COMPUTERIZED NUMERICAL CONTROL (1-2-2)
This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques.

CNC 215 QUALITY CONTROL AND ASSURANCE (2-2-3)
This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity and point of intersection. Upon completion, the student should be able to inspect machined parts demonstrating an understanding of G.D.T. and C.M.M.

CNC 227 INTRODUCTION TO STATISTICAL PROCESS CONTROL (3-0-3)
This is an introductory course in statistical process control of manufacturing processes. Topics include control charts, pareto diagrams and cause-effect diagrams. Upon completion, students are expected to perform basic functions in analysis and control of manufacturing processes.

CNC 229 TOTAL QUALITY MANAGEMENT (3-0-3)
This is an introductory course designed to cover Total Quality Management (TQM) concepts. Topics include common direction, team building, statistical analysis, and problem solving skills and techniques. Upon completion, students will acquire a knowledge in TQM as it relates to the industrial setting.

CNC 230 COMPUTER NUMERICAL CONTROL SPECIAL PROJECTS (1-6-3)
PREREQUISITE: Permission of instructor.
This course is designed to allow students to work in the lab with limited supervision. The student is to enhance their proficiency levels on various CNC machine tools. Upon completion, students are expected to plan, execute, and present results of advanced CNC products.

CNC 232 BASIC TOOL & DIE (2-4-4)
PREREQUISITE: MTT 102.
This course introduces the application and use of jig and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

CNC 233 ADVANCED TOOL & DIE (1-6-4)
PREREQUISITE: CNC 232.
This course provides continued study in the application of jigs and fixtures. Emphasis is placed on design and manufacture of complex jigs and fixtures. Upon completion, students should be able to design and build complex jigs and fixtures.

COSMETOLOGY

COS 111 COSMETOLOGY SCIENCE & ART (3-0-3)
COREQUISITE: COS 112 or permission of instructor.
Students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. NDC, CORE

COS 112 COSMETOLOGY SCIENCE & ART LAB (0-9-3)
COREQUISITE: COS 111 or permission of instructor.
Students are provided the practical experience for sanitation, shampooing, hair shaping, hairstyling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hairstyling, manicuring, and pedicuring. NDC, CORE

COS 113 CHEMICAL METHODOLOGY (1-5-3)
COREQUISITE: COS 114 or permission of instructor.
This course focuses on the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. NDC, CORE

COS 114 CHEMICAL METHODOLOGY LAB (0-9-3)
COREQUISITE: COS 113 or permission of instructor.
Students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. NDC, CORE

COS 121 COLORIMETRY (3-0-3)
COREQUISITE: COS 122 or permission of instructor.
Students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. NDC, CORE

COS 122 COLORIMETRY APPLICATIONS (0-9-3)
COREQUISITE: COS 121 or permission of instructor.
Students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all phases of hair coloring and lightening. NDC, CORE

COS 123 COSMETOLOGY SALON PRACTICES (0-9-3)
PREREQUISITE: As required by program.
This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting. NDC

COS 124 SALON MANAGEMENT (3-0-3)
This course is designed to develop job-seeking and entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. NDC

COS 125 CAREER AND PERSONAL DEV. (1-5-3)
PREREQUISITE: As required by program.
This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele. NDC

COS 131 AESTHETICS (3-0-3)
COREQUISITE: COS 132 or permission of instructor.
This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, and hair removal. NDC, CORE

COS 132 AESTHETICS APPLICATIONS (0-9-3)
COREQUISITE: COS 131 or permission of instructor.
This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, and hair removal. NDC, CORE

COS 141 APPLIED CHEMISTRY FOR COSMETOLOGY (3-0-3)
COREQUISITE: Permission of instructor.
This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. NDC

COS 143 HAIR DESIGNS (1-5-3)
This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. NDC

COS 144 HAIR SHAPING (1-5-3)
Students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. NDC

COS 151 NAIL CARE (3-0-3)
COREQUISITE: COS 152 or permission of instructor.
This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. NDC

COS 152 NAIL CARE APPLICATIONS (0-9-3)
COREQUISITE: COS 151 or permission of instructor.
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. NDC

COS 153 NAIL ART (3-0-3)
COREQUISITE: COS 154 or permission of instructor.
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. NDC

COS 154 NAIL ART APPLICATIONS (0-9-3)
COREQUISITE: COS 153 or permission of instructor.
This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. NDC

COS 161 SPECIAL TOPICS IN COSMETOLOGY (1-0-1)
PREREQUISITE: Permission of instructor.
This course is designed to survey current trends and developing technology for the cosmetology profession. Emphasis is placed on, but is not limited to, dependability, attitude, professional judgment, emerging trends, new styling techniques, and practical cosmetology skills. NDC

COS167 STATE BOARD REVIEW (0-1--0-15--1-3)
PREREQUISITE: As required by program.
Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

COS 168 BACTERIOLOGY AND SANITATION (3-0-3)
PREREQUISITE: As required by program.
In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items. NDC

COS 169 SKIN FUNCTIONS (0-9-3)
PREREQUISITE: As required by program.
This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion of this course, student, will be able to demonstrate procedures for acne, facials and masks for deeper layers and wrinkles. NDC

COSMETOLOGY INSTRUCTOR TRAINING

CIT 211 TEACHING AND CURRICULUM DEVELOPMENT (3-0-3)
PREREQUISITE: Licensed managing cosmetologist (1 year experience).
This course focuses on principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. NDC, CORE

CIT 212 TEACHER MENTORSHIP (0-9-3)
PREREQUISITE: Licensed managing cosmetologist (1 year experience).
COREQUISITE: CIT 211 or permission of instructor.
This course is designed to provide practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. NDC, CORE

CIT 213 LESSON PLAN DEVELOPMENT (3-0-3)
PREREQUISITE: Licensed managing cosmetologist (1 year experience).
COREQUISITE: CIT 211, CIT 212 or permission of instructor.
The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. NDC, CORE

CIT 221 LESSON PLAN IMPLEMENTATION (0-9-3)
PREREQUISITE: Licensed managing cosmetologist (1 year experience).
This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. NDC, CORE

CIT 222 INSTRUCTIONAL MATERIALS AND METHODS (3-0-3)
PREREQUISITE: Licensed managing cosmetologist (1 year experience).
COREQUISITE: CIT 223 or permission of instructor.
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. NDC, CORE

CIT 223 INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS (0-9-3)
PREREQUISITE: Licensed managing cosmetologist (1 year experience).
COREQUISITE: CIT 222 or permission of instructor.
This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. NDC, CORE

DIESEL MECHANICS

DEM 104 BASIC ENGINES (1-4-3)
This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion students should be able to measure, diagnose problems, and repair diesel engines. CORE

DEM 105 PREVENTIVE MAINTENANCE (1-4-3)
This course provides instruction on how to plan, develop, and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

DEM 108 DOT VEHICLE INSPECTION (1-0-1)
This course introduces the student to the Department of Transportation Vehicle Inspection procedures. Emphasis is placed on inspecting class 8 truck tractors and trailers. Upon completion, students should be able to perform the Federal Vehicle Inspection on class 8 truck tractors and trailers.

DEM 111 SAFETY, TOOLS, AND MANAGEMENT (1-4-3)
This course provides instruction in shop and vehicle safety. Topics include the safe use and handling of hand and power tools, preventive maintenance, and safety inspection procedures. Upon completion, students should be able to demonstrate knowledge of preventive maintenance and applicable general safety in vehicle repair.

DEM 117 DIESEL AND GAS TUNE-UP (1-4-3)
This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

DEM 122 HEAVY VEHICLE BRAKES (1-4-3)
This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles. CORE

DEM 124 ELECTRONIC ENGINE SYSTEMS (2-2-3)
This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines. CORE

DEM 125 HEAVY VEHICLE DRIVE TRAINS (2-2-3)
This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, and friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. CORE

DEM 126 ADVANCED ENGINE ANALYSIS (2-2-3)
This course provides instruction in the disassembly, inspection, and rebuilding of diesel and heavy-duty gas engines. Emphasis is placed on the manufacturer's standards and factory recommended service tools and equipment. Upon completion, students should be able to disassemble, inspect, and rebuild engines according to the manufacturer's specifications. CORE

DEM 127 FUEL SYSTEMS (1-4-3)
This course is designed to provide practice in troubleshooting, fault code diagnosis, information retrieval, calibration, repair and replacement of fuel injectors, nozzles, and pumps. Emphasis is placed on test equipment, component functions, and theory. Upon completion, students should be able to diagnose, service, and repair fuel systems and governors. CORE

DEM 135 HEAVY VEHICLE STEERING AND SUSPENSION (1-4-3)
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles. CORE

DEM 137 HEATING AND A/C SYSTEMS (1-5-3)
PREREQUISITE: Electrical Systems.
This course provides instruction in fundamentals, diagnosis, and repair of cab and cargo heating and refrigeration systems. Topics include operation theory, safety, maintenance, recycling and recovery procedures, recharging procedures, troubleshooting procedures, refrigerant leaks, and system repairs.

DEM 190 SELECTED TOPICS (1-4-3)
This course covers selected topics in the diesel mechanics field. Emphasis is placed on topics which keep students informed about the latest changes in diesel technology.

DRAFTING AND DESIGN TECHNOLOGY

DDT 103 INTRODUCTION TO COMPUTER AIDED DRAFTING (2-3-3)
This course provides an introduction to basic Computer-Aided Design & Drafting (CAD) functions and techniques, using "hands-on" applications. Topics include terminology, hardware, basic DOS and Windows functions, file manipulation, and basic CAD software applications in producing softcopy and hardcopy. Upon completion, students should be able to identify and select CAD hardware, employ basic DOS and Windows functions, handle basic text and drawing files, and produce acceptable hardcopy on a CAD system. CORE

DDT 111 FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY (1-4-3)
This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching, Upon completion, students should develop and use safe work habits, identify and properly use common drafting tools and equipment, construct geometric figures, and sketch basic orthographic views of objects. CORE

DDT 112 INTRODUCTORY TECHNICAL DRAWING (1-4-3)
This course covers drawing reproduction and orthographic projection and sectioning. Emphasis will be placed on the theory as well as the mechanics of orthographic projection and shape description, the relationship of orthographic planes and views, the views and their space dimensions, the application of the various types of sections, and drawing reproduction. Upon completion, students should have an understanding of orthographic projection and be able to identify orthographic planes, produce orthographic views of objects, apply the various sectioning techniques and methods, and reproduce drawings. CORE

DDT 115 BLUEPRINT READING FOR MACHINISTS (3-0-3)
This course provides the students with terms and definitions, theory of orthographic projection, and other information required to interpret drawings used in the machine trades. Topics include multiview projection, pictorial drawings, dimensions and notes, lines and symbols, and sketching. Upon completion, students should be able to interpret blueprint drawings used in the machine trades.

DDT 116 BLUEPRINT READING FOR CONSTRUCTION (3-0-3)
This course provides the students with terms and definitions, theory or orthographic projection, and other information required to interpret drawings used in the construction trades. Topics include multiview projection, dimensions and notes, lines and symbols, sketching, foundations plans, site plans, floor plans, elevations, sections, details, schedules, electrical plans and specifications. Upon completion, students should be able to interpret blueprint drawings used in the construction and building trades.

DDT 117 MANUFACTURING PROCESSES (3-0-3)
This course in materials and processes includes the principles and methodology of material selection, application, and manufacturing processes. Emphasis is directed to solids to include material characteristics, castings, forging, and die assemblies. Upon completion, students should be able to discuss and understand the significance of materials' properties, structure, basic manufacturing processes, and express and interpret material specifications.

DDT 118 BASIC ELECTRICAL DRAFTING (1-4-3)
PREREQUISITE: DDT 111, DDT 112.
This course covers the universal language of electrical drafting, including electrical lines, symbols, abbreviations, and notation. Emphasis is place on typical components such as generators, controls, transmission networks, and lighting, heating, and cooling devices. Upon completion, students should be able to draw basic diagrams of electrical and electronic circuits using universally accepted lines and symbols.

DDT 121 INTERMEDIATE TECHNICAL DRAWING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include auxiliary views, basic space geometry, pictorial drawings, and basic charts and graphs. Upon completion, students should be able to project and develop auxiliary views, locate and specify points, lines, and planes in space, develop axonometric, oblique, and perspective drawings and draw basic charts and graphs. CORE

DDT 122 ADVANCED TECHNICAL DRAWING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and the ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawings to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods. CORE

DDT 123 INTERMEDIATE CAD (2-2-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112.
This course covers intermediate-level concepts and applications of CAD design and drafting. Emphasis will be placed on intermediate-level features, commands, and applications of CAD software. Upon completion, students should be able to develop and use external references and paper space, apply higher-level block creation techniques and usage, including attributes, and apply basic-level customization techniques to CAD software. CORE

DDT 125 SURFACE DEVELOPMENT (1-4-3)
PREREQUISITE: DDT 111, DDT 112 or instructor approval.
This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersection and handle them simply as applications of the concepts learned in this class.

DDT 131 MACHINE DRAFTING BASICS (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course in machine drafting and design provides instruction in the largest speciality area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working drawings. Upon completion, students should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

DDT 132 ARCHITECTURAL DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

DDT 133 BASIC SURVEYING (1-4-3)
This course covers the use of surveying instruments, mathematical calculations and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording and interpreting field notes. Upon completion, students should be able to recognize benchmarks and measure, specify, and record field notes.

DDT 134 DESCRIPTIVE GEOMETRY (1-4-3)
PREREQUISITE: DDT 111, DDT 112 or instructor approval.
This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, students should be able to project and intersect points, lines, and planes, with their relationships in space, as well as develop surfaces of an object for fabrication purposes.

DDT 181-182 SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY (0-9-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112.
These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

DDT 211 INTERMEDIATE MACHINE DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 131 or instructor approval.
This second course in machine drafting and design provides more advanced instruction in the largest speciality area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of standardized abbreviations in working drawings.

DDT 212 INTERMEDIATE ARCHITECTURAL DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 132 or instructor approval.
This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing; use of standards manuals; perspective drawings; electrical plans; plumbing plans; and building materials, with emphasis on residential and some light commercial applications. Upon completion, students should be able to draw and specify advanced-level plans including various architectural details.

DDT 213 CIVIL DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

DDT 214 PIPE DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

DDT 215 GEOMETRIC DIMENSIONING & TOLERANCING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

DDT 216 DESIGN OF STRUCTURAL WOOD MEMBERS (3-0-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112.
This course provides structural theory and rule-to-thumb design for structural wood members. Joists, beams, girders, rafters, posts, and columns are designed as related to residential and light commercial needs. Bending moment, shear, and slenderness rations are discussed as well as code requirements and rule-of-thumb. Emphasis is placed upon competency.

DDT 221 ADVANCED MACHINE DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 131 or instructor approval.
This third course in machine drafting and design covers the development of complex, advanced working drawings by applying previously developed skills. Topics include application of previously developed skills in the organization and development of complex, advanced-level working drawings, including sub-assemblies and a basic design problem. Upon completion, students should be able to organize, layout, and produce complex, advanced-level working drawings, including sub-assemblies and a basic design problem.

DDT 222 ADVANCED ARCHITECTURAL DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 132 or instructor approval.
This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

DDT 223 ADVANCED CIVIL DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 213 or instructor approval.
This course is designed to build on the concepts learned in DDT 213 and introduces the student to more complex projects and problems. Topics include but are not limited to profiles, staking plans, grading plans, utility plans, and civil detailing. Upon completion, students should be able to accurately draft the documents described previously.

DDT 224 STRUCTURAL CONCRETE DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course is designed to develop the knowledge and skills necessary to understand the basic components and terminology of pre-cast and poured-in-place concrete structures. Emphasis is placed on pre-cast concrete framing plans, sections, fabrication and connection details, poured-in-place concrete foundations, floor systems, and bills of material. Upon completion, students should be able to do construction engineering and shop drawings of concrete beams, column, floor, roof, and wall framing plans using the A.I.S.C. Manual and incorporating safety practices.

DDT 225 STRUCTURAL STEEL DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

DDT 226 TECHNICAL ILLUSTRATION (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 121 or instructor approval.
This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings; exploded assembly drawings; one point, two point, and three point perspectives; surface textures; and renderings. Upon completion, students should be able to produce drawings and illustrations using the previously described methods.

DDT 227 STRENGTH OF MATERIALS (4-0-4)
PREREQUISITE: DDT 103, DDT 111, DDT 112.
This course in statics and strength of materials includes the study of forces and how they act and react on bodies and structures. Topics include the effects of forces as found in structures and machines under conditions of equilibrium, how materials resist forces, strengths of common construction materials and structural components. Force systems such as parallel, concurrent, and non-concurrent are studied in co-planar and non-coplanar situations. Upon completion, students should understand and be able to apply the principles of force in engineering drawings.

DDT 231 ADVANCED CAD (3-2-4)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or instructor approval.
This course covers the advanced applications of CAD software to engineering projects in various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced physical and psychological principles of CAD. These principles will be applied toward CAD customization and programming principles, for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby, making CAD much more productive in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output, and 3D modeling and rendering will be introduced. Upon completion, students should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

DDT 232 CAD CUSTOMIZATION (2-4-4)
PREREQUISITE: DDT 103 and DDT 123 or DDT 231 or instructor approval.
This course introduces the various methods of customizing CAD software to meet individual or company needs. Topics include menu customizing, programming, custom command macros, script files, slides, and slide libraries. Upon completion, students should be able to customize and write menus, write programming routines, and write script files for the purpose of increasing the proficiency of the CAD operator.

DDT 233 SOLIDS MODELING (2-4-4)
PREREQUISITE: DDT 103 and DDT 123 or DDT 231 or instructor approval.
This course provides instruction in 3D design modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire-frame, surface and solids modeling, along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to generate 3D surface and solid models and 2D orthographic production drawings from created solid models.

DDT 236 DESIGN PROJECT (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112.
This course is designed for advanced students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principles learned in previous drafting classes in one special area, as approved by the instructor. The required project must be agreed upon by the instructor and the student, as well as how the work is to be accomplished. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

DDT 237 CURRENT TOPICS IN CAD (1-4-3)
PREREQUISITE: DDT 103 and DDT 123 or DDT 231.
This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, students should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving their CAD proficiency.

DDT 239 INDEPENDENT STUDIES (0--2-8--1-4)
PREREQUISITE: DDT 103, DDT 111, DDT 112, DDT 121, DDT 122, DDT 123, or DDT 231 or instructor approval.
This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. With completion of this course, the student will demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

ECONOMICS

ECO 231 PRINCIPLES OF MACROECONOMICS (3-0-3)
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

ECO 232 PRINCIPLES OF MICROECONOMICS (3-0-3)
This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of Microeconomics.

ELECTRICAL TECHNOLOGY

ELT 101 PRINCIPLES OF DC ELECTRICITY (2-2-3)
PREREQUISITE: Permission of instructor.
This course is a study of basic atomic structure, electron flow, Ohm's Law, electrical power and conductors and insulators. Topics include atomic theory, series and parallel circuits, complex circuits, magnetism and electromagnetism.

ELT 102 PRINCIPLES OF AC ELECTRICITY (2-2-3)
PREREQUISITE: ELT 101
This course is a study of alternating current and its measurements, circuit analysis, resistive, inductive and capacitive circuits, vectors, AC power and AC test equipment. Emphasis is placed on sinewave generation and valves, circuit construction and analysis and test equipment.

ELT 111 RESIDENTIAL WIRING METHODS (2-3-3)
PREREQUISITE: Permission of instructor.
This course introduces the student to residential wiring practices and methods, the NEC requirements and residential blueprint interpretations. Topics include standard residential wiring procedures and practices, NEC requirements, wiring diagrams and wiring layouts.

ELT 121 BASIC AC/DC MACHINES (2-2-3)
PREREQUISITE: ELT 102.
This course covers the theory and operation of single and three AC phase motors, and labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices and practical application in the lab. CORE

ELT 131 COMMERCIAL/INDUSTRIAL WIRING I (2-2-3)
PREREQUISITE: Permission of instructor.
This course teaches the student the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and the NEC code requirements as it applies to commercial and industrial wiring, and the lab will reinforce the knowledge in this class.

ELT 132 COMMERCIAL/INDUSTRIAL WIRING II (2-2-3)
PREREQUISITE: ELT 131
This course is a continuation of ELT 131 and is all inclusive, including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations.

ELT 192 PRACTICUM/INTERN/CO-OP (0-5-1)
PREREQUISITE: Permission of instructor.
This course provides experience in the field early in the student's training as an electrician's helper on the job, working a special project or conducting research/study in a directed area of the field. Emphasis is placed on gaining hand-on experience with tools of the trade as well as a better understanding of the NEC directives. Upon completion, students should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.

ELT 206 OSHA SAFETY STANDARDS (3-0-3)
PREREQUISITE: Permission of instructor.
This course provides the student with the knowledge of OSHA safety standards as required by this organization and as it related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by federal and state laws.

ELT 211 MOTOR CONTROL I (2-2-3)
PREREQUISITE: ELT 102.
This course introduces the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations and sizing of magnetic motor starters and overload protection. Topics include, sizing magnetic starters and overload protection and the use of push-button stations, ladder diagrams and magnetic motor starters in control of electric motors.

ELT 212 MOTOR CONTROL II (2-2-3)
PREREQUISITE: ELT 211.
This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices.

ELT 213 INDUSTRIAL EQUIPMENT (2-3-3)
PREREQUISITE: Permission of instructor.
This course is designed to give a general overview of the different types of equipment used in large commercial and industrial facilities. Topics covered include, but are not limited to the following: motor coupling and alignment, gears and pulleys, belts and chains, basic hydraulics, basic pneumatics, and other applications. The students will learn the techniques involved with each application and, where applicable, demonstrate their abilities with practical examples.

ELT 214 HYDRAULICS (2-3-3)
PREREQUISITE: Permission of instructor.
This course is the study of fluid power systems including the theory and function of devices that pressurize, direct, and control fluid power systems. Lab will reinforce the principles and characteristics of hydraulic systems. Emphasis is placed on setting up and operating hydraulic trainers in the correct manner with the aid of hydraulic prints.

ELT 215 PNEUMATICS (2-3-3)
PREREQUISITE: Permission of instructor.
This course is the study of compressed air power systems and the theory and function of devices that pressurize, direct and control air systems. Labs will reinforce the principles and characteristics of lpneumatic systems. Emphasis is placed on setting up and operating lpneumatic trainers in the correct manner with the aid of lpneumatic prints.

ELT 221 ELECTRONICS FOR ELECTRICIANS I (2-2-3)
PREREQUISITE: ELT 102.
This course introduces the basic principles of solid state electronic equipment as found in many electrical and motor control circuits. Emphasis is placed on fundamental concepts of diodes, transistors, FETs and MOSFETs as they are used in electrical control circuits.

ELT 231 PROGRAMMABLE CONTROLS I (2-2-3)
PREREQUISITE: Instructor approval.
This state-of-the art course includes the fundamental principals of programmable logic controls (PLCs) including hardware and programming. Emphasis is placed on, but not limited to the following: hardwiring associated with the PLC, different options available with most PLCs and basic ladder logic programming.

ELT 232 PROGRAMMABLE CONTROLS II (2-2-3)
PREREQUISITE: ELT 231.
This state-of-the-art course includes the principals of PLCs including hardware, programming and program design. Emphasis is placed on, but not limited to the following: developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems.

ELT 241 NATIONAL ELECTRIC CODE (3-0-3)
PREREQUISITE: Permission of instructor.
This course introduces students to the National Electric Code and text teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual.

ELT 242 JOURNEYMAN-MASTER PREP EXAM (3-0-3)
PREREQUISITE: Permission of instructor.
This course is designed to prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principals, practice tests, and test taking procedures.

ELT 243 ELECTRICAL COST (3-0-3)
PREREQUISITE: ELT 111, 132.
This course provides an in-depth study of calculating wiring materials required and labor needed by man-hours to complete a job. Emphasis is placed on how to document scope of work required, use various take-off sheets, and correct means by which to arrive at total job costs. Upon completion, students should be able to perform actual calculations of sample jobs including overhead and operating costs.

ELT 245 ELECTRICAL GROUNDING SYSTEMS (3-0-3)
PREREQUISITE: ELT 102.
This course provides the knowledge to understand how to properly ground an electrical system. Emphasis is placed on, but not limited to the following: residential installations, commercial installations, and the function of independent grounding elements.

EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC

EMP 189 APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC (4-0-4)
PREREQUISITE: Admission to the EMT-Paramedic Program.
This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and system; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 191 PARAMEDIC PREPARATORY (2-0-2)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
NOTE: HPS-110, Introduction to Health Care, may be substituted for this course.
This course introduces issues related to the practice of pre-hospital advance life support as a career, with a focus on issues common to all health care professions. Content areas include: paramedic roles and responsibilities, well being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health

EMP 192 PARAMEDIC OPERATIONS (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. Upon completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 193 PATIENT ASSESSMENT AND MANAGEMENT (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation, and assessment based management. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health

EMP 194 GENERAL PHARMACOLOGY FOR THE PARAMEDIC (1-2-2)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course introduces basic pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 195 ADVANCED TRAUMA MANAGEMENT A (2-5-6)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s), approved for clinical studies. NOTE: The combination of EMP-196, Advanced Trauma Management-B, and EMP-197, Clinical Competencies-I will substitute for this course.
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 196 ADVANCED TRAUMA MANAGEMENT B (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment and management of trauma as related to; trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries, burns and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 197 PARAMEDIC CLINICAL COMPETENCIES I (0-9-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 198 MEDICAL PATIENT MANAGEMENT (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content area include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 199 CARDIOVASCULAR ELECTROPHYSIOLOGY (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course introduces the cardiovascular system, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 201 MEDICAL PATIENT MANAGEMENT IIB (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. Students integrate and reinforce the didactic and skills laboratory components of their education by performing basic and advanced life support assessments and skills on a variety of patient presentations and complaints in the clinical setting. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 202 PARAMEDIC CLINICAL COMPETENCIES (0-9-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s) approved for clinical studies.
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients with special challenges. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 203 CARDIOVASCULAR PATIENT MANAGEMENT (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program, EMP 199.
COREQUISITE: Approved anatomy and physiology course(s).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content area includes: assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 204 TRANSITION TO PARAMEDIC PRACTICE (2-2-3)
PREREQUISITE: Admission to the EMT-Paramedic Program.
COREQUISITE: Approved anatomy and physiology course(s).
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirements. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 205 PARAMEDIC TERMINAL COMPETENCIES (1-2-2)
PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s).
This course is designed to review the National Standard Curriculum for the EMT-Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMP 206 PARAMEDIC FIELD PRECEPTORSHIP (1-15-6)
PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies.
This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

EMP 207 PARAMEDIC TEAM LEADER PRECEPTORSHIP (0-3-1)
PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), approved for clinical studies.
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final level evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

EMERGENCY MEDICAL TECHNICIAN/TECHNICIAN

EMS 100 CARDIOPULMONARY RESUSCITATION I (1-0-1)
This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 103 FIRST AID (1-0-1)
PREREQUISITE: Current training in CPR or program approval.
This course introduces students to initial first aid care. Topics include scene safety, universal precautions, activation of the EMS system, assessment, airway/breathing/circulation, shock/injuries/ bleeding, medical emergencies, and altered level of consciousness. Upon course completion,

students should have knowledge to manage various emergencies requiring first aid techniques.

EMS 104 FIRST AID FOR STUDENTS OF HEALTH RELATED PROFESSIONS (1-0-1)
PREREQUISITE: Current training in CPR or program approval.
This course is designed for students who plan to enter a health related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation, (AED). Upon course completion, students should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations.

EMS 107 EMERGENCY VEHICLE OPERATOR AMBULANCE (1-0-1)
PREREQUISITE: Valid driver's license and program approval.
The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, is required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

EMS 113 INFECTION CONTROL FOR HEALTH PROFESSIONALS (1-0-1)
PREREQUISITE: Admission to the EMT-Basic Program.
This course is designed for students planning to enter a health related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne pathogens, and use appropriate universal precautions.

EMS 140 EMT PREP AND PRE-HOSPITAL EMS OPERATIONS (1-2-2)
PREREQUISITE: Admission to the EMT-Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include introduction to emergency medical care; the well-being of the EMT-Basic; medical/legal and ethical issues; the human body; baseline vitals and SAMPLE history; lifting and moving; airway management; ambulance operations; gaining access; an overview of hazardous materials, incident management systems, mass casualty situations, and triage; and state and local EMS rules/regulations. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 141 EMT ASSESSMENT AND TRAUMA RELATED INJURIES (2-2-3)
PREREQUISITE: Admission to the EMT-Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include scene size-up; initial assessment; focused history and physical exam: medical and trauma; detailed physical exam; on-going assessment; communications; documentation; bleeding and shock; soft tissue injuries; musculoskeletal care; and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 142 EMT MEDICAL EMERGENCIES AND PEDIATRIC CARE (2-2-3)
PREREQUISITE: Admission to the EMT-Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include general pharmacology; respiratory emergencies; cardiovascular emergencies; diabetic emergencies (including the use of a digital glucometer)/altered mental status; allergic reactions; poisoning/overdose emergencies; environmental emergencies; behavioral emergencies; obstetrics; and infants/children. Computer use in simulated scenarios will also be included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 143 EMT BASIC CLINICAL COMPETENCIES (0-3-1)
PREREQUISITE: Admission to the EMT-Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT-Basic Program according to the current National Standard Curriculum for the EMT-Basic. It provides students with clinical education experiences to enhance knowledge and skills learned in the EMT-Basic Program. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 150 EMT-BASIC REFRESHER (2-0-2)
PREREQUISITE: Completion of a NSTC course for EMT- Basic or program approval.
This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

EMS 190 EMT-INTERMEDIATE REFRESHER (2-0-2)
PREREQUISITE: Completion of a NSTC course for the EMT-Intermediate.
This course provides students with a review of material contained in the National Standard Training Curriculum (NSTC) for the EMT-Intermediate. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC and the Alabama Department of Public Health. Students are required to complete specific competencies according to the NSTC for successful course completion.

EMS 265 PARAMEDIC REFRESHER (3-0-3)
PREREQUISITE: Completion of a NSTC course for the Paramedic or program approval.
This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.

EMS 266 ADVANCED CV LIFE SUPPORT PROVIDER (1-0-1)
The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 267 BASIC TRAUMA LIFE SUPPORT PROVIDER (1-0-1)
PREREQUISITE: LPN, RN, Intermediate EMT, Paramedic, or program approval.
This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway-breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go

situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 269 PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER (1-0-1)
PREREQUISITE: LPN, RN, Intermediate EMT, Paramedic, or program approval.
This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 273 EKG INTERPRETATION (2-0-2)
PREREQUISITE: Program approval.
This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

EMS 280 BASIC LIFE SUPPORT INSTRUCTOR (1-0-1)
PREREQUISITE: Successful completion, within the past 12 months, of all areas of basic life support training (CPR).
This course provides students with concepts as related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

ENGINEERING

EGR 101 ENGINEERING FOUNDATIONS (2-2-3)
COREQUISITE: MTH 113 or MTH 115.
This course introduces the student to engineering as a profession, basic engineering skills and the design process. This course includes components to develop team and oral and written communication skills. It also provides an introduction to computer tools used by engineers (spreadsheet, word processing, presentation software, internet access).

EGR 125 MODERN GRAPHICS FOR ENGINEERS (1-4-3)
This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include: lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning.

EGR 157 COMPUTER METHODS FOR EGR USING MATLAB (2-2-3)
PREREQUISITE: MTH 125.
This course introduces students to the concepts and practices in using higher level computer environments to solve engineering problems. Programming environments such as MATLAB will be used.

EGR 220 ENGINEERING MECHANICS - STATICS (3-0-3)
PREREQUISITE: PHY 213.
COREQUISITE: MTH 227.
This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces.

ENGLISH

COM 100 VOCATIONAL TECHNICAL ENGLISH I (3-0-3)
PREREQUISITE: A grade of "S" in ENG 092 or appropriate placement score.
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct writings appropriate to the workplace.

ENG080 ENGLISH LABORATORY (1-0-1)
PREREQUISITE: As required by program.
This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

ENG 092 BASIC ENGLISH I (3-0-3)
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093 BASIC ENGLISH II (3-0-3)
PREREQUISITE: A grade of "S" (Satisfactory) in ENG 092 or appropriate placement score.
This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

ENG 101 ENGLISH COMPOSITION I (3-0-3)
PREREQUISITE: Successful completion of ENG 093 with a "C" or appropriate placement score; or a score of 20 or better on the English and math sections of the ACT (or equivalent SAT score).
English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I includes instruction and practice in library usage.

ENG 102 ENGLISH COMPOSITION II (3-0-3)
PREREQUISITE: A grade of "C" or higher in ENG 101.
English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II includes instruction and practice in library usage.

ENG 251 AMERICAN LITERATURE I (3-0-3)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. On examinations and in written compositions, students will interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. CORE

ENG 252 AMERICAN LITERATURE II (3-0-3)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. On examinations and in written compositions, students will interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. CORE

ENG 261 ENGLISH LITERATURE I (3-0-3)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. On examinations

and in written compositions, students will interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. CORE

ENG 262 ENGLISH LITERATURE II (3-0-3)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. On examinations and in written compositions, students will interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. CORE

ENG 271 WORLD LITERATURE I (3-0-3)
PREREQUISITE: ENG 102 or equivalent.
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. On examinations and in written compositions, students will interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. CORE

ENG 272 WORLD LITERATURE II (3-0-3)
PREREQUISITE: ENG 102 or equivalent.
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. On examinations and in written compositions, students will interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. CORE

FRENCH

FRN 101 INTRODUCTORY FRENCH I (4-0-4)
This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. CORE

FRN 102 INTRODUCTORY FRENCH II (4-0-4)
PREREQUISITE: FRN 101 or equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. CORE

FRN 201 INTERMEDIATE FRENCH I (3-0-3)
PREREQUISITE: FRN 102 or equivalent.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. CORE

FRN 202 INTERMEDIATE FRENCH II (3-0-3)
PREREQUISITE: FRN 201 or equivalent.
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. CORE

GEOGRAPHY

GEO 100 WORLD REGIONAL GEOGRAPHY (3-0-3)
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials. CORE

GEO 220 PRINCIPLES OF PHYSICAL GEOGRAPHY (3-0-3)
This course is an introduction to natural features of the earth. It concentrates on weather, climate, soil, and vegetation associations, on landforms and on the forces that have been active in shaping the earth's surface.

HEALTH EDUCATION

HED 199 ECOLOGICAL APPROACH TO HEALTH FITNESS (3-0-3)
This course examines a myriad of factors influencing health and fitness behavior. Intrapersonal, interpersonal, institutional, community and public policy factors are examined.

HED 221 PERSONAL HEALTH (3-0-3)
This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

HED 222 COMMUNITY HEALTH (3-0-3)
This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

HED 224 PERSONAL AND COMMUNITY HEALTH (3-0-3)
This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized.

HED 226 WELLNESS (1-3--0--1-3)
This course provides health-related education to those individual seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting.

HED 230 SAFETY AND FIRST AID (3-0-3)
This course is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification and Standard Red Cross cards are given upon successful completion of American Red Cross requirements.

HED 231 FIRST AID (3-0-3)
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.

HISTORY

HIS 101 WESTERN CIVILIZATION I (3-0-3)
This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

HIS 102 WESTERN CIVILIZATION II (3-0-3)
This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 121 WORLD HISTORY I (3-0-3)
This course surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

HIS 122 WORLD HISTORY II (3-0-3)
This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present.

HIS 201 UNITED STATES HISTORY I (3-0-3)
This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction. CORE

HIS 202 UNITED STATES HISTORY II (3-0-3)
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. CORE

HIS 216 HISTORY OF WORLD RELIGIONS (3-0-3)
This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others.

HIS 256 AFRICAN-AMERICAN HISTORY (3-0-3)
This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

HIS 260 ALABAMA HISTORY (3-0-3)
This course surveys the development of the state of Alabama from pre-historic times to the present. The course presents material on the discovery, exploration, colonization, territorial period, antebellum Alabama, Reconstruction, and modern history.

HOME ECONOMICS

HEC 140 PRINCIPLES OF NUTRITION (3-0-3)
PREREQUISITE: As required by the program.
This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

HUMANITIES

HUM 101 INTRODUCTION TO HUMANITIES I (3-0-3)
This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. CORE

HUM 120 INTERNATIONAL STUDIES IN
(ADD NAME OF COUNTRY) (1-3--0--1-3)
This course offers a survey of art, music, and culture of foreign countries. This may involve travel abroad and may be repeated for credit.

HUM 299 PHI THETA KAPPA HONORS COURSE (1-0-1)
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

INDUSTRIAL ELECTRONICS TECHNOLOGY

ILT 104 INDUSTRIAL INSTRUMENTATION (2-2-3)
This course provides a study in instrumentation circuits/systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

ILT 115 ADVANCED INDUSTRIAL CONTROLS (2-2-3)
This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristers, sequencer circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters. Upon completion, students should be able to apply principles of solid state motors.

ILT 119 ELECTRONIC CIRCUITS (2-2-3)
PREREQUISITE or COREQUISITE ILT 176.
This course emphasizes electronic circuits. Topics include solid state devices in a variety of circuit configurations, biasing, op-amps, frequency, and classes of operations of amplifiers. Upon completion, students should be able to design bipolar and unipolar transistors and integrated circuits.

ILT 121 SEMICONDUCTOR ELECTRONIC CIRCUITS II (2-2-3)
This course provides a study of electronic circuits. Topics are designed to explain circuits using solid state devices in a variety of circuit configurations, biasing and classes of operations of amplifiers. Upon completion, students will be able to design a bipolar and unipolar transistors, thyristers, optoelectronics devices, and integrated circuits.

ILT 123 DIGITAL ELECTRONICS (2-2-3)
This course introduces digital fundamentals and number systems. Includes logic gates, flip flops, registers, combinational circuits, sequential circuits, multiplexers, demultiplexers, and memory devices. Upon completion of this course, students should be able to perform binary arithmetic, explain the theories related to digital gates and circuits, utilize Boolean algebra and Karnaugh maps to simplify digital designs, and describe the various logic families. CORE

ILT 125 DIGITAL COMMUNICATIONS (2-2-3)
This course provides the electronics technician with sufficient background in data and digital communications to enter this rapidly expanding field. It includes telephone systems, error detection and correction, data link protocols, modems, multiple-channel systems, network architecture, fiber-optic communications, and data communications applications. Upon completion of this course, students should be able to describe the operation of various digital communications circuits and calculate all parameters.

ILT 129 PERSONAL COMPUTER HARDWARE (2-2-3)
This course covers PC Hardware terminology, component purpose, and configuration, pricing and selecting components and systems, for assembling, repairing, and upgrading IBM compatible computers. Upon completion of this course, students should be able to describe the basic systems of a PC and be able to perform disassembly and assembly of it.

ILT 130 PERSONAL COMPUTER SOFTWARE INSTALLATION
AND MAINTENANCE (2-2-3)
This course will cover installation and maintenance for operating systems and application software on personal computers. Upon completion of this course, students should be able to install and maintain common software packages found on personal computers.

ILT 131 PERSONAL COMPUTER (PC) PROBLEM DETERMINATION (2-2-3)
This course will cover various hardware and software tools for diagnosing failure of personal compatible computers. Upon completion of this course, students should be able to diagnose and prescribe the repair steps for a faculty personal computer.

ILT 135 LOCAL AREA NETWORKS (LANS) (2-2-3)
This course provides the student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon completion of this course, students should be able to install and setup a basic local area network.

ILT 138 DC FUNDAMENTALS (2-2-3)
This course covers atomic theory, properties of conductors and insulators, direct current characteristics of series, parallel, and series-parallel circuits. The resistor color code, power, magnetism, and direct current sources are all thoroughly examined. Inductors and capacitors are introduced and their effects on DC circuits are examined. Upon completion of this course, a student will be able to solve DC problems with electronic laws and network theorems, reduce series and parallel resistive circuits, and solve a resistive series/parallel circuit for at least one unknown variable. CORE

ILT 140 AC FUNDAMENTALS (2-2-3)
PREREQUISITE or COREQUISITE ILT 138.
This course covers generation of a sine wave, instantaneous values of alternating current, transformers, inductors, capacitors, vector analysis of series and parallel LCR circuits, resonant circuits, and transient waveforms of RC and LC circuits. Upon completion of this course, students should be able to calculate all parameters in AC circuits, describe circuit behavior and use AC instruments. CORE

ILT 154 RESIDENTIAL WIRING (2-3-3)
PREREQUISITE: As required by program.
This course is based on the National Electrical Code. Topics include blueprint reading, load calculations, heating systems, service entrance, circuit design and layout, safety, and tools. Upon completion, students should be able to apply circuit design and layout of residential wiring with National Electrical Code application.

ILT 156 COMMERCIAL WIRING (2-2-3)
PREREQUISITE: As required by program.
This course focuses on commercial electrical work. Topics include, conduit

bending, circuit design, control rigging, pulling cables, switch gear design and generation principles and transformers are emphasized. Upon completion, students should be able to apply principles of commercial electrical wiring.

ILT 158 INDUSTRIAL WIRING (2-2-3)
PREREQUISITE: As required by program.
This course focuses on problems faced by maintenance electricians. Topics include troubleshooting, renovations, and recognition of safety hazards. Upon completion, students should be able to apply principles to extensive maintenance electrician and troubleshooting techniques.

ILT 170 AC/DC MACHINERY AND CONTROLS (2-2-3)
This course provides the student with knowledge in AC/CD machinery and controls. Topics include the characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters and controllers. Upon completion, the student will be able to apply practical skills in AC/DC machinery.

ILT 172 PROGRAMMABLE LOGIC CONTROLLERS (2-2-3)
This course focuses on the use of PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of programmable logic controllers.

ILT174 CIRCUIT FABRICATION (0-3-1)
PREREQUISITE: As required by program.
Utilizing discrete components students will fabricate functional circuits. Printed circuit board design, layout, fabrication, and repair is covered, as well as soldering techniques, care of tools, wire splicing, wire wrapping, cabling, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

ILT 176 SOLID STATE DEVICES (2-2-3)
PREREQUISITE or COREQUISITE: ILT 140.
This course covers atomic structure, covalent bonding,
semiconductor device construction, characteristics of diodes, special purpose diodes, bipolar transistors, field effect transistors, thyristers, and optoelectronic devices such as L.E.Ds and photo-diodes. Upon completion of this course, the student should be able to identify solid state devices and explain these devices.

ILT 201 INDUSTRIAL ELECTRONICS (2-2-3)
This course covers applications of electronics in industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon completion of this course, students should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, and control devices, as well as, perform necessary calculations.

ILT 205 MICROPROCESSORS (2-2-3)
This course introduces microprocessors and explores their applications. The course emphasizes programming and interfacing the microprocessor chip. Upon completion of this course, students should be able to perform binary arithmetic, perform computer arithmetic, describe the basic operation procedures for a microprocessor system, and write programs for a basic microprocessor.

ILT 207 RF COMMUNICATIONS (2-2-3)
This course introduces the concepts of communications systems. Topics include: communications fundamentals, AM transmitters and receivers, FM transmitters and receivers, AM and FM transceivers, pulse modulation, antenna design, and advanced communication systems. Upon completion of this course, students should be able to describe the operation of various RF circuits and calculate all parameters.

ILT 216 INDUSTRIAL ROBOTICS (2-2-3)
This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

ILT 220 ELECTRO-OPTICS (2-2-3)
This course provides a study of fiber optics principles. Topics include optical components, the physics of light, radiation measurements, fiber optic applications, light sources, optic receivers, transmitters and sensors, fiber optic systems, data transfer systems concepts, and systems troubleshooting. Upon completion, students should be able to apply principles of fiber optics.

ILT 222 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (2-2-3)
This course focuses on advanced PLCs. Topics include operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, students should be able to apply principles of operations and programming of advanced PLCs.

ILT 224 ELECTRONIC COMMUNICATIONS (2-2-3)
This course provides the student with knowledge in electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas and transmission lines. Upon completion, students should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance.

ILT 229 PC REPAIR (2-2-3)
This course covers the repair of personal computers including hardware and software problems. Proper procedure for circuit card handling and replacement, installation of various drives and installation of software are covered. This course helps prepare the student for the A+ certification. Upon completion of this course, the student should be able to explain the proper procedures used in handling and replacing circuit cards, drives, memory and installing software.

INDUSTRIAL MAINTENANCE TECHNOLOGY

INT111 INDUSTRIAL MECHANICS (2-2-3)
PREREQUISITE: As required by program.
This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

INT 113 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS (2-3-3)
This course includes the fundamental concepts and theories for the safe operation of hydraulic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic systems. CORE

INT114 MECHANICAL MEASUREMENTS & TECHNICAL DRAWINGS (2-3-3)
PREREQUISITE: As required by program.
This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

INT121 INDUSTRIAL HYDRAULICS TROUBLESHOOTING (2-2-3)
PREREQUISITE: INT 113 and/or as required by program.
This course provides instruction in maintenance and troubleshooting procedures needed for safe and proper repair of hydraulic systems used with industrial production equipment. Topics include maintenance and troubleshooting procedures, hydraulic system maintenance and troubleshooting techniques, effects of heat, leakage, and contamination on components and system operation, component maintenance and troubleshooting, reading and interpreting system diagrams, and design and troubleshooting of hydraulic circuits and systems. Upon course completion, students will demonstrate the ability to troubleshoot and repair industrial hydraulic systems.

INT 122 PREVENTIVE AND PREDICTIVE MAINTENANCE (2-3-3)
This course focuses on the concepts and applications of preventive and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventive maintenance procedures and tasks, and predictive maintenance concepts. CORE

INT123 INDUSTRIAL PIPES AND PIPING SYSTEMS (2-2-3)
PREREQUISITE: As required by program.
This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, students will be able to install, maintain and troubleshoot industrial pumps and piping systems.

INT124 PRODUCTION EQUIPMENT LAYOUT AND INSTALLATION (1-6-3)
PREREQUISITE: As required by program.
This course provides instruction in the layout and installation of production equipment and the use of rigging and installation tools. Topics include the use of wire rope, chain and metal-mesh, and fiber rope and webbing slings, industrial hoists and cranes, crane operation, scaffolds and ladders, machine anchoring for vibration control, moving and setting new equipment, leveling and alignment, preparing equipment for test run, test run guidelines, and safety precautions. Upon course completion, students will be able to install production equipment.

INT232 MANUFACTURING PLANT UTILITIES (2-2-3)
PREREQUISITE: As required by program.
This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, students will demonstrate the able to repair and maintain utilities systems in an industrial setting.

INT 233 INDUSTRIAL MAINTENANCE METAL WELDING AND CUTTING TECHNIQUES (1-6-3)
This course provides instruction in the fundamentals of acetylene cutting and the basics of SMAW welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. CORE

INT 242 FUNDAMENTALS OF INDUSTRIAL PNEUMATICS (2-3-3)
This course provides instruction in fundamental concepts and theories for the safe operation of lpneumatic components and systems used with industrial production equipment. Topics include the physical concepts, theories, laws, and the application of these concepts to perform work, air flow characteristics, actuators, valves, accumulators, symbols and circuitry, filters, servicing safety, and preventive maintenance. CORE

INTERDISCIPLINARY STUDIES

IDS 115 FORUM (1-0-1)
PREREQUISITE: As required by program.
In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events and programs given at the college or in the community. IDS 115 may be repeated for credit.

IDS 200 COLLEGE SCHOLARS BOWL WORKSHOP (1-0-1)
PREREQUISITE: Permission of instructor.
This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

IDS 286 GENEALOGY AND HISTORY (3-0-3)
The emphasis in this course is upon family history in relation to major U.S. historical events and the use of primary records in documentation. The course is designed for the student who has little or no working knowledge of genealogy as it relates to history.

IDS 299 DIRECTED STUDIES IN LEADERSHIP (1-2--0--1-2)
PREREQUISITE: Permission of the instructor.
This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

MACHINE TOOL TECHNOLOGY

MTT 101 BASIC MACHINING TECHNOLOGY (2-8-6)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. CORE

MTT 102 INTERMEDIATE MACHINE TECHNOLOGY (2-8-6)
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. CORE

MTT 104 BASIC MACHINING CALCULATIONS (3-0-3)
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. CORE

MTT 105 LATHE SET-UP AND OPERATIONS (2-8-6)
This course includes more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Emphasis is placed on safety procedures and machinist responsibility in the set-up and operation of lathes. Upon completion, students should be able to apply lathe techniques to produce machine tool projects.

MTT 106 MILLING MACHINE OPERATIONS (2-8-6)
This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tools projects.

MTT 109 ORIENTATION TO COMPUTER ASSISTED MANUFACTURING (3-0-3)
This course is preparation for the more advanced CAM courses. Emphasis is placed on computer parts and accessories, DOS fundamentals, file management, graphics programming, and standard (CAM) machine codes. Upon completion, students should be able to apply basic computer functions to machine tool projects.

MTT 112 BASIC COMPUTER NUMERICAL CONTROL TURNING (1-4-3)
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MTT 113 BASIC COMPUTER NUMERICAL CONTROL MILLING (1-4-3)
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MTT 121 BASIC BLUEPRINT READING FOR MACHINISTS (3-0-3)
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. CORE

MTT 122 ADVANCED BLUEPRINT READING FOR MACHINISTS (3-0-3)
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon

completion, students should be able to read and interpret complex industrial blueprints.

MTT 131 INTRODUCTION TO METROLOGY (3-0-3)
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. CORE

MTT 143 GEOMETRIC DIMENSIONING AND TOLERANCING (3-0-3)
This course serves as an introduction to geometric dimensioning and tolerancing for students who are pursuing careers in manufacturing technology or other related fields. Topics include fundamentals of symbols, terms used in applications, positional tolerance-coastal applications, data frame and conversion tables.

MTT 181-182-281-282 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-3-0-6-1-3)
This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

MTT 201 ADVANCED MACHINING TECHNOLOGY (2-8-6)
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MTT 212 ADVANCED COMPUTER NUMERICAL CONTROL TURNING (1-4-3)
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MTT 213 ADVANCED COMPUTER NUMERICAL CONTROL MILLING (1-4-3)
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MTT 214 COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING TURNING (1-4-3)
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

MTT 215 COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING MILLING (1-4-3)
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MTT 242 CNC PROGRAMMING (3-0-3)
A study of the theory of transforming blueprints into computer commands when using a computer controlled mill.

MTT 243 CNC PROGRAMMING LAB I (0-6-3)
Practical application of the principles of CNC operations to produce metal parts, determine proper speeds and feeds, and to describe the "G"codes and their application. Students manually set-up and operate the milling machine and write programs for straight milling, radius, cutting, drilling, tapping, boring, and auto-routines.

MTT 244 CNC PROGRAMMING LAB II (0-6-3)
Advanced application of the principles of CNC operations to produce metal parts, determine proper speeds and feeds, and to describe the "G" codes and their application. Students manually set-up and operate the milling machine and write programs for straight milling, radius cutting, drilling, tapping, boring, and auto-routines.

MTT 281 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-3--5-15--1-3)
PREREQUISITE: As required by program.
This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

MTT 292 COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY (0-15-3)
Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

MASS COMMUNICATIONS

MCM 113-114-115-213-214-215 STUDENT PUBLICATIONS (0-2-4-1-2)
These courses offer practical experience in journalism skills through working on the staff of student publications.

MATHEMATICS

MAH 101 INTRODUCTORY MATHEMATICS I (2-2-3)
PREREQUISITE: A grade of "S" IN MTH 090 or appropriate mathematics placement score.
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific occupational areas of study. NCA

MTH 080 MATHEMATICS LABORATORY (1-0-1)
PREREQUISITE: None.
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation under qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra, as determined by the individual need of the student.

MTH 090 BASIC MATHEMATICS (3-0-3)
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

MTH 091 DEVELOPMENTAL ALGEBRA I (3-0-3)
PREREQUISITE: A grade of "S" in MTH 090 or appropriate mathematics placement score.
This course provides the student with a review of arithmetic and algebra skills. The student's progress in this class and the score on the exit test will determine the next math course to take.

MTH 098 ELEMENTARY ALGEBRA (3-0-3)
PREREQUISITE: A grade of "S" in MTH 090 or a grade of "C" or higher in MTH 091 or appropriate mathematics placement score.
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

MTH 100 INTERMEDIATE COLLEGE ALGEBRA (3-0-3)
PREREQUISITE: A grade of "C" or better in MTH 098 or appropriate mathematics placement score.
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

MTH 110 FINITE MATHEMATICS (3-0-3)
PREREQUISITE: A grade of "C" or better in MTH 100 or appropriate placement score.
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. CORE

MTH 112 PRECALCULUS ALGEBRA (3-0-3)
PREREQUISITE: A grade of "C" or higher in MTH 100 or appropriate placement score.
This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. CORE

MTH 113 PRECALCULUS TRIGONOMETRY (3-0-3)
PREREQUISITE: A grade of "C" or higher in MTH 112 or appropriate placement score.
This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. CORE

MTH 115 PRECALCULUS ALGEBRA & TRIGONOMETRY (4-0-4)
PREREQUISITE: A grade of "C" or higher in MTH 100 or appropriate placement score.
This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations, vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. CORE

MTH 116 MATHEMATICAL APPLICATIONS (3-0-3)
PREREQUISITE: A grade of "S"in MTH 090 or appropriate mathematics placement score.
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio, and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirements for mathematics.

MTH 120 CALCULUS AND ITS APPLICATIONS (3-0-3)
PREREQUISITE: A grade of "C" of higher in MTH 112 or appropriate placement score.
This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications). CORE

MTH 125 CALCULUS I (4-0-4)
PREREQUISITE: A grade of "C" or higher MTH 113 or MTH 115 or appropriate placement score.
This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. CORE

MTH 126 CALCULUS II (4-0-4)
PREREQUISITE: C or higher MTH 125.
This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. CORE

MTH 131 MATHEMATICS IN GENERAL EDUCATION I (3-0-3)
PREREQUISITE: As required by program.
This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. This course does not apply toward the general core requirement for mathematics.

MTH 192 PRECALCULUS ALGEBRA LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 112 Pre-calculus Algebra.
This course is designed to accompany a Pre-Calculus Algebra Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 193 PRECALCULUS TRIGONOMETRY LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 113 Pre-Calculus Trigonometry.
This course is designed to accompany a Pre-Calculus Trigonometry Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 194 PRE-CALCULUS ALGEBRA & TRIGONOMETRY LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 115 Pre-Calculus Algebra & Trigonometry.
This course is designed to accompany a Pre-Calculus and Trigonometry Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 195 CALCULUS I LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 125 Calculus I.
This course is designed to accompany a Calculus I Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 196 CALCULUS II LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 125 Calculus II.
This course is designed to accompany a Calculus II Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 227 CALCULUS III (4-0-4)
PREREQUISITE: MTH 126.
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem). CORE

MTH 231 MATH FOR ELEMENTARY SCHOOL TEACHERS (3-0-3)
PREREQUISITE: Grade of "C" or above in MTH 112 or appropriate placement score.
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic

arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that ate grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

MTH 237 LINEAR ALGEBRA (3-0-3)
PREREQUISITE: MTH 126.
This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. CORE

MTH 238 APPLIED DIFFERENTIAL EQUATIONS I (3-0-3)
PREREQUISITE or COREQUISITE: MTH 227.
An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; and the Laplace transform as a tool for the solution of initial value problems whose in homogeneous terms are discontinuous. CORE

MTH 265 ELEMENTARY STATISTICS (3-0-3)
PREREQUISITE: Grade of "C" or better in MTH 100 or appropriate mathematics placement score.
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

MTH 297 CALCULUS III LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 227 Calculus III.
This course is designed to accompany a Calculus III Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MINING TECHNOLOGY

MNT 100 UNDERGROUND NEW MINER (3-0-3)
This course will provide the student with the basic knowledge and understanding necessary for entry level employment in underground coal mining. Emphasis is placed on the safety and health aspects of federal and state regulations pertaining to underground coal mining. Upon completion, the student will understand the federal and state laws governing underground coal mining. CORE

MNT 110 PART 48 UNDERGROUND COAL MINER (1-0-1)
PREREQUISITE: MNT 100.
This course will provide the student with the appropriate safety and health information to work safely in an underground coal mine. Emphasis is placed on ventilation, roof and rib control, first aid, and CPR. Upon completion, the student will understand the safety aspects involved in underground coal mining. CORE

MNT 120 SURFACE NEW MINER (2-0-2)
This course will provide the student with the basic knowledge and understanding necessary for entry level employment in surface mining. Emphasis is placed on federal and state regulations pertaining to surface mining. Upon completion, students will understand the federal and state laws governing surface of coal mining.

MNT 130 PART 48 SURFACE MINER (1-0-1)
PREREQUISITE: MNT 120.
This course will provide the student with the appropriate safety and health information needed to work safely in a surface mine. Emphasis is placed on safe work practices and procedures. Upon completion, the student will understand the safety aspects and hazards involved in surface mining. CORE

MNT 140 ELECTRICAL CERTIFICATION (5-2-6)
PREREQUISITE: One year electrical work experience not to include residential.
This course provides the student with adequate information on direct current theory, alternating current theory, Ohm's Law, circuits, federal and state mining laws, and the National Electrical Code as applicable to the Mine Safety and Health Administration/State of Alabama certification. Upon completion, the student will have information necessary to pass the state certification examination.

MNT 150 30 CFR ELECTRICAL (1-0-1)
PREREQUISITE: Valid MSHA electrical certification.
This course provides the student with updates required by the Mine Safety and Health Administration (MSHA) in the areas of direct current, alternating current, federal and state regulations, and National Electrical Code. Upon completion, students will understand the hazards involved in mining electrical work.

MNT 160 UNDERGROUND FOREMAN CERTIFICATION (3-0-3)
PREREQUISITE: Four years underground experience.
This course prepares the student for the State of Alabama Underground Coal Mine Foreman Examination. This course provides the student a working knowledge of coal mine ventilation, roof control, blasting, mine gases, fire fighting, and appropriate State laws. Upon completion, students will have the information necessary to complete the mine foreman exam.

MNT 170 SURFACE BLASTING CERTIFICATION (3-0-3)
This course will provide the student with the basic knowledge of blasting and explosives in surface blasting. Topics covered will be explosive properties, initiation systems, explosive hazards, environmental hazards, and blast design. Upon completion, students will have information necessary to complete the State of Alabama Blasters Certification examination.

MNT 174 IMPOUNDMENT CERTIFICATION (1-0-1)
This course prepares the student for the Mine Safety and Health Administration (MSHA) Impoundment Certification Examination. Topics covered include inspection procedures and slope failure. Upon completion, students will have information necessary to complete the impoundment certification examination.

MNT 175 BASIC HYDRAULICS (4-2-5)
This course provides the student with a study of force and energy, pumps, actuators, control valves, flow valves, pressure valves, reservoirs, coolers, filters, motors, symbols, and print reading. Emphasis is placed on troubleshooting and maintaining hydraulic systems. Upon completion, students will understand basic hydraulic principles, how to troubleshoot hydraulic systems, and how to maintain hydraulic components.

MNT 185 BASIC MECHANICS (4-2-5)
This course provides the student with the study of mechanical energy, measuring instruments, tools fasteners, chains, couplings, clutches, bearings, and belt drives. Upon completion, students will be able to troubleshoot equipment, utilize preventative maintenance programs, and maintain mechanical equipment in a production environment.

MUSIC

MUS 100 CONVOCATION (1-0-1)
This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester.

MUS 101 MUSIC APPRECIATION (3-0-3)
This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, students should be able to

demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. CORE

MUS 111 MUSIC THEORY I (3-0-3)
PREREQUISITE: Permission of the instructor.
COREQUISITE: MUS 113, if ear training lab is a separate course.
This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 112 MUSIC THEORY II (3-0-3)
PREREQUISITE: MUS 111.
COREQUISITE: MUS 114, if ear training lab is a separate course.
This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

MUS 113 MUSIC THEORY LAB I (0-2-1)
PREREQUISITE: Permission of the instructor.
COREQUISITE: MUS 111, if ear training lab is a separate course.
This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position.

MUS 114 MUSIC THEORY LAB II (0-2-1)
PREREQUISITE: MUS 113.
COREQUISITE: MUS 112, if ear training lab is a separate course.
This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part diatonic progressions.

MUS 115 FUNDAMENTALS OF MUSIC (3-0-3)
This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals and harmony using I, IV, and V with a chordal instrument. Upon completion, students should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns and identify musical concepts through written documentation.

MUS 170 INTRODUCTION TO CHURCH MUSIC (3-0-3)
This course provides an overview of church music as a career choice, and includes the organization and operation of a graded church choir program. Topics include an introduction to conducting, rehearsal techniques, administrative skills, and may include a supervised practicum field experience. Upon completion, students should be able to select, prepare, teach and conduct a simple anthem for a graded church choir and demonstrate a knowledge of church music administration through written documentation.

MUS 211 MUSIC THEORY III (3-0-3)
PREREQUISITE: MUS 112.
COREQUISITE: MUS 213, if ear training lab is a separate course.
This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills

MUS 212 MUSIC THEORY IV (3-0-3)
PREREQUISITE: MUS 211
COREQUISITE: MUS 214, if ear training lab is a separate course.
This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

MUS 213 MUSIC THEORY LAB III (0-2-1)
PREREQUISITE: MUS 114.
COREQUISITE: MUS 211, if ear training lab is a separate course.
This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony.

MUS 214 MUSIC THEORY LAB IV (0-2-1)
PREREQUISITE: MUS 213.
COREQUISITE: MUS 212, if ear training lab is a separate course.
This course provides the practical application of chromatic musical materials and simple twentieth- century practices through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound and asymmetric meters; chromatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony and simple twentieth-century chord structures.

MUS 251 INTRODUCTION TO CONDUCTING (3-0-3)
PREREQUISITE: Permission of the instructor.
This course introduces the fundamentals of conducting choral and/or instrumental ensembles. Topics include a study of simple and compound meters, score reading and techniques for conducting effective rehearsals. Upon completion, students should be able to prepare and conduct a choral and/or instrumental score in a rehearsal or performance setting.

MUSIC ENSEMBLE

MUL 101-02; 201-02 CLASS PIANO I, II, III, IV (0-2-1)
MUL 111-12; 211-12 CLASS VOICE I, II, III, IV (0-2-1)
Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

MUL 172-73; 272-73 MUSICAL THEATRE WORKSHOP I, II, III, IV (0-2-1)
PREREQUISITE: Permission of the instructor.
This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

MUL 180-81; 280-81, CHORUS I, II, III, IV (0-2-1)
MUL 182-83; 282-83, VOCAL ENSEMBLE I, II, III, IV (0-2-1)
MUL 190-91; 290-91, CONCERT BAND I, II, III, IV (0-2-1)
MUL 192-93; 292-93, INSTRUMENTAL ENSEMBLE I, II, III, IV (0-2-1)
MUL 196-97; 296-97, JAZZ/SHOW BAND I, II, III, IV (0-2-1)
PREREQUISITE: Permission of the instructor.
This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing

literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

MUSIC PERFORMANCE

MUP 101-02; 201-02, PRIVATE PIANO I, II, III, IV (0-.5-1)
MUP 103-04; 203-04, PRIVATE ORGAN I, II, III, IV (0-.5-1)
MUP 111-12; 211-12, PRIVATE VOICE I, II, III, IV (0-.5-1)
MUP 133-34; 233-34, PRIVATE GUITAR I, II, III, IV (0-.5-1)
MUP 141-42; 241-42, PRIVATE FLUTE I, II, III, IV (0-.5-1)
MUP 143-44; 243-44, PRIVATE CLARINET I, II, III, IV (0-.5-1)
MUP 145-46; 245-46, PRIVATE SAXOPHONE I, II, III, IV (0-.5- 1)
MUP 151-52; 251-52, PRIVATE OBOE I, II, III, IV (0-.5-1)
MUP 153-54; 253-54, PRIVATE BASSOON I, II, III, IV (0-.5-1)
MUP 161-62; 261-62, PRIVATE TRUMPET I, II, III, IV (0-.5-1)
MUP 163-64; 263-64, PRIVATE FRENCH HORN I, II, III, IV (0-.5-1)
MUP 171-72; 271-72, PRIVATE TROMBONE I, II, III, IV (0-.5- 1)
MUP 175-76; 275-76, PRIVATE TUBA I, II, III, IV (0-.5-1)
MUP 181-82; 281-82, PRIVATE PERCUSSION I, II, III, IV (0-.5-1)
PREREQUISITE: Permission of the instructor.
Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion and fretted instruments. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

NURSING (ADN)

NUR 111 FUNDAMENTALS OF NURSING (4-0-4)
PREREQUISITE: As required by the program.
COREQUISITES: NUR 121, 131, 241.
This course presents concepts and theories of the art and science of nursing. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching-learning, critical thinking, ethical-legal, nursing history, and the program's philosophy of nursing. Students should be able to demonstrate beginning competence in providing care for individuals with common health alterations.

NUR 121 CLINICAL NURSING SKILLS (0-6-2)
PREREQUISITE: As required by the program.
COREQUISITES: NUR 111, 131, 241
This course presents psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills. (Lab/Clinical required.)

NUR 131 HEALTH ASSESSMENT (0-3-1)
PREREQUISITE: As required by the program.
COREQUISITES: NUR 111, 121, 241.
This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessment. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnosis and documenting findings appropriate to nursing. (Lab required)

NUR 204 COMPUTER APPLICATIONS IN NURSING (1-0-1)
PREREQUISITE: NUR 111, 121, 131, 241, 251 or 211, 280
COREQUISITES: NUR 262.
This course includes concepts related to computer and technology applications in nursing. Emphasis is placed on computer hardware and software utilized in education, research, and health care settings. Students should be able to incorporate computer technology into nursing practice. (Lab required)

NUR 211 NURSING CONCEPTS FOR MOBILITY STUDENTS (4-3-5)
PREREQUISITE: As required by the program.
COREQUISITE: NUR 280.
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. The program's philosophy, objectives, and conceptual framework are also introduced. Emphasis is placed on the nursing process, communication, selected theory, and nursing skills and the role of the registered nurse. Upon completion, students should be able to successfully transition into the ADN program. (Clinical required)

NUR 241 BASIC PHARMACOLOGY (0-3-1)
PREREQUISITE: As required by the program.
COREQUISITES: NUR 111, 121, 131.
This course introduces the student to basic principles of pharmacology and the skills necessary to safely administer medications. Areas of emphasis include legal implications, pharmacokinetics, pharmacodynamics, calculation of drug dosages, and medication administration. Students will be able to demonstrate accurate dosage calculations, correct medication administration and knowledge of drug classifications. (Lab required)

NUR 242 ADVANCED PHARMACOLOGY (2-0-2)
PREREQUISITE: NUR 111, 121, 131, 242, 251 or 211, 262, 280, 204;
COREQUISITES: NUR 271, 263.
This course is designed to provide the student comprehensive knowledge of drug classifications and applications of pharmacology. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. The actions, dosages, side effects, adverse reactions are presented for drug prototypes from each classification of drugs. The student will be able to synthesize knowledge of drug therapy in a variety of settings with individuals across the life span.

NUR 251 ADULT NURSING I (3-6-5)
PREREQUISITE: NUR 111, 121, 131, 241
COREQUISITE: NUR 280.
This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the adult. Students should be able to apply the nursing process in caring for adults in a variety of settings. (Clinical required)

NUR 262 ADULT-CHILD NURSING I (3-6-5)
PREREQUISITE: NUR 111, 121,131, 241, 251 or 211, 280
COREQUISITE: NUR 204
This course introduces concepts related to the nursing care of adults and children experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Students should be able to apply the nursing process to care of individuals experiencing acute and chronic health alterations in a variety of settings. (Clinical required)

NUR 263 ADULT-CHILD NURSING II (3-6-5)
PREREQUISITE: NUR 111, 121, 131, 241, 251 or 211, 262, 280, 204
COREQUISITES: NUR 271, 242.
This course provides expanded concepts related to nursing care for adult and children experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 264 ADULT-CHILD NURSING III (3-3-4)
PREREQUISITE: NUR 111, 121, 131, 241, 251 or 211, 280, 262, 204, 263, 242, 271
COREQUISITE: NUR 291.
This course concludes concepts related to nursing care for adult and children experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 271 MATERNAL-NEWBORN NURSING (2-6-4)
PREREQUISITE: NUR 111, 121, 131, 241, 251 or 211, 280, 262, 204
COREQUISITES: NUR 263, 242.
This course provides a family centered approach to the nursing care of the childbearing family. Emphasis is placed on concepts related to the antepartal, intrapartal, post-partal, and neonatal periods. The student should be able to manage and provide care to the childbearing family in a variety of health care settings. (Clinical required)

NUR 280 PSYCHOSOCIAL NURSING (2-6-4)
PREREQUISITE: NUR 111, 121, 131, 241.
COREQUISITES: NUR 251 or 211.
This course focuses on psychosocial nursing concepts as they relate to individuals in a variety of settings. Utilizing a multidisciplinary approach, emphasis is placed on psychodynamic theories as they relate to mental health and psychiatric alterations. Students will be able to apply the nursing process in providing care to individuals exhibiting psychosocial needs. (Clinical required)

NUR 291 TRANSITION INTO NURSING PRACTICE (1-5-2)
PREREQUISITE: NUR 111, 121, 131, 241, 251 or 211, 280, 262, 204, 242, 263, 271.
COREQUISITE: NUR 264.
This course prepares the student for transition into nursing practice. Emphasis is placed on the roles of the professional nurse, concepts of leadership and management, and trends and issues in health care delivery. The student will apply these concepts in the clinical experience. (Clinical required)

NURSING (L.P.N.)

LPN 104 PHARMACOLOGY (2-0-2)
PREREQUISITE or COREQUISITE: MAH 101 or higher and admission to program.
This course is an introductory course that introduces pharmacological concepts and safety practices involved in the use of medications as therapeutic agents. Content includes selected pharmacological interventions and calculation of dosages and solutions. Emphasis is placed on nursing process. Upon completion, the student should be able to compute dosages and safely prepare and administer medications.

LPN 105 FUNDAMENTALS OF NURSING (3-9-6)
PREREQUISITE: Admission to the program. Permission of the Department.
This course provides an introduction to the basic knowledge and essential skills required in the role of the Practical Nurse. Content includes knowledge related to nursing, legal-ethical, ethnic diversity, health-illness continuum and nursing process. Concepts related to physiological and psychosocial needs of the individual are integrated throughout the content. This course provides the student with opportunities to develop and practice basic skills in the laboratory and apply these skills in the clinical setting. Emphasis is placed on nursing process, basic nursing skills and safety. Laboratory and clinical components are required.

LPN 108 PSYCHOSOCIAL ADAPTATION/HUMAN RELATIONS (2-0-2)
PREREQUISITE: Permission of the Department.
This course provides the student with the skills and knowledge necessary to enhance the client's ability to cope, adapt and/or problem-solve situations related to illness or stressful events. Topics include coping mechanisms, behavior management, grief and loss, stress management situational role changes, support systems, religious and spiritual influences on health and coping strategies for dealing with challenging interpersonal relationships among clients, family and co-workers. Integrated throughout the course are critical thinking and problem-solving skills. Upon completions of the course, the student will demonstrate the ability to assist the client to maintain positive psychosocial relationships through the use of therapeutic communication and client-focused care in a variety of settings.

LPN 113 BODY STRUCTURE AND FUNCTIONS/MEDICAL VOCABULARY (4-0-4)
PREREQUISITE: Permission of the Department.
This course is designed to enable the student to acquire a basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical vocabulary/terminology is integrated throughout course content. Upon completion of this course the student should demonstrate a basic knowledge of body systems, their interrelationships and associated medical terminology.

LPN 118 MENTAL HEALTH CONCEPTS (2-0-2)
PREREQUISITE: LPN 104, 105, 108, 113.
This course is designed to provide an overview of psychosocial adaptation and coping concepts used throughout the life span. Topics include therapeutic communications skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completions of this course, the student will demonstrate the ability to assist client in maintaining psychosocial integrity through the use of the nursing process. CORE

LPN 122 ADULT NURSING I (2-6-4)
PREREQUISITE: Admission to the program and LPN 104, 105, 108, 113.
This course is a study in basic application of the nursing process. It provides the student with the knowledge and skills necessary to meet the needs of individuals experiencing acute and chronic alterations in health throughout the adult life span. Emphasis is placed on utilizing the nursing process as a framework for providing and managing care for individuals experiencing surgery, fluid and electrolyte disorders and diseases/disorders of the integumentary and genitourinary systems. Selected content focuses on clients with special needs. Concepts of nutrition, pharmacology and therapeutic communication are integrated. Upon completion the student will demonstrate the knowledge and skills necessary to provide safe and effective care.
***This course may only be used in combination with LPN 132 and LPN 142.**

LPN 124 FAMILY CENTERED NURSING (4-6-6)
PREREQUISITE: Admission to the program and permission of the Department. (LPN, 104, 105, 108, 113)
This course is designed to utilize the nursing process to focus on the childbearing and childrearing stages of the family unit. This introductory course focuses on the role of the Practical Nurse in meeting the physiological, psychosocial, cultural and developmental needs of the family during antepartal, intrapartal, postpartal, newborn and childhood. Course content includes aspects of growth and development, health teaching, health promotion and prevention. Nutrition and pharmacology are integrated. Upon completion of this course, the student will demonstrate the knowledge necessary to deliver safe and effective nursing care.

LPN 132 ADULT NURSING II (2-6-4)
PREREQUISITE: Admission to the program and LPN 104, 105, 108, 113.
This course is a study in application of the nursing process. It provides the student with the knowledge and skills necessary to meet the needs of individuals experiencing acute and chronic alterations in health throughout the adult life span. Emphasis is placed on utilizing the nursing process as a framework for providing and managing care for individuals experiencing diseases/disorders involving immune, oncological, musculoskeletal cardiovascular and respiratory conditions. Concepts of nutrition, pharmacology and therapeutic communication are integrated. Upon completion, students will demonstrate the knowledge and skills necessary to provide safe and effective care.
***This course may only be used in combination with LPN 122 and LPN 142.**

LPN 142 ADULT NURSING III (3-12-7)
PREREQUISITE: Admission to the program and LPN 104, 105, 108, 113.
This course provides expanded concepts related to nursing care of adults experiencing alterations in health. Content focuses on the nurse's role in meeting needs of clients experiencing disorders/diseases involving the nervous and sensory, reproductive, endocrine and gastrointestinal systems. Concepts of nutrition, pharmacology and therapeutic communication are integrated. Upon completion, the student should be able to provide comprehensive nursing care in a safe and effective manner.
***This course may only be used in combination with LPN 122 and LPN 132.**

LPN 145 ROLE TRANSITION (2-0-2)
PREREQUISITE: LPN 104, 105, 108, 113.
COREQUISITE: LPN 132 or 142.
This course is designed to provide the student with the knowledge and skills necessary to make the transition from student to LPN practitioner. Content includes the professional responsibilities of the LPN, leadership skills, quality assurance, fiscal management, professional accountability, resume preparation, job interviewing skills, obtaining/resigning employment, and preparation for the NCLEX-LPN. Upon completion of this course the student will demonstrate knowledge and skills necessary for entry into practical nursing.

NURSING (NURSE ASSISTANT/AIDE)

NAS 100 LONG TERM CARE NURSING ASSISTANT (3-3-4)
This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation

Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

OFFICE ADMINISTRATION

OAD 101 BEGINNING KEYBOARDING (3-0-3)
This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

OAD 103 INTERMEDIATE KEYBOARDING (3-0-3)
PREREQUISITE: OAD 101 or permission of instructor.
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. CORE

OAD 104 ADVANCED KEYBOARDING (3-0-3)
PREREQUISITE: OAD 103 or permission of instructor.
This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents. CORE

OAD 125 WORD PROCESSING (3-0-3)
PREREQUISITE: OAD 101 or permission of instructor.
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports. CORE

OAD 126 ADVANCED WORD PROCESSING (3-0-3)
PREREQUISITE: OAD 125 or permission of instructor.
This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 130 ELECTRONIC CALCULATIONS (3-0-3)
This course is designed to teach the touch system and problem-solving. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.

OAD 131 BUSINESS ENGLISH (3-0-3)
This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to write and speak effectively.

OAD 138 RECORDS/INFORMATION MANAGEMENT (3-0-3)
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. CORE

OAD 200 MACHINE TRANSCRIPTION (3-0-3)
PREREQUISITE: OAD 103 or OAD 125 with a grade of "C" or higher or permission of instructor.
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

OAD 202 LEGAL TRANSCRIPTION (3-0-3)
PREREQUISITE: OAD 200 or permission of instructor.
This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents.

OAD 203 LEGAL OFFICE PROCEDURES (3-0-3)
PREREQUISITE: OAD 103 or OAD 125 or permission of instructor.
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and outside lab. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment.

OAD 211 MEDICAL TERMINOLOGY (3-0-3)
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

OAD 212 MEDICAL TRANSCRIPTION (3-0-3)
PREREQUISITE: OAD 200 or permission of the instructor.
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

OAD 214 MEDICAL OFFICE PROCEDURES (3-0-3)
PREREQUISITE: OAD 103, 104, or 125 or permission of instructor.
This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

OAD 215 HEALTH INFORMATION MANAGEMENT
(ICD-9 Coding) (3-0-3)
PREREQUISITE: Permission of instructor.
This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records; coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

OAD 218 OFFICE PROCEDURES (3-0-3)
PREREQUISITE: OAD 103 or OAD 125.
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. CORE

OAD 247 SPECIAL PROJECTS (1-0-1)
This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research and/or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skill gained through an individualized project.

PARALEGAL

PRL 101 INTRODUCTION TO PARALEGAL STUDY (3-0-3)
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants. CORE

PRL 102 BASIC LEGAL RESEARCH AND WRITING (2-2-3)
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. CORE

PRL 150 COMMERCIAL LAW (2-2-3)
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. CORE

PRL 160 CRIMINAL LAW AND PROCEDURE (2-2-3)
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case. CORE

PRL 170 ADMINISTRATIVE LAW (3-0-3)
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, workers' compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

PRL 210 INTRODUCTION TO REAL PROPERTY LAW (3-0-3)
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estate forms of deeds, requirements of recording, and procedures to enforce rights to real property.

PRL 230 DOMESTIC LAW (3-0-3)
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. CORE

PRL 262 CIVIL LAW AND PROCEDURE (3-0-3)
PREREQUISITE: As required by program.
This course is designed to give the student a basic understanding of the federal rules of civil procedure and Alabama rules of court. The student will demonstrate the ability to prepare a trial notebook for litigation purposes. CORE

PRL 270 WORKERS' COMPENSATION LAW (2-2-3)
This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

PRL 282 LAW OFFICE MANAGEMENT AND PROCEDURES (2-2-3)
This course focuses on the organization, function, practices and procedures of a law office. Emphasis is placed on basic law office management, including office layout, personnel, equipment and supplies, filing systems, scheduling and docket control; as well as the creation, preparation, organization and processing of pleadings, forms, briefs and other legal documents. Upon course completion, students will be able to demonstrate and apply appropriate law office management techniques and procedures. CORE

PHILOSOPHY

PHL 106 INTRODUCTION TO PHILOSOPHY (3-0-3)
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in a historical survey from the early Greeks to the modern era.

PHL 206 ETHICS AND SOCIETY (3-0-3)
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

PHYSICAL EDUCATION

PED 100 FUNDAMENTALS OF FITNESS (3-0-3)
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

PED 103 WEIGHT TRAINING (BEGINNING) (0-2A-1)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

PED 104 WEIGHT TRAINING (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 103.
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

PED 105 PERSONAL FITNESS (0-2A-1)
PREREQUISITE: PED 103.
This course is designed to provide the student with information allowing him or her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

PED 106 AEROBICS (0-2A-1)
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

PED 109 JOGGING (0-2A-1)
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

PED 118 GENERAL CONDITIONING (BEGINNING) (0-2A-1)
This course provides an individualized approach to general conditioning

utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

PED 119 GENERAL CONDITIONING (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 118 or instructor permission.
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

PED 123 GOLF (BEGINNING) (0-2A-1)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 124 GOLF (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 123 or instructor permission.
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

PED 128 RACQUETBALL (0-2A-1)
This course introduces the fundamentals of racquetball.
Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball.

PED 133 TENNIS (BEGINNING) (0-2A-1)
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 134 TENNIS (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 133 or instructor permission.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, and learning advanced serves, strokes, pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 140 SWIMMING (BEGINNING) (0-2A-1)
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED 141 SWIMMING (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 140 or instructor permission.
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.

PED 142 SWIMMING (ADVANCED) (0-2A-1)
PREREQUISITE: PED 141 or instructor permission.
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiently through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.

PED 143 AQUATIC EXERCISE (0-2A-1)
This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

PED 147 WATER SAFETY INSTRUCTOR (0-4A-2)
PREREQUISITE: PED 142 or instructor permission.
This course prepares the student to serve as an American National Red Cross Water Safety Instructor. It includes a thorough review of swimming, lifesaving skills, all phases of water safety skills, and techniques for instructing the skills. This course must be taught by a qualified Water Safety Instructor Trainer. Upon completion, students should be able to demonstrate skills, knowledge, and techniques to pass the American Red Cross Water Safety Instructor's certification. (For a student to be a certified lifeguard, the student must have current certification in Advanced Lifesaving, Standard First Aid, and either the Red Cross or the American Heart Association CPR course.)

PED 160 SOCIAL DANCE (0-2A-1)
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.

PED 171 BASKETBALL (BEGINNING) (0-2A-1)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

PED 172 BASKETBALL (0-2A-1)
PREREQUISITE: PED 171 or instructor permission.
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

PED 176 VOLLEYBALL (BEGINNING) (0-2A-1)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

PED 178 SOCCER (BEGINNING) (0-2A-1)
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

PED 179 SOCCER (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 178 or instructor permission.
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, students should be able to participate in introductory competitive soccer.

PED 180 FLAG FOOTBALL (0-2A-1)
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.

PED 181 BASEBALL (BEGINNING) (0-2A-1)
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.

PED 182 BASEBALL (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 181.
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

PED 186 SOFTBALL (BEGINNING) (0-2A-1)
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

PED 187 SOFTBALL (INTERMEDIATE) (0-2A-1)
PREREQUISITE: PED 186.
This course presents advanced skills and competitive practice in softball.

Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.

PED 200 FOUNDATIONS OF PHYSICAL EDUCATION (3-0-3)
In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

PED 216 SPORTS OFFICIATING (3-0-3)
This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to classwork, students will receive at least 3 hours of practical experience in officiating.

PED 251 VARSITY BASKETBALL (0-2A-1)
PREREQUISITE: Instructor permission.
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

PED 252 VARSITY BASEBALL (0-2A-1)
PREREQUISITE: Instructor permission.
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

PED 253 VARSITY GOLF (0-2A-1)
PREREQUISITE: Instructor permission.
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

PED 254 VARSITY SOFTBALL (0-2A-1)
PREREQUISITE: Instructor permission.
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

PED 255 VARSITY TENNIS (0-2A-1)
PREREQUISITE: Instructor permission.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 256 VARSITY TRACK (0-2A-1)
PREREQUISITE: As required by program.
This course covers more advanced track and field techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive track and field events.

PED 257 VARSITY CHEERLEADING (0-2A-1)
PREREQUISITE: As required by program.
This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion of this program, students should be able to participate in a competitive program at the university level.

PED 258 VARSITY VOLLEYBALL (0-2A-1)
PREREQUISITE: Instructor permission.
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

PED 259 VARSITY CROSS COUNTRY (0-2A-1)
PREREQUISITE: As required by program.
This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.

PED 295 PRACTICUM IN PHYSICAL EDUCATION (0--4-12--1-3)
This course is designed to provide field experience in observation and assistance in the student's area of specialization. Students will work under the supervision of trained physical education teachers.

PHYSICAL SCIENCE

PHS 111 PHYSICAL SCIENCE I (3-2-4)
PREREQUISITE: As required by program.
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. CORE

PHS 112 PHYSICAL SCIENCE II (3-2-4)
PREREQUISITE: As required by program.
This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required. CORE

PHYSICS

PHY 120 INTRODUCTION TO PHYSICS (3-2-4)
PREREQUISITE: MTH 098 or higher or appropriate placement score.
This course provides an introduction to general physics for non science majors. Topics in fundamentals of mechanics, properties of matter, heat and temperature, electricity and magnetism, optics and modern physics. Laboratory is required.

PHY 201 GENERAL PHYSICS I-TRIG BASED (3-2-4)
PREREQUISITE: MTH 113 appropriate placement score.
This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. CORE

PHY 202 GENERAL PHYSICS II-TRIG BASED (3-2-4)
PREREQUISITE: PHY 201.
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. CORE

PHY 205 RESITATION IN GENERAL PHYSICS I-TRIG BASED (1-0-1)
PREREQUISITE: As required by program.
One hour weekly purely for problem solving.

PHY 206 RESITATION IN GENERAL PHYSICS II-TRIG BASED (1-0-1)
PREREQUISITE: As required by program.
One hour weekly purely for problem solving.

PHY 213 GENERAL PHYSICS WITH CAL I (3-2-4)
PREREQUISITE: MTH 125.
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required. CORE

PHY 214 GENERAL PHYSICS WITH CAL II (3-2-4)
PREREQUISITE: PHY 213.
This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. CORE

PHY 216 RESITATION IN GENERAL PHYSICS WITH CAL I (1-0-1)
PREREQUISITE: As required by program.
One hour weekly purely for problem solving.

PHY 217 RESITATION IN GENERAL PHYSICS WITH CAL II (1-0-1)
PREREQUISITE: As required by program.
One hour weekly purely for problem solving.

POLITICAL SCIENCE

POL 200 INTRODUCTION TO POLITICAL SCIENCE (3-0-3)
PREREQUISITE: Permission of instructor.
This course is an introduction to the field of political science through

examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

POL 211 AMERICAN NATIONAL GOVERNMENT (3-0-3) PREREQUISITE: Permission of instructor.
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

PSYCHOLOGY

PSY 100 ORIENTATION (1-0-1)
This course is designed to introduce the student to college life, responsibilities, rules, and regulations.

PSY 106 CAREER EXPLORATION (1-0-1)
This course is designed for students to explore potential career fields. The course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research. NDC

PSY 107 STUDY SKILLS (1-0-1)
In this course, emphasis is placed on the skills of "how to study". The course introduces the student to effective techniques for listening in class, note taking, preparation for test taking, and an overall system of successful study.

PSY 200 GENERAL PSYCHOLOGY (3-0-3)
This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 210 HUMAN GROWTH AND DEVELOPMENT (3-0-3)
PREREQUISITE: PSY 200.
This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

PSY 230 ABNORMAL PSYCHOLOGY (3-0-3)
PREREQUISITE: PSY 200.
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

READING

RDG 083 DEVELOPMENTAL READING I (3-0-3)
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 114 CRITICAL READING FOR COLLEGE (3-0-3)
PREREQUISITE: Appropriate reading placement score or a grade of "S" in RDG 083.
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

RELIGION

REL 100 HISTORY OF WORLD RELIGIONS (3-0-3)
This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

REL 151 SURVEY OF THE OLD TESTAMENT (3-0-3)
This course introduces the student to the content of the Old Testament, emphasis is on the historical context and contemporary theological and cultural significance of the Old Testament writings.

REL 152 SURVEY OF THE NEW TESTAMENT (3-0-3)
This course surveys books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

SOCIOLOGY

SOC 200 INTRODUCTION TO SOCIOLOGY (3-0-3)
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. CORE

SOC 210 SOCIAL PROBLEMS (3-0-3)
PREREQUISITE: SOC 200.
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. CORE

SOC 247 MARRIAGE AND THE FAMILY (3-0-3)
PREREQUISITE: SOC 200.
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life. CORE

SPANISH

SPA 101 INTRODUCTORY SPANISH I (4-0-4)
PREREQUISITE: None.
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CORE

SPA 102 INTRODUCTORY SPANISH II (4-0-4)
PREREQUISITE: SPA 101 or equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. CORE

SPA 201 INTERMEDIATE SPANISH I (3-0-3)
PREREQUISITE: SPA 102 or equivalent.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. CORE

SPA 202 INTERMEDIATE SPANISH II (3-0-3)
PREREQUISITE: SPA 201 or equivalent.
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. CORE

SPEECH

SPC 103 ORAL COMMUNICATION SKILLS (2-0-2)
This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate in personal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public.

SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING (3-0-3)
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized. CORE

SPH 111 SIGN LANGUAGE (1-3--0--1-3)
In this course, students are taught the basics of communication through sign language.

SPH 112 SIGN LANGUAGE (1-3--0--1-3)
In this course, students are taught to expand vocabulary and proficiency in sign language.

SPH 116 INTRO TO INTERPERSONAL COMMUNICATION (3-0-3)
PREREQUISITE: As required by program.
This course is an introduction to the basic principles of interpersonal communication.

SPH 206 ORAL INTERPRETATION (3-0-3)
This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing.

SURGICAL TECHNOLOGY

SUR 100 PRINCIPLES OF SURGICAL TECHNOLOGY (3-6-5)
PREREQUISITE: BIO 103, BIO 201. Admission to the program and permission of the instructor.
This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis, principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, pharmacology, and surgical instrumentation. Upon completion, the student should be able to demonstrate practical application of the basic principles and skills of the surgical technologist.

SUR 102 APPLIED SURGICAL TECHNIQUES (2-6-4)
PREREQUISITE: SUR 100
This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, and applying skills of interoperative procedures. Upon completion of this course, the student should be able to participate in mock surgical procedures.

SUR 103 SURGICAL PROCEDURES (3-6-5)
PREREQUISITE: SUR 102.
This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

SUR 104 SURGICAL PRACTICUM I (0-20-4)
PREREQUISITE: SUR 103.
This course is the application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist. Upon completion of the course, the student should be able to participate in the surgical technologist role.

SUR 105 SURGICAL PRACTICUM II (1-20-5)
PREREQUISITE: SUR 104.
This clinical experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.

SUR 106 SPECIAL TOPICS IN SURGICAL TECHNOLOGY (1-0-1)
COREQUISITE: SUR 105.
This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the LCC-ST certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

THEATER ARTS

THR 120 THEATER APPRECIATION (3-0-3)
This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions of modern media. Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required.

TRUCK DRIVING

TRK 111 BASIC VEHICLE OPERATION (3-2-4)
COREQUISITE: TRK 112, TRK 113.
This course introduces students to the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation, control systems, vehicle inspections and reporting, basic control, shifting, backing, coupling and uncoupling, proficiency development, and special rigs. Upon completion, the student should demonstrate proficiency in skill field tasks and pre-trip inspections to Commercial Drivers License standards. CORE NDC

TRK 112 SAFE OPERATING PRACTICES (2-2-3)
COREQUISITE: TRK 111, TRK 113.
This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, the student should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators to Commercial Drivers License standards. CORE NDC

TRK 113 NON-VEHICLE ACTIVITIES (1-2-2)
COREQUISITE: TRK 111, TRK 112.
This course focuses on activities not directly related to the vehicle itself, but that are related to the potential job performance of the commercial motor vehicle driver. Topics include handling cargo, cargo documentation, hours of service requirements, accident procedures, personal health and safety, trip planning, employability skills, and public and employer relations. Upon completion, the student will demonstrate performance of these activities to Commercial Drivers License standards to ensure safety to the driver, vehicle, cargo, and other motorists. CORE NDC

TRK 117 COMMERCIAL DRIVERS LICENSE (2-0-2)
This course is a review of information and requirements for obtaining a Commercial Drivers License (CDL). Upon completion, the student should demonstrate preparedness for passing the Commercial Drivers License examination with CDL endorsements. NDC

WELDING

WDT 111 CUTTING PROCESSES THEORY (3-0-3)
This course covers the rules of safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-ful cutting, carbon arc cutting and plasma arc cutting. Topics include safety, proper equipment setup, and identification of oxy-fuel, carbon arc cutting and plasma arc cutting equipment. Upon completion, students should be able to identify safety hazards, gases, equipment and components, and set-up equipment for proper application. CORE

WDT 112 SHIELDED METAL ARC FILLET THEORY (3-0-3)
This course provides the student with instruction on safety practices and terminology in the shielded metal arc welding (SMAW) processes. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the shielded metal arc welding process. Upon completion, students should be able to identify safety hazards and welding equipment, understand welding terminology related to SMAW, and know the proper clothing to wear while in a welding environment. CORE

WDT 113 BLUEPRINT READING (3-0-3)
This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication. CORE

WDT 114 GAS METAL ARC FILLET THEORY (3-0-3)
This course introduces the student to the gas metal arc welding processes. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, and base and filler metal identification. Upon completion, students should be able to identify safe operating practices and principles, describe proper cylinder storage, and identify base and filler metals. CORE

WDT 151 CUTTING PROCESSES LAB (0-6-3)
This course is designed to instruct students in the safe operation of oxy-fuel, plasma arc, and carbon arc cutting. Topics include safety, proper equipment and set-up, and operation of oxy-fuel, plasma arc, and carbon arc cutting equipment with emphasis on straight line, curve, bevel, and gouging operation. Upon completion students should be able to safely operate oxy-fuel, plasma arc, and carbon arc equipment and perform those operations as per AWS D1.1. CORE

WDT 152 SHIELDED METAL ARC FILLET WELDING (0-6-3)
PREREQUISITE: WDT 112 or permission of instructor. This course introduces the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 and F-4 groups in accordance with AWS D1.1 code. CORE

WDT 153 SHIELDED METAL ARC WELDING GROOVES (0- 9-3)
PREREQUISITE: WDT 112 or permission of instructor.
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various size F3 and F4 group electrodes in all positions. Upon completion, student should be able to make visually acceptable groove weld joints in accordance with AWS D1.1 welding certification procedures. CORE

WDT 154 GAS METAL ARC LAB (0-9-3)
PREREQUISITE: WDT 112 or permission of instructor.
This course provides a period of instruction and demonstration using the various transfer methods to gas metal arc fillet welds. Topics included are safety, equipment set-up, joint design and preparation, and gas flow rates. Upon completion, students should be able to perform fillet welds with the prescribed electrodes and transfer mode in various positions. CORE

WDT 157 CONSUMABLE WELDING PROCESSES (3-0-3)
This course introduces the student to the gas metal arc and flux core arc welding processes. Emphasis is placed on safe operation practices, handling and storage of compressed gasses, process principles, component identification, and base and filler metal identification. Upon completion, students should be able to identify safe operating practices and principles, describe proper cylinder storage, and identify base filler metal. CORE

WDT 158 CONSUMABLE WELDING PROCESSES LAB (0-9-3)
PREREQUISITE: WDT 157 or permission of instructor. This course is designed to teach students the practical application of the welding theories of gas metal arc welding and flux core arc welding. Topics included are safety, equipment set-up, joint design and preparation, and gas flow rates. Upon completion, students should be able to perform fillet welds with the prescribed electrodes and transfer mode in various positions. CORE

WDT 180 SPECIAL TOPICS (1-3--0--1-3)
PREREQUISITE: As required by program.
This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment in the welding field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

WDT 217 SMAW CARBON PIPE THEORY (3-0-3)
PREREQUISITE: As required by program.
This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

WDT 218 CERTIFICATION THEORY (3-0-3)
This course covers certification requirements for industry to the applicable code for the prescribed welding process. Topics include certification requirements for pre-qualified welding procedures. Upon completion, students should be able to identify certification, and code requirements for the applicable welding process.

WDT 228 GAS TUNGSTEN ARC FILLET THEORY (3-0-3)
This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for fillet welds of ferrous and nonferrous metals. Emphasis is placed on safe operating practices, handling of cylinders, process principles, tungsten types and shapes, and base and filler metal identification. Upon completion, students should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

WDT 257 SMAW CARBON PIPE LAB (0-9-3)
PREREQUISITE or COREQUISITE: WDT 217 and/or as required by program.
This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F4 and F3 group. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

WDT 258 CERTIFICATION LAB (0-9-3)
PREREQUISITE: WDT 218 or permission of instructor.
This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass an industry standard welding test in accordance with D1.1 code requirements.

WDT 268 GAS TUNGSTEN ARC FILLET LAB (0-9-3)
PREREQUISITE: WDT 228 or permission of instructor.
This course provides a period of instruction and demonstration with the gas tungsten arc process to produce fillet welds, using both ferrous and non ferrous metals, according to AWS code D1.1. Topics include safe operating principles, equipment setup, and correct selection of tungsten, polarity, shielding gas and filler metals. Upon completion, students should be able to produce fillet welds on ferrous and nonferrous metals, using the gas tungsten arc process according to AWS code D1.1.

WDT 270 SHIELDED METAL ARC CERTIFICATION LAB (0-9-3)
PREREQUISITE: As required by program.
This course is designed to enhance skills with the shielded metal arc welding process on carbon steel plate using groove joints without backing in th e1G, 2G, 3G, and 4G positions using electrodes in the F3 and F4 group. Upon completion, students should be able to perform groove welds on carbon steel plate with prescribed electrodes in the 1G, 2G, 3G, and 4G positions in accordance with the AWS D1.1 structural welding code.

WORKKEYS

WKO103 APPLIED TECHNOLOGY III (0-2-1)
PREREQUISITE: Appropriate score on the WorkKeys Placement Exam.
This course is designed to enable students to apply elementary physical principles (thermodynamics, fluid dynamics, mechanics, and electricity) to solve problems involving a simple system. Students will be able to solve problems involving the operation of a simple system involving several components, such as straightforward piping systems, simple electric heaters, or other equipment found in the workplace. Students will be able to apply elementary principles underlying the operation of a simple physical system to the solutions of work-related problems, such as the use of heat to expand and loosen a metal nut stuck to a bolt. Students will recognize an obvious physical symptom (one variable) when diagnosing a problem. Students will be able to eliminate a few physical symptoms as the potential source of a problem or identify the best solution after eliminating other obviously unsuitable possibilities.

WKO104 APPLIED TECHNOLOGY IV (0-2-1)
PREREQUISITE: Appropriate score on the WorkKeys Placement Exam.
This course is designed to enable students to solve problems involving a moderately complex system or the interaction of two or more simple systems. Students will be able to solve problems involving the operation of moderately complex tools, machines, and systems such as appliances, pulley-driven equipment, or piping systems that carry more than one fluid. Students must apply somewhat abstract and less intuitive elementary principles underlying the operation of physical systems to the solutions of work-related problems, such as block and tackle or cooling fins. Students will be able to identify information relevant to solving two-variable problem

and disregard extraneous information. Students will be able to eliminate physical symptoms as the potential source of a problem or identify the best solution after eliminating other possibilities.

WKO105 APPLIED TECHNOLOGY V (0-2-1)
PREREQUISITE: Appropriate score on the WorkKeys Placement Exam.
This course is designed to enable students to solve problems involving complex systems or machines that consist of several components and perform somewhat complex operation, such as the operation of gasoline engines, complex appliances, and building electrical systems. Students will also be able to solve problems involving one or more simple tools or systems that interact. Students will be able to apply principles of mechanics, electricity, thermodynamics, and fluid dynamics to the solutions of moderate and advanced work-related problems, such as electric circuit protection. Students will be able to apply prior knowledge of systems and testing procedures (e.g. operation of an ohmmeter). Students will be able to identify information relevant to solving problems and disregard extraneous information and will be able to recognize relationships among two to three variables when solving a problem. Students will be able to eliminate several physical symptoms as the potential source of a problem or identify the best solution after eliminating other competing possibilities.

COLLEGE PERSONNEL

PERSONNEL

Bevill State Community College is a part of the Alabama College System under the control of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the Chancellor of Postsecondary Education.

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LAVANNA, BETSY; DIRECTOR, NORTH ALABAMA SKILLS TRAINING CONSORTIUM; SCHOOL TO CAREER; SECOND OPPORTUNITY SYSTEM; B.A., M.A., Ph.D., University of Alabama.

LAWRENCE, KAREN; EDUCATIONAL TALENT SEARCH OUTREACH COUNSELOR-HAMILTON CAMPUS; B.S., Blue Mountain College.

LIGHT, JOHN; COMPUTER TECHNICIAN/NETWORK MANAGER; A.A.S., A.A., Bevill State Community College; B.A., Stillman College.

LIGHT, SUZANNE; DIRECTOR, TALENT SEARCH; A.S., Bevill State Community College; B.A., Stillman College; M.A.E., University of Alabama at Birmingham.

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LOWERY, BRUCE; HISTORY; B.S. Auburn University; M.S., Jacksonville State University.

MADISON, JOSH; COMPUTER TECHNICIAN/NETWORK MANAGER-FAYETTE; B.S. Troy State University.

MALLORY, ROBERT; ASSISTANT BASKETBALL COACH-FAYETTE CAMPUS; E.M.T., Brewer State Junior College.

MARSHALL, JASON; WOMEN'S CROSS COUNTRY & TRACK COACH-HAMILTON CAMPUS; B.S., University of North Alabama.

MATHEWS, JAMES R.; ELECTRICITY; A.A.S., Bevill State Community College; B.S., University of Alabama at Birmingham.

MAY, JOEY; BASEBALL COACH-FAYETTE CAMPUS; B.S., M.S., University of Alabama.

MAYHALL, JONATHAN; PSYCHOLOGY; B.A., University of Alabama; M.A., University of Alabama at Birmingham.

MCCARLEY, LINDA; ACCOUNTING; A.S., Bevill State Community College; B.S., Auburn University; M.A., University of Alabama.

MCCARTY, RONNIE; MINING TECHNOLOGY; B.S., University of Alabama at Birmingham.

MCDONALD, BRUCE; ACCOUNTANT; B.S., University of Alabama at Birmingham.

MCMAHON, KAREN; LPN; B.S.N., Mississippi University for Women; M.S.N., University of South Alabama.

MEADOWS, JAMES; DIRECTOR, PURCHASING & PROPERTY MANAGEMENT; A.S., Walker College; B.S., University of Alabama at Birmingham.

MEASEL, JOHN; COMPUTER SCIENCE; B.A., University of Alabama; B.S., M.A., University of Alabama at Birmingham.

MERRY, LOIS; ADN; A.A.N., Anoka Community College; B.S.N., M.S.N., University of Alabama at Birmingham.

MIDDLETON, SALLY; LIBRARIAN-FAYETTE CAMPUS; B.S., University of Southern Mississippi; M.L.S., University of South Florida.

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MITCHELL, DONNA; DEVELOPMENTAL MATH; A.S., Walker College; B.S., University of Alabama at Birmingham.

MOORE, BILL; MINING TECHNOLOGY; A.S., Walker State Technical College.

MORGAN, CAROL; RESTRICTED FUNDS ACCOUNTANT; Certificate, Walker State Technical College; A.S., Walker College; B.S., Birmingham-Southern College; M.P.A., University of Alabama at Birmingham.

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MOTT, PENNE; ADN; A.S., Walker College; B.S.N, M.S.N., C.F.N.P., University of Alabama at Birmingham.

NEUMAN, LINDA; S.O.R.; A.D.N., Northwest Community College.

NIXON, WADE; BUSINESS/ACCOUNTING; B.S., M.B.A., University of North Alabama; Ph.D., University of Mississippi.

PACE, DALE; CHEMISTRY; B.S., Ph.D., University of Alabama.

PAGE, CAROLINE; MATHEMATICS/HEALTH; B.S., M.A., University of North Alabama.

PAGE, JIMMIE SUE; EMERGENCY MEDICAL TECHNICIAN; A.A.S., E.M.T., Bevill State Community College.

PETERSON, DIXIE; COMPUTER INFORMATION SYSTEMS; A.S., Jefferson State Community College; B.S., Auburn University; M.A., University of Alabama at Birmingham.

PRICE, LAURETTA; ADN; B.S.N., M.S.N., University of Alabama at Birmingham.

RAMSEY, TODD; ENGLISH; B.S., Towson State; M.A., Kansas State University; Ph.D., University of Alabama.

REEVES, PATRICIA; CHAIR, ADN; B.S., M.Ed., University of Mississippi; B.S.N., University of Alabama in Huntsville; M.S.N., University of Southern Mississippi.

RICHTER, SHARON; DEVELOPMENTAL/ENGLISH; A.A., Sacred Heart College; B.A., M.A., Ed.D., University of Alabama.

RIZZO, STEPHEN; DEVELOPMENTAL ENGLISH/MUSIC; B.A., Jacksonville State University; M.Ed., University of Alabama at Birmingham; M.M., Samford University.

ROWELL, HAROLD; MATHEMATICS; B.S., M.S., Jacksonville State University.

ROWLAND, ALLEN; HISTORY; B.S., University of Alabama; M.Ed., University of Montevallo; M.A., University of Alabama at Birmingham; Ph.D., University of Alabama.

SANFORD, CAROL; MATHEMATICS; A.S., Walker College; B.S., M.A., University of Alabama at Birmingham.

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SCHROEDER, DAVID; HISTORY; B.A., M.A., University of Wisconsin-Milwaukee; Ph.D., University of Alabama.

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SIMS, JALAINE; DIRECTOR, TESTING & ADVISEMENT; STUDENT SUPPORT SERVICES ADVISOR-FAYETTE CAMPUS; B.S., University of North Alabama; M.A., University of Alabama.

SIZEMORE, DOUG; BIOLOGY; B.S., University of North Alabama; M.S., Samford University; M.A., University of Alabama at Birmingham; Ed.D., University of Alabama.

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SPEER, CHARLOTTE; ENGLISH; B.S., Athens State University; M.A., University of Alabama at Birmingham.

SPIVY, STEPHEN; COUNSELOR, EDUCATIONAL TALENT SEARCH-SUMITON CAMPUS; B.A., Auburn University; M.Ed., University of Alabama at Birmingham.

STALLSMITH, JOHN; MUSIC; B.M., Youngstown University; M.M., University of Kansas; D.M.A., University of Alabama.

STANLEY, JIMMY; SUPERVISOR, ADULT EDUCATION-WALKER COUNTY; A.S., Walker College; B.S., University of Alabama; M.A., University of Alabama at Birmingham; A.A., University of Alabama at Birmingham.

STONE, RICHIE; DRAFTING AND DESIGN TECHNOLOGY; A.A.S., Northwest Community College; B.S., Athens State University.

STOWE, MELISSA; DIRECTOR OF ENROLLMENT SERVICES; A.S., Northwest Community College; B.A., Stillman College; M.Ed., University of Alabama.

STRICKLAND, JOHNNY; RECRUITER; B.A., Auburn University; M.A., University of Alabama.

SUDDUTH, SANDI; SECOND OPPORTUNITY SYSTEM CAREER COACH-SUMITON; A.S., Walker College.

SULLIVAN, SAMUEL; DIRECTOR OF STUDENT SERVICES & FINANCIAL ASSISTANCE-FAYETTE CAMPUS; B.S., University of Alabama.

SWINNEY, KENNETH; PHYSICS/ENGINEERING/MATH; DIVISION CHAIR OF GENERAL STUDIES-FAYETTE CAMPUS; B.S., Peabody College; M.S., Vanderbilt University.

SWINNEY, SANDRA; COORDINATOR, DEVELOPMENTAL MATH; A.S., Bevill State Community College; B.S., University of Alabama.

TAYLOR, GREG; BIOLOGY; CHAIR, GENERAL STUDIES-HAMILTON CAMPUS; A.S., Brewer State Junior College; B.S., M.A., Ed.D., University of Alabama.

TERRY, SHERRY; DIRECTOR, PUBLIC RELATIONS; A.S., Bevill State Community College; B.A., Stillman College.

TRAWICK, CHRIS; BASKETBALL COACH-JASPER CAMPUS; B.S., University of Alabama.

TRAWICK, HOLLY; ASSISTANT DIRECTOR, PUBLIC RELATIONS; B.S., University of Alabama.

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UMFRESS, DAVID; DRAFTING & DESIGN TECHNOLOGY; CHAIR, APPLIED TECHNOLOGY-HAMILTON CAMPUS; B.S., M.A., Mississippi State University.

VANN, VALERIE; COORDINATOR-CHILD DEVELOPMENT, PARALEGAL & OAD PROGRAMS-JASPER CAMPUS; B.S., Ohio Wesleyan University; M.A., University of Alabama at Birmingham.

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WARE, THOMAS; DIRECTOR OF STUDENT SUPPORT SERVICES; B.A., M.A., Ed.D., University of Alabama.

WEAVER, MAX; DIRECTOR OF STUDENT SERVICES-HAMILTON CAMPUS; COORDINATOR, A.D.A.; B.A., Mississippi State University; M.A., University of West Alabama.

WEBB, TYRONE T.; ASSISTANT TO THE DEAN FOR LIBRARY/LEARNING RESOURCES; B.S., M.Ed., Alabama State University; M.L.S., University of Alabama.

WELLS, WADE, MATHEMATICS; B.S., Pennsylvania State University; M.S., Middle Tennessee State University.

WHITE, DAVID; MACHINE TOOL TECHNOLOGY; A.S., Walker College; B.S., Athens State University.

WHITEHEAD, LANA; EDUCATIONAL TALENT SEARCH COUNSELOR-FAYETTE CAMPUS; B.S., University of Alabama.

WIGINTON, KATHY; BARBERING/COSMETOLOGY; Certificate, Northwest Community College.

WILHITE, CLINT; WELDING TECHNOLOGY; Diploma, Walker State Technical College; A.S., Wallace State Community College; B.A., Stillman College.

WILHITE, LISA; ACCOUNTING/BUSINESS; C.P.A.; B.S., Birmingham Southern College; M.A.C., University of Alabama at Birmingham.

WILLIAMS, RENE'; CHAIR, APPLIED TECHNOLOGY-SUMITON CAMPUS/ DIRECTOR, BUSINESS AND INDUSTRY TRAINING/ CONTINUING EDUCATION; B.S., Athens State University.

WOOD, WENDY; BUSINESS/ECONOMICS; A.S., Walker College; B.S., University of Alabama; M.B.A., University of Alabama at Birmingham.

WOOLRIDGE, GAIL; STUDENT SUPPORT SERVICES/ INSTRUCTOR, DEVELOPMENTAL STUDIES; B.S., Florence State College.

YEAGER, RICHARD; TRUCK DRIVER TRAINING; Diploma, Walker State Technical College; B.S., Athens State University.

SUPPORT PERSONNEL

ANDERSON, MICHELLE; STUDENT RECORDS OFFICER-JASPER CAMPUS; A.S., Bevill State Community College.

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BENSON, LAMOINE; SECRETARY, HEALTH SCIENCES.

BIRMINGHAM, LINDA; CASHIER/OFFICE MANAGER-HAMILTON CAMPUS; Diploma, Northwest State Technical College.

BLACK, EVONE; DIRECTOR, CHILD DEVELOPMENT CENTER-JASPER CAMPUS.

BOBO, JANET; CASHIER/OFFICE MANAGER-FAYETTE CAMPUS; A.A.S., Brewer State Junior College; B.S., University of Alabama.

BOYD, KATHY; ACCOUNTS PAYABLE CLERK; A.S., Bevill State Community College.

BRAKEFIELD, DONNA; SECRETARY TO THE CAMPUS ASSOCIATE DEAN-JASPER CAMPUS.

BROWN, CHRISTINE; CHILD DEVELOPMENT CENTER TEACHER-JASPER CAMPUS.

BROWN, CINDY; BOOKSTORE MANAGER-JASPER CAMPUS; A.A.S., Bevill State Community College.

BUNN, ROY; SECURITY GUARD-JASPER CAMPUS.

BURLESON, CARLA; SECRETARY TO THE CAMPUS ASSOCIATE DEAN-HAMILTON CAMPUS; B.S. Ed., University of North Alabama.

COLEMAN, MARTHA; STUDENT RECORDS CLERK-HAMILTON CAMPUS; Diploma, Northwest State Technical College.

DANIEL, SHARON; BUSINESS OFFICE PAYROLL ASSISTANT.

DIFFY, PAM; PURCHASING ASSISTANT; Diploma, Walker State Technical College.

DODD, STEPHEN; MAINTENANCE-SUMITON CAMPUS; A.S., Bevill State Community College.

DOSS, PATRICIA; CHILD DEVELOPMENT CENTER TEACHER-HAMILTON CAMPUS.

DOZIER, MAXINE; EVENING LIBRARY ASSISTANT-FAYETTE CAMPUS.

DUREN, SARAH; COORDINATOR, CHILD DEVELOPMENT CENTER-HAMILTON CAMPUS.

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FORD, JERRI D.; SECRETARY, DEAN OF FINANCE; A.A.S., Southern Institute.

FOX, JAIME; CHILD DEVELOPMENT CENTER TEACHER-JASPER CAMPUS.

FREEMAN, LAVERNE; HOUSEKEEPING-FAYETTE CAMPUS.

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GODFREY, ELAINE; HOUSEKEEPING-SUMITON CAMPUS.

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HICKMAN, CHRISTY; CHILD DEVELOPMENT CENTER TEACHER-HAMILTON CAMPUS.

HOGELAND, SHELIA; SECRETARY, COMPUTER SERVICES; A.A.S., Walker State Technical College.

HOLLOWAY, KAY; BOOKSTORE MANAGER- HAMILTON CAMPUS; B.S., University of Alabama.

HOWARD, NICK; MAINTENANCE SUPERVISOR-SUMITON CAMPUS; Diploma, Walker State Technical College.

JACKSON, JESSE; MAINTENANCE SUPERVISOR-HAMILTON CAMPUS; A.A.S., Bevill State Community College.

JOHNSON, RAMMIE; BOOKSTORE MANAGER-FAYETTE CAMPUS; A.A.S., Northwest Alabama Technical College; B.A., Stillman College.

KENNEDY, JANA; COORDINATOR, STUDENT ACTIVITIES/ CHEERLEADER SPONSOR-JASPER CAMPUS; A.S., UAB Walker College; B.S., University of Alabama at Birmingham.

KILPATRICK, KASEY; CHILD DEVELOPMENT CENTER TEACHER-JASPER CAMPUS.

KIMBRELL, MARTHA; SECRETARY TO THE DEAN OF THE COLLEGE; A.S., Brewer State Junior College.

KINARD, MARY; PERSONNEL ASSISTANT-JASPER CAMPUS; A.A.S., Bevill State Community College.

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LAIRD, AMANDA; FEDERAL PROGRAMS SECRETARY-SUMITON CAMPUS.

LANGHAM, CHRISTY; TESTING COORDINATOR-SUMITON CAMPUS; B.S., University of Alabama.

LEE, KIM; HOUSEKEEPING-HAMILTON CAMPUS.

LETSON, SHELBY; MAINTENANCE-JASPER CAMPUS.

LOCKE, ANGIE; UPWARD BOUND ADMINISTRATIVE ASSISTANT/RECORDS MANAGEMENT-FAYETTE CAMPUS; A.A.S., Bevill State Community College.

LONG, GAIL; HOUSEKEEPING-JASPER CAMPUS.

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MADISON, LAURA; HOUSEKEEPING-SUMITON CAMPUS.

MANASCO, BENNY; SECURITY GUARD-JASPER CAMPUS.

MASSEY, BILL; MAINTENANCE-JASPER CAMPUS.

MCCUMBER, ROSCOE; MAINTENANCE, REPAIRS & GROUNDS-SUMITON CAMPUS.

MCDANIEL, MELISSA; LIBRARY TECHNICAL ASSISTANT-HAMILTON CAMPUS; A.A.S., Bevill State Community College.

MCLEMORE, SHIRLEY; SECRETARY, HEALTH SCIENCES-SUMITON CAMPUS; B.A., Faulkner University.

MERCHANT, JOAN; HOUSEKEEPING-HAMILTON CAMPUS.

MURRAY, SHEILA; FINANCIAL ASSISTANCE OFFICER-HAMILTON CAMPUS; A.A.S., Northwest Alabama Community College.

NALLS, CECIL; MAINTENANCE-FAYETTE CAMPUS.

NIX, TOMMIE R.; SECRETARY, UPWARD BOUND-HAMILTON CAMPUS.

PETERS, GAIL F.; EVENING LIBRARY ASSISTANT; B.S., Samford University; M.L.S., University of Alabama.

RAGSDALE, DAVID; MAINTENANCE-SUMITON CAMPUS.

REA, ANNETTE; ADMISSIONS COORDINATOR-HAMILTON CAMPUS; A.A.S., Northwest Community College; B.S., Faulkner University.

ROWE, KERRY; MAINTENANCE-JASPER CAMPUS.

ROWLAND, JAN; CASHIER/BUSINESS OFFICE MANAGER-JASPER CAMPUS; A.A.S., UAB Walker College.

RUTLEDGE, AMANDA; STUDENT RECORDS OFFICER-FAYETTE CAMPUS; A.A.S., Bevill State Community College.

SADBERRY, DELOIS; HOUSEKEEPING-JASPER CAMPUS.

SAPPINGTON, SHELIA; ADMINISTRATIVE ASSISTANT/ADVISOR, STUDENT SUPPORT SERVICES; Secretarial Science Certificate, Mississippi State College for Women; A.S., Northwest Community College; B.S., Faulkner University.

SETTLE, SHERRY; SECRETARY TO THE CAMPUS ASSOCIATE DEAN/CHEERLEADER SPONSOR-FAYETTE CAMPUS; A.A.S., Bevill State Community College.

SIDES, CASSANDRA; STUDENT SERVICES ASSISTANT-SUMITON CAMPUS; Certificate, Bevill State Community College.

SMITH, JANICE; SECRETARY, STUDENT SERVICES.

STALLSMITH, BECKI; MUSIC ASSISTANT; B.A., University of Kansas.

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WILLIAMS, PAT; BOOKSTORE MANAGER-SUMITON CAMPUS.

WILLIAMS, SABRINA; RECEPTIONIST-SUMITON CAMPUS; A.A.S., Bevill State Community College.

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STUDENT HANDBOOK

Bevill State Community College
Student Handbook
2003-2004

The Student Handbook is prepared under the supervision of the Associate Dean for Student Services. The purpose of this publication is to assist all students in becoming acquainted with Bevill State Community College. It is designed to orient all students to the College's functions, organizations, policies, and regulations. Each student is held responsible for information contained in this handbook and in the College Catalog.

The Handbook does not contain all the standards or regulations of the College. Students should be familiar with information provided by organizations on campus and the academic departments. The College Catalog is the official announcement of program requirements and academic regulations of Bevill State Community College.

The information provided in this Handbook is accurate and current; however, changes may occur. The College reserves the right to make changes in regulations, policies, procedures and other matters as necessary without prior notice.

GENERAL SERVICES

ACADEMIC SUPPORT SERVICES

Academic advising, tutoring, study skills management, career exploration, and other academic support services may be accessed through the Office of Student Services.

BOOKS, SUPPLIES, AND TOOLS

Students furnish their own books, supplies, and tools. For the convenience of the student, books, supplies, and tools may be purchased at the College bookstores. Each applied technology program will supply a tool list to help the student in the purchase of the necessary tools. Selected texts and/or workbooks are identified for each course of study.

NOTE: The Exchange/Refund Policy may be obtained from bookstore personnel.

COUNSELING

Community referral services are available through the Office of Student Services. An academic advisor is assigned to each student to assist the student with academic concerns throughout the school year. Each student is responsible for arranging to meet with his/her academic advisor at least once each semester.

FOOD SERVICES

Cafeteria services are available on each campus.

HOUSING REGULATIONS

Students visiting any residence hall facility must be aware of and abide by all policies set forth in the *Bevill State Community College 2003-2004 Housing Manual*. Daily visitation hours in the residence halls are as follows:

Sunday	12:00 Noon - 10:00 p.m.
Monday-Wednesday	3:00 p.m. - 10:00 p.m.
Thursday-Saturday	12:00 Noon - 12:00 midnight

Additional quiet hours may be enacted during peak test periods.

IDENTIFICATION CARDS

All Bevill State Community College students are required to obtain an official ID card that displays the student's photograph. ID cards are issued to all students and are valid for two years. The card is required for use of the library, receiving financial aid, and utilizing the services and activities at the College. A student may receive discounts from certain local businesses when his/her ID card is presented at the time of purchase. ID card photos are made at Advance and Regular Registration or during the first week of the semester. A student who uses the ID card in an illegal manner will be subject to disciplinary action. The following regulations apply to the ID card:

1. Students are to carry their cards at all times and present them for identification when requested by College officials. Student ID cards are made for personal use only. Students may be required to present their current ID in order to use the services and activities in the Student Center.
2. Loss or theft of cards should be reported to the campus Director of Student Services.
3. Students must present their ID cards at registration for semester validation.

NOTE: Replacement cost is $5.00.

JOB PLACEMENT ASSISTANCE

Job placement assistance involves a cooperative effort among faculty, staff, employers, and students. Applied technology program instructors facilitate contract(s) between employers and graduates to assist students to gain or in gaining employment in their chosen fields. Weekly updates from the on-line Alabama employment information retrieval program provided by the State Occupational Information Coordinating Committee are available in the Library/Learning Resource Center. Libraries/Learning Resource Centers maintain current job and career exploration materials to assist students to identify and research jobs or careers of interest. One may visit the web site at http://209.192.62.252./SOICC

LIBRARY/LEARNING RESOURCES CENTER (LRC)

The College provides library facilities and services to its students, faculty, staff, and community patrons through a centrally located library on each campus. The libraries are open more than 60 hours per week, and a professional or paraprofessional staff person is on duty at all times to assist patrons with research and reference needs. The collections include 95,000 books, 300 periodical titles, 32 newspapers, 4,050 non-print materials, and 159,000 government documents through the federal depository program. The libraries use an automated library system for on-line public access catalog, circulation, and technical functions. Wide ranges of electronic databases are used to provide users with complete, prompt, and efficient services and information. Users also have access to the Internet. Other services included are reference assistance, photocopying, interlibrary loan, and orientation and instruction in library use.

The Library/Learning Resources Centers hold membership in the

American Library Association and in the National Council for Learning Resources. Library hours are indicated below. The libraries are not open when the College is closed (as for holidays). Special hours in the regular schedule are posted as necessary. The libraries are closed Saturday and Sunday.

Library Locations/Hours

Fayette Campus - East Wing of Complex
For more information: (205) 932-3221 ext. 5141

Monday - Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 3:30 p.m.

Hamilton Campus - Administration Building
For more information: (205) 921-3177 ext. 5356

Monday - Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 3:30 p.m.

Jasper Campus - Irma D. Nicholson Library
For more information: (205) 387-0511 ext. 5748

Monday - Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 3:30 p.m.

Sumiton Campus - First floor of Building 1200
For more information: (205) 648-3271 ext. 5241

Monday - Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 3:30 p.m.

Times are subject to change.

LOST AND FOUND

Inquiries about lost articles should be made in the Office of Student Services. Because the College is not responsible for students' personal property, books and supplies should be locked in a car or locker when not in use. An identifying name or mark should be placed on all books and other personal property.

PARKING AND TRAFFIC REGULATIONS

All faculty, staff, or students (full or part-time) having a motor vehicle or the use of one on campus, must register it with the Campus Business Office. Students attending continuing education classes must see the instructor to obtain a special parking pass. Vehicles can be registered by submitting a *Vehicle Registration Card* to the campus business office. *The Vehicle Registration Card* may be obtained in either the Campus Business Office or the Student Services Office. The Campus Business Office will issue two types of parking hangtags: (1) Faculty/Staff and (2) Student. The fee for a student hangtag is $10.00, and is payable at the time the student registers. Hangtags are to be hung from your inside rearview mirror. It is the student's responsibility to keep the hangtag available for use in the vehicle you park on campus. The hangtag is designed to move from vehicle to vehicle. If you lose your hangtag or if it is stolen, you must purchase a replacement hangtag. The replacement fee for students and faculty/staff is $10.00. Parking permits will be valid for the academic year beginning with the fall semester. An academic year consists of fall, spring, and summer semesters. Parking permit fees will not be prorated during the academic year. A student to whom the hangtag has been issued will be held responsible for any violation in which the vehicle is involved. In the event of mechanical failure of a vehicle, the owner/driver will be responsible for its removal as soon as available services will permit. The Campus Associate Dean's Office should be advised of its location. In an effort to maintain a safe and orderly campus, the College requires all drivers to park only in designated parking areas. Drivers not adhering to parking regulations will be ticketed. Citations will be issued for the following offenses:

1. No hangtag
2. Parking in disabled space
3. Parking in staff parking space
4. Parking in loading zone
5. Parking in fire lane
6. Blocking fire hydrant
7. Parking in a no-parking area (sidewalks, streets, campus lawn)
8. Parking over the line (taking more than one parking space)
9. Blocking through traffic
10. Speeding
11. Driving the wrong way on a one-way street
12. Reckless endangerment

Parking citations carry a $15.00 fine per violation payable at the Business Office. Fines not paid within seven (7) calendar days will double. There is a $25.00 fine for parking in disabled parking places without a permit. Repeated violation of these regulations may result in the vehicle being immobilized with an auto boot. In case of vehicle immobilization, do not attempt to move the vehicle and immediately contact the Campus Associate Dean's office. Additionally, violations such as parking in disabled parking space, parking in a loading zone, parking in fire lane, blocking a fire hydrant, and parking in a no-parking area, may result in the vehicle being towed at the owner's expense. In case of vehicle towing, immediately contact the Campus Associate Dean's office. The Campus Associate Dean's office reserves the right to cancel the registration of any vehicle on campus. Citations not cleared at the Campus Business Office will be posted to the student's account, which **must** be cleared before he or she will be allowed to register for future classes. ***Bevill State Community College assumes no responsibility for damage to any vehicle brought to campus or any vehicle towed due to violations of policy.***

SMOKING/TOBACCO POLICY

The use of tobacco products (smoking, chewing, dipping) is strictly prohibited in any College-owned or College-controlled facility or vehicle, including residence halls/dorms and on athletic trips. Smoking poses a significant health risk to both smokers and non-smokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Second-hand smoke can be annoying and is hazardous to non-smokers. Contact the Office of Student Services for information regarding the designated smoking areas located on the campus. If you are interested in finding a program or method to assist you in stopping the use of tobacco or tobacco products, you may contact any Director of Student Services on any campus.

STUDENT CENTERS

Student centers are provided on the Fayette, Hamilton, and Jasper campuses for the convenience of students and congenial meeting places between classes. The centers are designed for student use, therefore, ID cards will be checked.

STUDENT SUPPORT SERVICES

(Fayette and Hamilton Campuses)
The federally funded Student Support Services program provides support and assistance in addressing academic deficiencies to students who meet eligibility criteria. The program is aimed at providing support services including financial aid, mentoring, basic skills, tutoring, academic advising, and computerized instruction/labs. To receive these services, students must meet eligibility criteria.

For more information on Student Support Services, contact Dr. Thomas Ware (Fayette Campus) or Judy Barnes (Hamilton Campus).
NOTE: Similar services are available on the Jasper Campus and the Sumiton Campus through the Office of Student Services.

TELEPHONE
Pay telephone stations are located throughout College facilities for the convenience of all students. Office telephones are reserved for official business *only* and are to be used by students *only* in emergency situations. The College will accept only emergency messages such as family illness, accident, or death for students. In such instances, every effort will be made to locate the student.

WEEKLY CAMPUS NEWSLETTER—*THE BEAR FACTS*
A newsletter known as *The Bear Facts* is published weekly by the Public Relations Department. The newsletter highlights upcoming campus events and activities. Copies of *The Bear Facts* are located at various sites around the campus and posted on bulletin boards, including the Office of Student Services.

OPPORTUNITIES FOR PARTICIPATION

SOCIAL FUNCTIONS
Social functions such as dances, parties, or other entertainment must be sponsored by recognized campus organizations. The sponsor/advisor for the host organization must be present at each function. College facilities are made available to organizations for such activities when possible. Request forms for social functions may be obtained from the Office of Student Services. Approval for activities should follow College established procedures. (*See Procedures for Approval of Campus Activities.*) Any student who brings a guest or visitor to the campus or any College sponsored activity is responsible for the conduct of the guest or visitor.

STUDENT ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES
All students are encouraged to contribute to the decision-making process of the College. They should voice their comments and suggestions through student organizations and follow the chain of command. Student organizations and activities give the student body an opportunity to make positive contributions to both the community and the institution. Student organizations are open to all students of this institution who qualify for membership.

BEVILL STATE ADULT LEARNER MENTOR
The purpose of the Adult Learner Mentor Program (ALM) is to provide encouragement and support to all students, with special focus on the non-traditional population. Adult Learner Mentors shall serve as adjunct personnel to the Office of Student Services in the recruiting of prospective students and in the retention of currently enrolled students.

BEVILL BAND AND CHORUS
These musical organizations perform at school concerts, programs, and athletic events. Students may receive scholarships and academic credit for participation.

BEVILL STATE AMBASSADORS
Ambassadors are chosen on the basis of academic performance, individual interviews, and leadership abilities. In addition to serving as campus tour guides, Ambassadors host various College events, work with community and civic groups, and serve as College representatives at high school career days and community and civic activities. Ambassadors are selected annually. Applications are available in the Office of Student Services.

CAMPUS MINISTRIES
As a nondenominational religious organization, Campus Ministries seeks to expand members' spiritual lives through service, fellowship, study, and recreation.

CIRCLE K
Circle K is an organization open to men and women. Circle K is sponsored by the Jasper Kiwanis Club and affiliated with Kiwanis International, Key Club, and Builder's Club.

MR. AND MS. BEVILL STATE
The Mr. and Ms. Bevill State Pageant is sponsored annually by Phi Beta Lambda. This is an open pageant, and all students are encouraged to compete. The event is held during the spring semester of each academic year on the Sumiton Campus.

PHI BETA LAMBDA (PBL)
Phi Beta Lambda is the national postsecondary organization for all students enrolled in business, office, or vocational teacher education programs, and who accept the purpose of PBL and subscribe to its creed. The purpose of the organization is to provide opportunities for postsecondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an important part of the instructional program and, in addition, promotes a sense of civic and personal responsibility. Through PBL, members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively with committees, and engage in practical problem solving and decision-making.

PHI THETA KAPPA
Phi Theta Kappa is the premier national honor society in American junior and community colleges. Students who are inducted into the organization each year are honored for academic excellence and recognized for their demonstration of model citizenship.

SCHOLARS BOWL
The Scholars Bowl Team participates in academic competitions with other Colleges throughout the state. Members are selected through tryouts, intramural competition, and scholarship applications.

SIGMA KAPPA DELTA
Sigma Kappa Delta is the National English Honor society for students in two-year colleges. Its purposes are to recognize and reward outstanding achievement in English language and literature; provide cultural stimulation, and promote interest in English.

SKILLS USA/ VICA
Skills USA/VICA is a national youth organization for Skilled Technology Students. Skills USA/VICA is the only organization operating through public schools to build status for industrial and technical occupations. Skills USA/VICA offers prestige and recognition through awards and contests. Included in the organization are co-curricular activities that give a student more than occupational skill development. These activities make education and training more meaningful. The local and state clubs meet periodically to provide opportunities for the members to participate in educational, social, recreational, and vocational activities. Participating members develop leadership abilities, self-confidence, and poise. These activities also aid in stimulating positive attitudes, building character, and developing those behavior patterns vital to a good citizen who is an asset to his/her school, home, and community.

STARLIGHT CLASSIC
The Starlight Classic Pageant is sponsored annually by the Student Government Association. This is an open pageant and all female students are encouraged to compete. The event is held during the spring semester of each academic year on the Jasper Campus.

STUDENT GOVERNMENT ASSOCIATION (SGA)
The SGA on each campus of Bevill State Community College is the official representative organization of the student body. The organization coordinates social, cultural, and spiritual aspects of campus life. The SGA also provides the privilege of expressing opinions and taking action on matters concerning the general welfare of the student body. The duties of the SGA officers are to discuss important matters pertaining to the students, appoint committees for projects concerning the student body, and provide representation to all necessary campus and off-campus organizations, functions, and committees. The SGA constitution is on file in the Office of Student Services on each campus.

STUDENT LPN CLUB
The Student LPN Club is affiliated with the State LPN Association and the National Federation of Licensed Practical Nurses Associations. Students at the local level meet monthly to address professional concerns of students. The club is also involved with county and state professional associations for special meetings, conventions, seminars, and workshops. The focus of student involvement is to foster professional behavior and provide an awareness of legislation pertaining to nursing.

STUDENT NURSES ASSOCIATION (ADN)
The Bevill State Association is a chapter of the Alabama Association of Nursing Students (AANS) and the National Student Nurses Association (NSNA). The purpose of the association is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

INTERCOLLEGIATE ATHLETICS
Bevill State, as a member of the Alabama and National Junior College Athletic Associations, participates in volleyball, basketball, softball, cross-country, and baseball.

INTRAMURAL ACTIVITIES
A variety of intramural sports and activities are offered throughout the year for both men and women. Typical activities include flag football, basketball, softball, ping-pong, volleyball, pool, bowling, and chess.

OFFICIAL RECOGNITION OF CAMPUS ORGANIZATIONS
CONTINUED RECOGNITION, CHARTERING PROCEDURES, AND FORMATION OF NEW ORGANIZATIONS
Any group wishing to organize on campus must submit a written request to the Associate Dean of Student Services. The Associate Dean of Student Services will present this request to the Executive Council for approval and then notify the group of the decision. At the appropriate time, a constitution containing the following information must be presented to the Associate Dean of Student Services for approval:

1. The name of the organization;
2. The statement of purpose of the organization;
3. Membership eligibility requirements;
4. A list of promoting students;
5. A listing of officers by title and duties and any special function of the offices;
6. A statement of the length of semesters of the officers and the time and method of election;
7. A statement of when, where, and how often meetings will be held;
8. A statement of membership dues, including amount and frequency of payment, and provision for disposition of any funds in the event of dissolution of the organization;
9. A provision for club advisors and name of club advisor. ***Advisor must have been employed at least one year at Bevill State and complete approval procedures;*** and
10. A statement of any national, state, or regional affiliation with a copy of this affiliation's constitution attached.

TEMPORARY RECOGNITION
Temporary recognition may be given to organizations upon submission of a constitution containing the above listed requirements, permitting the organizations to function for not more than one semester pending official charter approval.

REVIEW AND APPROVAL
Three typed written copies of the proposed constitution must be submitted to the Associate Dean of Student Services for suggestions, recommendations, and approval. In the event that recognition is withheld, appeal may be made to the President of the College. During the time that its application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization.The Associate Dean of Student Services must also approve any change or amendment affecting the nature or purpose of the organization as originally approved, and an up-to-date copy of the constitution must be on file in the Associate Dean of Student Services Office.

CLUB SPONSORS/ADVISORS: ELIGIBILITY AND ROLE
All student organizations must have a qualified club sponsor/advisor approved by the appropriate Campus Associate Dean and the Associate Dean of Student Services. The Associate Dean of Student Services must approve any change in club sponsor/advisors. Rotation of advisors takes place at the end of each summer semester when possible. Persons with special talents needed for a particular club are given preference. The Campus Associate Dean makes recommendations to the Associate Dean of Student Services for club sponsor/advisor assignments. In making the recommendations, every attempt is made to give all potential sponsors/advisors the opportunity to work with an organization. Preference is given to those who have not served in this capacity in the past. Upon acceptance of the recommendations, the Campus Associate Dean will notify the sponsors/advisors. A faculty member who agrees to serve as a club sponsor/advisor accepts responsibility for encouraging the organization in its purpose and activities within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors/advisors are responsible for being familiar with and operating within the following: this policy and other College regulations pertaining to student organizations, activities, and speakers; the constitution and purposes of the student organization they are sponsoring/advising; the activities and the projects of their organizations. No meeting is authorized or recognized unless attended by the sponsor/advisor or a substitute duly approved by the Associate Dean of Student Services. The proceedings of meetings held with a substitute must be reviewed by the sponsor/advisor. Speakers, special programs and activities, and program topics sponsored by the student organizations must have the formal approval of the club sponsor/advisor, the Campus Associate Dean, and the Director of Student Services.

MEETINGS OF CLUBS AND ORGANIZATIONS
Recognized student organizations are required to hold their meetings on campus, and the College facilities will be made

available to them. Special permission must be obtained from the Associate Dean of Student Services or his/her designee for off-campus meetings.

POLICIES FOR CLUBS AND ORGANIZATIONS

Campus organizations shall be open to all students without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the State Board of Education, Bevill State Community College and the Student Government Association. No club or organization shall interfere with or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, instructor, or College activity.

TENURE OF STUDENT ORGANIZATIONS

Any organization determined not to fulfill its approved purpose and goals is subject to probation, reorganization, or dissolution. The Associate Dean of Student Services may request minutes of meetings, financial statements, and/or any other information he/she may deem appropriate in determining the tenure of a student organization. The SGA may be invited to recommend to the Associate Dean of Student Services whether a particular student organization should be continued in good standing, continued with probationary status for a specified period of time, reorganized, or disbanded.

PROCEDURE FOR APPROVAL OF CAMPUS ACTIVITIES

The following procedures are required in order to receive approval of activities other than on-campus, regularly scheduled meetings:

1. Submit a Request for Facility Use Form to the Campus Associate Dean.
2. A request for off-campus speakers must be made a minimum of seven working days prior to the issuance of an invitation.
3. The Campus Associate Dean, in concert with the Director of Student Services, will make notification of the approval or disapproval with the reasons stated no later than five days after the receipt of the request.
4. If the organization does not agree with the ruling of the Campus Associate Dean and the Director of Student Services, the organization may appeal the decision to the Associate Dean of Student Services. The Associate Dean of Students will make the final decision on the appeal.

PROCEDURE FOR APPROVAL OF FUNDRAISING AND/OR SOLICITATION OF FUNDS

All fund-raising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s). The Campus Associate Dean must approve college fund-raising activities for student organizations and clubs. All College clubs and organizations shall submit to the Campus Associate Dean, for approval, a written request stating the purpose and type of fund-raising activity, whether it will take place on campus or off campus, and the targeted group (e.g., community, business, student body, staff, community agencies organization). The date(s) the activity is planned should be specified and the request should be submitted at least one week prior to the activity. The Director of Student Services will provide a copy of this information to all appropriate personnel of the College. Forms to request the approval of fund-raising activities are available in the office of the Campus Associate Dean.

STUDENT RECORDS

STUDENT RECORDS CONFIDENTIALITY/DIRECTORY INFORMATION POLICY

STUDENT RECORDS CONFIDENTIALITY/DIRECTORY INFORMATION POLICY (as provided by Public Law 93-380: Protection of Rights and Privacy of *Parents and Students)*
To comply with the Family Education Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. It is the responsibility of the Office of Student Services to protect the privacy of student educational records.

GENERAL POLICY

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, the reasons for such release, and to whom records are to be released. Exceptions to this policy apply when satisfying compliance a judicial order, or pursuant to any lawfully issued subpoena, upon conditions that the student is notified of all such order(s) or subpoenas. The student will have ten days to respond to the College concerning the notification of subpoena in advance of the compliance by Bevill State Community College. Additionally, records may not be withheld from appropriately authorized representatives, including educational and governmental officials, as provided by law. Students shall have access to all such information, with the exceptions as noted below, in accordance with the procedure outlined within this policy.

DEFINITION OF STUDENT

For the purposes of this policy, a "student" is defined as "any individual currently or previously enrolled in any course(s) offered by Bevill State Community College." This definition does not include prospective students.

DEFINITION OF EDUCATIONAL RECORD

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Bevill State Community College or a party acting for Bevill State Community College. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by institutional counselors or other professionals or paraprofessionals and which are maintained in connection with personal counseling or treatment and are not available to anyone who could not be involved within the College are also excluded from a student's educational record. Such records are, however, available to a physician or appropriate professional of the student's choice, if requested.

RELEASE OF DIRECTORY/PUBLIC INFORMATION

The College will disclose the following "Directory Information" without prior consent of the student. It is considered part of the student's public record.

1. Name, address (local and permanent), and telephone number;
2. Place of birth;
3. Major field of study/program;
4. Participation in officially recognized activities;
5. Enrollment status (full-time or part-time);
6. Certificates and degrees received;
7. The most recent, previous educational agency or institution attended by the student;
8. Awards and/or scholarships;
9. Student photograph;
10. Height and weight of athletes; and/or
11. E-mail address.

Students must make known, in writing to the Associate Dean of Student Services, any objection to the release of any specific item or category of directory/public information. This information will generally be released only to employers, prospective employers, representatives of the news media, and State or Federal education officials; however, Bevill State Community College reserves the right to disclose the information to other parties when its officials determine such disclosure is in order. Necessary information "in connection with a student's application for, or receipt of financial aid" may be legally released without obtaining prior permission from the student.

LOCATION OF AND INDIVIDUALS RESPONSIBLE FOR STUDENT RECORDS

Student records are maintained in the Office of Student Services on each campus. The College has designated the following officials as being responsible for student records.

Associate Dean of Student Services - The Associate Dean of Student Services has the overall responsibility of providing an adequate student record system. This activity includes the maintenance and continuous updating of student records as controlled by provisions in this policy and governed by Public Law 93-380. The Associate Dean of Student Services will be assisted in this responsibility by the following:

Director of Enrollment Services - The Director of Enrollment Services is charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Director of Enrollment Services is responsible for continuously maintaining all students' files in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of directory/public information. The Director of Enrollment Services will also monitor the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

Directors of Financial Assistance - The Directors of Financial Assistance have the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Directors of Financial Assistance will see that all provisions of the individual student records policy are properly carried out.

Dean of Finance - The Dean of Finance will have the responsibility of compliance with all provisions as set forth in this policy as they apply to the release of financial information concerning individual students.

DISCLOSURE OF STUDENT RECORDS TO THE STUDENT

The student is accorded the right to inspect, in the presence of a Bevill State Community College staff member, records, files, and data primarily or directly related to his/her file. To inspect a file, a student must make a written request to the Director of Enrollment Services or designee. If a student desires to obtain copies of items in the educational record rather than personally reviewing the record, the written request to the Director of Enrollment Services must be signed and notarized to prevent disclosure to persons other than the student. A time for inspection shall be granted within 45 days of the date of request, and copies will be mailed within the same time period. Copies shall be made and provided to the student at a cost equal to the actual cost of reproduction, payable in advance. The right of inspection does not include financial statements of parents nor confidential recommendations placed in the file prior to January 1, 1975, (provided that such recommendations were solicited) with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited and other confidential recommendations, access to which has been waived by the student in accordance with the "Waiver of Access" provision of this policy.

CHALLENGING THE CONTENTS OF THE RECORD

Bevill State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the Director of Enrollment Services. If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his/her privacy, the student may request that the record by amended by presenting such request in writing to the Director of Enrollment Services. A request for record amendment shall be answered by the Director of Enrollment Services within fifteen days of its receipt with information that the record has been amended as requested, or that the record has not been amended, and that the student has the right to a hearing on the matter. A written request for a hearing should be addressed to the Associate Dean of Student Services, who will set the date and time for the hearing with reasonable notice of same to the student within 45 days of receiving the request. The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, or inappropriateness. The Associate Dean of Student Services of Bevill State Community College shall examine the contested item with the Director of Enrollment Services, hear the person responsible for placing the item in the file, if appropriate, and examine any documents or hear any testimony the student wishes to present. The Associate Dean of Student Services may decide that the item should be retained or that it should be deleted/altered. There may be a decision that the material is accurate and appropriate but that the student should be allowed to place a written explanation in the file. If the decision is adverse to the student, the notice of decision shall include a statement that he/she has the right to place a statement in the record, commenting on the information and/or setting forth reasons for disagreeing with the decision. The Associate Dean of Student Services shall issue a final written decision within ten working days of the conclusion of the hearing.

WAIVER OF ACCESS

Bevill State Community College may request that a student waive his/her right to inspect confidential recommendations regarding that student's application for admission, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student has three options:

1. He/she may sign and return the waiver.
2. He/she may request a list of the names of persons who will be asked for recommendations before signing.
3. He/she may refuse to waive the right of access.

Such a waiver shall not be a condition for admission to the institution, financial assistance or any other benefits or services received by Bevill State Community College students.

PROVIDING RECORDS TO THIRD PARTIES

The general policy of Bevill State Community College is to refuse access to or disclosure of information from student records to third

parties without the written consent of the student. Should a student wish to have such records released, a signed and dated, written request must be directed to the Director of Enrollment Services or designee, specifying the records to be released, the reason for release, the party or class of parties to whom records are to be released, and a request for copies to the student, if desired. Bevill State Community College may then transfer or grant access to the information. The transferred information shall contain a statement that the information may be used by the receiving party or, if an organization, by its officers, agents, and employees for the purpose requested, but that the party shall not transfer the information to any other party except with the written consent of the student. A charge not to exceed the actual cost of reproduction will be assessed against the student when copies are made.

Student records will be made available to the following under the conditions noted, without the written consent of the student:

1. College officials, including administrators, division chairpersons, instructional staff, counselors, and other staff members who have legitimate educational interests.
2. Officials of other schools, colleges, or school systems in which the student seeks enrollment. Bevill State Community College will make a reasonable attempt to notify the student of the transfer, as well as the student's right to a copy, upon request, and the right to a hearing to challenge the contents, if desired.
3. Certain representatives of federal departments or agencies or state educational authorities, as provided by law, for the purpose of compliance with audit evaluation requirements of federally-supported educational programs or enforcement of Federal legal requirements of such programs.
4. Financial Aid personnel in connection with the application for or receipt of financial aid, provided that personally identifiable information may be disclosed for the purpose of determining eligibility, amount, and/or conditions and/or to enforce semesters and conditions.
5. Recognized educational accrediting organizations.
6. Organizations conducting studies for administrative evaluation tests, etc., provided that studies are not conducted in a manner which will permit personal identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.
7. In response to judicial order, or pursuant to any lawfully issued subpoena; and or,
8. Other appropriate persons, in an emergency to protect the health or safety of the student or other individuals attending the institution.

Bevill State Community College will maintain a record, indicating the name and legitimate interest of all disclosures except those made at the student's request, those made pursuant to written consent, those designated as directory/public information, and those made to persons at Bevill State Community College with a legitimate educational interest. This record of disclosure will become a part of the educational record, subject to inspection and review. The student's permanent academic record shall not be taken from the Office of Student Services.

CHANGES IN THE POLICY

This policy statement is subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of the regulations of Public Law 93-380.

CAMPUS SAFETY/SECURITY

POLICIES AND PROCEDURES

Bevill State Community College is committed to providing a safe and secure campus environment for students, employees, and visitors and to complying with the Student Right-to-Know and Clery Act of 1998. It is the policy of Bevill State Community College that any criminal act, act or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on College property or any other site operated by the College and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order, must be reported immediately. Law enforcement is the responsibility of the total College community. It shall be the duty of the College, upon awareness by its designated official or officials of any situation of a nature described above, to immediately take all reasonable actions to prevent or minimize harm or threat of harm to the employees, students, and visitors of the College. It shall be the duty of College officials to notify the appropriate law enforcement agency in the event of an act of criminal nature, or of any other nature (for example, a traffic accident), which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of College officials to contact the appropriate fire department, emergency medical agency, or other authority or agency, which should be notified of the respective incident. The ultimate responsibility for personal security rests with each individual. Each person should be aware of his/her surroundings and potential risks to personal safety. Students are encouraged to exercise caution, and take reasonable actions for self protection; walk with friends in lighted areas at night; know building evacuation procedures; know how to contact proper authorities; and drive defensively. Suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, it should be reported to 9-1-1, when appropriate, and then to the Chief of Police and Director of Public Safety. On all campuses, the responsible person is the Campus Associate Dean. All officials are responsible for performing periodic security checks of all College facilities. College personnel should report incidents to the Campus Associate Dean who will notify the President.

FAYETTE CAMPUS

Contact the Campus Associate Dean's Office 205-932-3221, ext. 5133. In event of absence or unavailability of the Campus Associate Dean, the situation should be reported to the Director of Student Services 205-932-3221, ext. 5103. In absence or unavailability of the Director of Student Services, the situation should be reported to the campus operator in the Office of Student Services by calling 205-932-3221, ext. 5100. After office hours, call 9-1-1. During the evening hours, the Fayette City Police Department patrols the Fayette Campus.

HAMILTON CAMPUS

Contact the Campus Associate Dean's Office 205-921-3177, ext. 5310. In event of absence or unavailability of the Campus Associate Dean, the situation should be reported to Director of Student Services, ext. 5309. In absence or unavailability of the Director of Student Services, the situation should be reported to the campus operator in the Office of Student Services at 205-921-3177, ext. 5300. After office hours, call 9-1-1. The Hamilton Police Department regularly patrols the Hamilton Campus.

JASPER CAMPUS

Contact the Campus Associate Dean's Office 205-387-0511, ext. 5706. In event of absence or unavailability of the Campus Associate Dean, the situation should be reported to the Director of Student Services, ext. 5711. In absence or unavailability of the Director of Student Services, the situation should be reported to the campus

operator in the Office of Student Services at 205-387-0511, ext. 5700. After office hours, call 9-1-1. Evening security on the Jasper Campus is provided from 7:30 p.m. to 6:00 a.m.

SUMITON CAMPUS

Contact the Campus Associate Dean's Office 205-648-3271, ext. 5405. In event of absence or unavailability of the Campus Associate Dean, the situation should be reported to the Director of Student Services, ext. 5407. In absence or unavailability of the Director of Student Services, the situation should be reported to the campus operator in the Office of Student Services by calling 205-648-3271, ext. 5400. After office hours, call 9-1-1. The Sumiton Police Department regularly patrols the Sumiton Campus.

INSTRUCTIONAL SITES

The center directors carefully secure instructional sites, and local law enforcement patrols the center parking areas.
CARROLLTON - Steven Koon, Director - 205-367-8860
DOUBLE SPRINGS - Martha King, Director - 205-489-5593

All witnesses to any crime on campus should make themselves available for written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It is an offense, subject to appropriate disciplinary action, for any Bevill State Community College employee or student to file a false report or knowingly make a false statement about or interfere with the investigation of any situation of the nature described in this section. When reporting criminal or suspicious activity, be prepared to provide the following information: your name; the location of the incident you are reporting; the type of suspicious activity; a description of the scene and suspects (number of persons, age, physical descriptions); and a description of any vehicles involved in the incident, especially a license plate number.

The following examples and suggestions are provided to assist you in making a safety/security report:

1. ASSAULT - If you are assaulted, try to remember as much about the attacker as possible. Important characteristics to include in your report are the following: sex, hair color and length, body size, clothing, scars or other noticeable markings, other physical characteristics, mode of travel, type and color of vehicle, and license number. The reporting of an assault offense does not preclude or take the place of reporting the incident to law enforcement officials or agencies, and does not preclude or take the place of obtaining physical and mental health services.

2. BOMB THREAT - If you receive a bomb threat try to obtain as much information from the caller as possible. Information to obtain includes: location of bomb (building), time of explosion, and type of bomb. Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller.

EMERGENCY CLASS DISMISSAL

In the event that Bevill State Community College must close at any time other than on those dates that are designated in the College calendar, the administration will notify students and the general public by means of radio and television. Such closings will be announced on the following radio and TV stations:

TELEVISION STATIONS

WBMA	Channel 33/40	Birmingham
WBRC	Channel 6	Birmingham
WVTM	Channel 13	Birmingham
WACN	Channel 55	Jasper
WTVA	Channel 9	Tupelo
WCBI	Channel 4	Columbus

RADIO STATIONS

WDXB	102.5 - FM	Birmingham
WZZK	104.7 - FM	Birmingham
WRAX	107.7 - FM	Birmingham
WLDX	99.0 - AM	Fayette
WJBB	92.7 - FM	Haleyville
WERH	92.1 - FM	Hamilton
WFFN	95.3 - FM	Jasper
WVSA	106.5 - FM	Vernon
WKXM	105.9 - FM	Winfield

HEALTH CARE PROCEDURES

Bevill State Community College has developed emergency health care provisions for any individual on campus who is injured, assaulted, or becomes suddenly ill.

Procedures for Medical Emergencies

If serious injury occurs on campus, call 9-1-1. In case of serious injury or illness, qualified personnel should quickly perform the following steps:

1. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM**!
2. Ask victim, "Are you okay?" and "What is wrong?"
3. Check breathing. If breathing stops, find a qualified person to assist respiration.
4. Check pulse. If there is no pulse, find a qualified person to administer chest compressions.
5. Control serious bleeding by direct pressure on the wound, avoiding direct contact with blood. Everyone should keep in mind standard precautions against blood-borne pathogens.
6. Continue to assist the victim until help arrives.
7. Look for emergency medical I.D., question witness(es) and give all relevant information to emergency medical personnel.

An accident report for all injuries must be completed and submitted to the Business Office by the person in charge.

Nursing and Allied Health Science faculty are certified in cardiopulmonary resuscitation and trained to respond to medical emergencies. Bevill State Community College offers training in first aid and CPR. Contact Scott Karr at the Sumiton Campus for training schedules on each campus.

NOTE: Any expense for hospitalization, transportation, or emergency treatment is the responsibility of the student.

EMERGENCY TELEPHONE NUMBER

Call 9-1-1 for all emergencies.

STUDENT CONDUCT CODE

The publication of the Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the College Conduct Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well- being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and

cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, visitor, faculty or staff member or the College itself, are strictly prohibited.

APPLICATION

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off the College campus.

MISCONDUCT

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and with the educational mission of the College. Violations will render a student subject to disciplinary action under procedures which provide for adequate notice and a fair hearing. Penalties for violations may include reprimand, remuneration, probation, loss of privilege, community service, suspension, expulsion, and other penalties which may be set forth in College regulations. In cases where there has been a serious violation of College regulations and a student's continued presence will materially threaten the welfare of the College, the President's designated representative may immediately suspend the student. The student shall be entitled to a hearing according to regular disciplinary procedures. A student or organization may be disciplined for the following:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Forgery, alteration, or misuse of College documents, records, or identification;
3. Issuance of worthless checks made payable to the College;
4. Failure to comply with the authority of College officials acting within the capacity and performance of their positions;
5. Violation of written College rules, policies, and regulations;
6. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
7. Destruction, damage, or misuse of College, public, or private property. (The student or organization is responsible for any damage done to College property);
8. Conduct in violation of federal, state statutes or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
9. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;
10. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services;
11. Hazing in any form is strictly prohibited. Hazing is any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual, or by a group of individuals, which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy. Hazing has been defined but not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of tyrannical, abusive, shameful, insulting or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation, which results in, or might result in, mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;
12. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
13. Lewd, obscene, licentious, indecent, or inappropriate dress;
14. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of a judicial body named in Student Conduct Code, including witnesses, faculty members, staff members, and students, before, during or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc.;
15. Unauthorized use or possession of all electronic devices (i.e., cell phones, beepers, palm pilots) in the classroom. (Emergency authorization must be requested in advance of class, in writing, to the Campus Associate Dean);
16. Guest and family members of a student are not authorized to attend college class without permission of Campus Associate Dean;
17. Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous devices;
18. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;
19. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;
20. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
21. Smoking, chewing, or dipping, or other use of tobacco product in College-owned or College-controlled property, except in designated areas;
22. Theft, accessory to theft, and/or possession of stolen property;
23. Filing a false report or knowingly making a false statement interfering with the investigation of any situation described in this Conduct Code and the annual campus safety and security publication;
24. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
25. Trespassing or unauthorized entry;
26. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
27. Publishing, aiding in publishing, circulating or aiding in circulating, anonymous publications or petitions;
28. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College which shall include, but not limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and/or use of sanitary facilities on a regular, daily basis;
29. Disruptive devices such as tape players, radios or other electronic devices in the student center, hallways, lecture room, classrooms, library, or any other place where such devices might interfere with the normal activity of the College;
30. Any form of gambling;
31. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;
32. Use of College computer terminals and personal computers or telecommunications equipment on College-owned or College-

controlled property in any manner other than for personal use or for purposes of obtaining pornographic or sexually explicit information;
33. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College;
34. Failure to attend official residence hall meetings;
35. Violation of any student housing policy or other College policy not specifically stated herein (i.e., nonresident violation of the Bevill State Community College Housing Policy);
36. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission;
37. Terrorist threat to Bevill State or from College-owned or controlled property; and or,
38. Software tampering, espionage, sabotage, and criminal mischief.

NOTE: If a student violates policy related to alcohol, substance abuse, or pornography, and is under 21, the Institution will notify the parents.

DUE PROCESS FOR STUDENT DISCIPLINARY CASES

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The College assures each student that no disciplinary action is taken on grounds, which are not supported by substantial evidence. Any case involving violation of published policies and regulations will be brought to the immediate attention of the campus Director of Student Services. The Associate Dean of Student Services will be informed of all disciplinary charges and will serve in an advisory role throughout the sanction, hearing, and appeals process.

1. Charges of a disciplinary nature may be filed against a student by another student or member of the administration, faculty, or staff. The individual(s) preferring the charge must do so in writing to the campus Director of Student Services.
2. The Director of Student Services will inform the Campus Associate Dean of the nature of the charges and the student(s) involved. The Director of Student Services and the Associate Dean of Student Services will impose appropriate sanctions for the charges. The student(s) will be notified, in writing, by the Director of Student Services of the sanctions imposed against him or her. The written notification will be hand delivered if at all possible; otherwise, it will be delivered by certified mail.
3. If the Director of Student Services deems that the presence of the student(s) poses a continuing danger to persons, property, or the ongoing academic process, the Associate Dean of Student Services will be notified and the student(s) may be temporarily suspended from the College. In this case, a hearing will be held within 72 hours of the student's removal.
4. After notification of sanction(s), the student will have five (5) days, excluding Saturday, Sunday, and college holidays, to make a written appeal to the Campus Associate Dean for a due process hearing.
5. If no appeal is made or the right to the appeal is waived, the sanctions imposed by the Director of Student Services will stand.
6. If an appeal is requested within the five (5) days allotted, the Campus Associate Dean will notify the student(s), in writing, of the charge(s) and the date, time, and location of the appeals hearing. The Campus Associate Dean will appoint a Student Disciplinary Committee to hear the appeal.
7. If a student chooses to exercise the right of appeal in a disciplinary case, his/her status is to remain unchanged until the appeals process has ended. Therefore, suspensions, expulsions, and other sanctions as determined appropriate by College officials, except in cases of threat of danger to the campus community, should not take effect until the student has exhausted the appeals process.
8. The chair of the Student Disciplinary Committee will submit in writing the official findings of the committee to the Campus Associate Dean, the Associate Dean of Student Services, and the Director of Student Services.
9. The Campus Associate Dean will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee hearing and the course of appeal to the President.

STUDENT RIGHTS

1. The student does not forfeit any constitutional rights upon entrance into the student body of Bevill State Community College.
2. By virtue of the student's request for admission into Bevill State (via application), the student agrees to abide by the College's rules, regulations, policies, and Conduct Code.
3. The student may have counsel present at any Student Disciplinary Committee hearing for advisement only. (The student must notify the Director of Student Services if counsel will be present.) Counsel will not have the right to cross examination. The student's refusal to answer questions shall not be construed as admission of guilt.
4. The student may request that the Campus Associate Dean convene a Student Disciplinary Committee to review a decision made by institutional personnel which the student feels is a violation of his/her right to due process.
5. The student has the right to appeal the Student Disciplinary Committee's decision to the President of Bevill State Community College.

SANCTIONS IMPOSED FOR VIOLATIONS OF STUDENT CONDUCT CODE

1. Censure - A statement to the offender that he/she has violated College regulations and of the possibility of more stringent disciplinary action in the event of future violations.
2. Community Services - Performance of duties under the supervision of local agencies or College officials.
3. Disciplinary Probation- A specified period of monitoring the student behavior to insure compliance with College Policies and Regulations, local, state, and federal ordinances. *Any additional violations incurred while on probation may result in suspension or expulsion.*
4. Disciplinary Limitations - Exclusion from participation in designated activities for a specified period of time. *Any additional violations incurred while on disciplinary limitations may result in suspension or expulsion*.
5. Suspension - Expulsion from classes and extracurricular activities for a specified period of time.
6. Restitution - Reimbursement for damage or misappropriation.
7. Expulsion-Termination of student status for a definite or an indefinite period.

The conditions of readmission, if any, shall be stated in writing to the student.

STUDENT DISCIPLINARY COMMITTEE COMPOSITION AND RESPONSIBILITY

1. The Student Disciplinary Committee shall have the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.
2. The Committee shall consist of three faculty members, one student, and one administrator or staff member.
3. The Campus Associate Dean shall appoint the Committee. The members shall serve for the hearing of one case and may be re-appointed to serve on subsequent committees. The student representative will serve in the same manner as other members. The chair will preside and shall cast a vote only when necessary

to break a tie. Any Committee member who has any personal interest or special information concerning the case will be disqualified from the case. A replacement shall be appointed by the Campus Associate Dean.

4. The Committee shall maintain an adequate record of the history and disposition of each case. The record shall include a summary of the evidence upon which the Committee based its decision.
5. The decision of the Student Disciplinary Committee will be reached by majority vote. The chair will cast a vote only when necessary to break a tie.
6. A finding of the facts, decisions, and recommendations of the Student Disciplinary Committee shall be forwarded to the Campus Associate Dean, Director of Student Services, and the Associate Dean of Student Services.
7. The Campus Associate Dean will immediately notify the student of the Committee's findings and provide a course of appeal.
8. The President shall be the final authority in the appeal process. The student may file a written request with the President of Bevill State Community College asking for a review of the decision of the Student Disciplinary Committee. The written request must be filed within five (5) days (excluding Saturday, Sunday, and holidays) of official notification of the Committee's findings. No new evidence will be admitted in the appeal process.

DUE PROCESS FOR STUDENT ACADEMIC DISMISSAL/GRIEVANCE CASES

Students are guaranteed procedural and substantive due process in all cases involving formal academic dismissal/grievances. The College also assures each student that no action will be taken on grounds which are not supported by academic policies/procedures. A student should immediately seek a resolution of all academic dismissals/grievances with the instructor. If a satisfactory conclusion cannot be reached, the student should discuss the matter with the appropriate Division Chair immediately. If a mutual resolution cannot be reached, the student should immediately address the dismissal/grievance with the Campus Associate Dean. If the student requests a hearing, the Campus Associate Dean will appoint a Student Academic Appeals Committee.

DUE PROCESS FOR APPEAL OF THE SUSPENSION OF FINANCIAL AID

A student who desires to appeal the suspension of his/her financial assistance award(s) and/or scholarship, may do so by notifying, in writing, the Director of Financial Assistance/Director of Student Services at the declared campus of his/her residence. This written appeal must be made within five (5) days of notification of the suspension. The Director of Financial Assistance/Director of Student Services will present the appeal to the Financial Assistance Committee. The Chair of the Financial Assistance Committee will notify the Director of Student Services, in writing, of the Committee's decision. The Director of Student Services will notify the student of the Committee's decision within five days of notification by the Committee's Chair. If the student is not satisfied with the decision of the Financial Assistance Committee, he/she may appeal the decision to the Associate Dean of Student Services, who shall serve as the President's designee for financial-aid appeals.

STUDENT GRIEVANCE PROCEDURES

Any student who has a grievance against any other student or against a member of the Bevill State Community College faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should first attempt to resolve the matter with the individual involved. If resolution of the grievance is not possible, the student should make the grievance known to the immediate supervisor of the individual(s) against whom the student has a grievance or to the Campus Associate Dean for a grievance against a student, for resolution of the problem. If resolution is not reached at this level, the Campus Associate Dean will intervene to bring resolution to the problem. In the event that the grievance involves race discrimination, sex discrimination, or violation of the rights of the disabled, and cannot be informally resolved, the formal procedures listed below should be followed. These procedures attempt to protect the student's right to file a grievance against another student or against members of Bevill State Community College faculty, staff, or administration, while providing the right of due process for the accused. Students and members of the Bevill State Community College faculty, staff, or administration are guaranteed procedural due process. In the event that the Alabama State Board of Education or the Department of Postsecondary Education develops a grievance procedure for the Alabama College System, any portion of Bevill State Community College's grievance procedure which is in conflict with State Board policy shall be severable and superseded by State Board regulations.

RESPONSIBILITIES OF THE PRESIDENT AND THE DEAN OF THE COLLEGE

The Campus Associate Dean, as the President's designee, has the responsibility of officially convening the Grievance Committee for the purpose of dealing with claims of race discrimination, sex discrimination, or violation of the rights of disabled persons.

NOTE: In the event that a grievance is filed against the Dean, the President shall designate another person to serve in lieu of the Campus Associate Dean in the procedural due process outlined.

1. The initial presentation may be verbal.
2. Grievance charges made by a student must be submitted to the Campus Associate Dean in writing. The grievance must be signed by the student and as detailed as possible.
3. The Campus Associate Dean may recommend that the President suspend, with pay, the faculty member, staff member, or administrator being charged until a hearing is held and a decision rendered, if charges so warrant.
4. If the student or member of the Bevill State Community College faculty, staff, or administration who is charged so desires, he/she may request a Grievance Committee hearing after initially meeting with the Campus Associate Dean.
5. The Campus Associate Dean may then schedule the time and location of the Grievance Committee session.
6. The Campus Associate Dean will make all reasonable attempts to notify the student or member of the Bevill State Community College faculty, staff, or administration of charges and provide the time, date, and location of the Grievance Committee hearing.
7. If, after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges and of the date, time, and location of the grievance hearing, the Campus Associate Dean is unable to do so, then the President may suspend the student or suspend with pay the faculty member, staff member, or administrator until a hearing is held and a decision rendered.
8. The accused student, faculty member, staff member, or administrator may be advised by counsel of his/her choices during the Grievance Committee hearing. No more than two counselors per accused may be present during a grievance hearing.
9. Refusal by the student, faculty member, staff member, or administrator to answer questions shall not be construed as an admission of guilt.

10. The Campus Associate Dean will notify the student or member of the Bevill State Community College faculty, staff or administration of the charge(s) against him/her within five days (excluding Saturday, Sunday, and college holidays) of the hearing's conclusion.
11. The Campus Associate Dean and the President will review the decision and recommendation(s) of the Grievance Committee. The President is responsible for implementing the decision of the Grievance Committee. A copy of the written decision will be forwarded to the President of the College and to the accused within five (5) days (excluding Saturday, Sunday, and college holidays) of the hearing's conclusion.
12. The student, faculty member, staff member, or administrator may appeal the decision of the Grievance Committee to the President of the College.

RIGHTS OF STUDENTS, ADMINISTRATION, FACULTY, AND STAFF

1. A student does not forfeit any constitutional rights upon admission into Bevill State Community College.
2. A faculty member, staff member, or administrator does not forfeit any constitutional rights upon employment with Bevill State Community College.
3. A student or specific class of students who believe they have been subjected to discrimination prohibited by Title VI, Title IX, Section 504, or ADA may file a grievance against an individual.
4. The accused student, faculty member, staff member, or administrator may be advised by counsel of options during the Grievance Committee hearing. No more than two counselors per accused may be present during a grievance hearing.
5. Refusal by the student, faculty member, staff member, or administrator to answer questions shall not be construed as an admission of guilt.
6. The student, faculty member, staff member, or administrator may appeal the decision of the Grievance Committee to the President of the College.

GRIEVANCE COMMITTEE COMPOSITION AND RESPONSIBILITIES

1. The Grievance Committee shall consist of five members appointed by the President.
2. The nonvoting chairperson shall be the Campus Associate Dean.
3. The decision of the Grievance Committee shall be reached by a majority vote.
4. Decisions and recommendations will be forwarded by the Campus Associate Dean to the President for official confirmation and implementation.

Decisions and recommendations issued by the Grievance Committee shall be implemented within the confines of the laws of the State of Alabama and of the laws of the United States of America.

RIGHT OF APPEAL

The President of Bevill State Community College shall be the appeal authority in upholding, rejecting, or modifying the decision and recommendations of the Institutional Grievance Committee.

1. The charged student, faculty member, staff member, or administrator may file a written request with the President who will review the decision of the Grievance Committee.
2. The written request must be filed within five days (excluding Saturday, Sunday, and college holidays) of the hearing's conclusion.
3. The President of the College shall issue an opinion to accept, reject, or modify the decision of the Grievance Committee within five days (excluding Saturday, Sunday, and college holidays) of the appeal.
4. If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege race discrimination (Title VI), sex discrimination (Title IX), or violation of the rights of the disabled (Section 504 and ADA), the complainant may file a written grievance with one or more of the following:
   a. The Alabama State Board of Education as defined in the State Policy and Procedure Manual.
   b. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the act.
   c. The Equal Employment Opportunity Commission within 180 days of the decision issued by the institution.

REFERENCE:

Title VI of the Civil Rights Act of 1964, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title IX of the Educational Amendments of 1972, "No person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Section 504 of the Rehabilitation Act of 1973 as amended in 1974, "No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The American with Disabilities Act of 1990, "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other semesters, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation…shall ensure that interstate and intrastate telecommunications relay services are available…to hearing-impaired and speech-impaired individuals in the United States."

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

INTRODUCTION

Bevill State complies with the regulations and initiative as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment.

It is the policy of Bevill State Community College that, during the month of September of each academic year, information reported in compliance with the Drug-Free Workplace Act shall be distributed to each student and employee of Bevill State Community College. It is further the policy of Bevill State Community College that each May, the Associate Dean of Student Services and other Student Services administrators review the College's Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective; and

2. Ensure that the standards of conduct described in Part II hereof are fairly and consistently enforced; and
3. Submit any findings and/or recommendations.

The President shall implement, effective the ensuing September, any of the Committee's recommended revisions deemed appropriate and reasonable.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

Bevill State Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Bevill State Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to desist from such behavior immediately. If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

LEGAL SANCTIONS REGARDING UNLAWFUL USE, POSSESSION, OR DISTRIBUTION OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

STATE OFFENSES

Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following: (Those provisions which refer to drug "Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in semesters of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs. Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedules IV and V. The Schedules may be found in the Code of Alabama (1975), sec. 20-2-23, et seq.)

1. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).
2. Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of $25-$100 or a 30-day jail semester. (Code, sec. 28-1-5).
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of $50-$500 and, at the discretion of a judge, a jail sentence of up to six (6) months. (Code, sec. 28-4-20, et seq).
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by fine of $100-$1,000 plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of $250-$1,000 and/or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
6. Possession of marijuana for personal use is punishable by a fine of up to $2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
7. Possession of marijuana for other than personal use is punishable by a fine of up to $5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12213).
8. The selling, furnishing, or giving away, manufacturing, delivery, or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to $10,000 and/or a prison semester of not less than 2 years and not more than 20 years (Code, sec. 13A-12-211).
9. The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to $20,000 and/or a prison semester of not less than 10 years and up to life (Code, sec. 13A-12-215).
10. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than $5,000 and/or prison semester of not more than 10 years (Code, sec. 13A-12-212).
11. Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
12. The use, or possession with intent to use, of drug paraphernalia is punishable by up to 1 year in jail and/or a fine of up to $2,000 (Code, sec. 13A-12-260).
13. The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than 1 year in prison and/or a fine of up to $1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to $10,000 (Code, sec. 13A-12-260). Penalties for subsequent violations of the above-described provisions are progressively more severe than the initial convictions.

FEDERAL OFFENSES

Activities which violate Federal laws concerning illicit possession, use, or distribution of alcoholic beverages and drugs include, but are not limited to, the following: (21 U.S.C. 841) makes it a crime: (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense or possess with intent to distribute or dispense, or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbital is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than $25,000, or both.
2. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than $15,000, or both.

3. In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than $10,000, or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than $5,000, or both.
5. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than $5,000.
6. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phenecylidine (PCP, "angel dust") is punishable by up to ten (10) years in prison and/or a fine of not more than $25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

LOCAL ORDINANCES

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the City of Jasper, City of Sumiton, City of Fayette, City of Hamilton, City of Carrollton, Walker, Marion, Pickens, Fayette, Lamar, and Winston counties have also been adopted.

HEALTH RISKS OF DRUG AND ALCOHOL USE AND ABUSE

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

CANNABIS

1. Includes marijuana, hashish, hashish oil, and tetrahydro-cannabinol (THC).
2. Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-semester memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-semester users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

COCAINE

1. Includes cocaine in powder form and" crack" in crystalline or pellet forms.
2. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis, and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or free base rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

OTHER STIMULANTS

1. Include amphetamines and methamphetamines ("speed"); phenmetrazine (Preludin); methylphenidate (Ritalin); and "anorectic" (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc.
2. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug uses ceases.

DEPRESSANTS

1. Include such drugs as barbiturates, methqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Meprobamate, Xanax, etc.
2. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

NARCOTICS

1. Include such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphine (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
2. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.
3. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

HALLUCINOGENS

1. Include phencylidine ("PCP"), lysergic acid diethylamide

("LSD"), mescaline peyote, and psilocybin (mushrooms).
2. Phencylidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
3. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety, and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart, lung, and brain.
4. Lysergic acid (LSD) mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

INHALANTS

1. Include such substances as nitrous oxide ("laughing gas"), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).
2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
3. Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness, or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

DESIGNER DRUGS

1. Designer drugs include analogs of fetanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as "Ecstasy"), and analogs of phenecylidine.
2. Illegal drugs are defined in semesters of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
3. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills, or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perceptions.

ALCOHOL

1. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits.
2. Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness or can cause death depending on how much is consumed and how fast it is consumed.
3. Alcohol is a "psychoactive," or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body, and become habit forming. Alcohol depresses the central nervous system, and too much can cause slowed reactions, slurred speech, and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

WHERE TO GET ASSISTANCE

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations, which can assist persons in need of such services.

1. **On-Campus Assistance**

The Campus Office of Student Services is available to students and employees of the College concerning information on substance abuse as well as information on, and assistance, in obtaining counseling or other treatment.

2. **National Toll-free Hotlines**

1-800-662-HELP (4357)
Website: www.drughelp.org

3. **Local Information**

Northwest Alabama Mental Health Center
24-Hour Toll-Free Number 1-800-489-3971

4. **Treatment Facilities**

The treatment facilities listed below provide either alcohol (A), drug (D), or alcohol and drug (A/D) treatment on an outpatient, residential, or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-semester hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling, and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Local Facilities

Behavioral Medicine Unit - Baptist Medical Center Walker, Jasper
205-387-4555

N.T. Camp, M.D. - Jasper Family Clinic
205-221-4350

Northwest Alabama Mental Health Center
Fayette Office 205-932-3216
Hamilton Office 205-921-2186
Jasper Office 205-387-0541