THE CATALOG
2005-2006

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 Administrative Vice President, 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 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

BEVILL STATE
COMMUNITY COLLEGE

2005-2006 COLLEGE CALENDAR

FALL SEMESTER

August 15 (Monday)	**REGISTRATION (All Campuses)**
	Purge Pre-Registration Files Fall Semester (7:30 p.m.)
August 16 (Tuesday)	Student Orientation (All Campuses)
August 17 (Wednesday)	Classes Begin (Full Fall Semester & 1st Fall Mini Term)
August 17-18 (Wednesday-Thursday)	Schedule Change Period 1st Fall Mini Term
August 18 (Thursday)	Last Day to Register for 1st Fall Mini Term
August 17-23 (Wednesday-Tuesday)	Schedule Change Period Full Fall Semester
	Daily Purge Pre-Registration Files Fall Semester
August 23 (Tuesday)	Last Day to Register for Full Fall Semester
September 3-4 (Saturday-Sunday)	Weekend Classes will meet
September 5 (Monday)	LABOR DAY/COLLEGE CLOSED
September 13 (Tuesday)	Mid-Term 1st Fall Mini Term (Last Day to Drop with a Grade of "W" 1st Fall Mini Term)
October 10 (Monday)	Classes End for 1st Fall Mini Term/Last Day to Drop Classes 1st Fall Mini Term
October 11 (Tuesday)	Final Examinations for 1st Fall Mini Term
	Mid-Term Full Fall Semester (Last Day to Drop with a Grade of "W" Full Fall Semester)
October 12 (Wednesday)	**REGISTRATION FOR 2ND FALL MINI TERM (All Campuses)**
October 13 (Thursday)	Classes Begin for 2nd Fall Mini Term
October 13-14 (Thursday-Friday)	Schedule Change Period 2nd Fall Mini Term
October 14 (Friday)	Last Day to Register for 2nd Fall Mini Term
	Purge Pre-Registration Files Fall Semester (4:30 p.m.)
October 22 (Saturday)	Instructional Make Up (in case of inclement weather)
November 8 (Tuesday)	Mid-Term 2nd Fall Mini Term (Last Day to Drop with a Grade of "W" 2nd Fall Mini Term)
November 11 (Friday)	VETERANS DAY/COLLEGE CLOSED
November 12-13 (Saturday-Sunday)	Weekend Classes will meet
November 19-20 (Saturday-Sunday)	Weekend Classes will meet
November 21-23 (Monday-Wednesday)	***State Professional Development/ACA Conference (No Classes)***
November 24-25 (Thursday-Friday)	THANKSGIVING/COLLEGE CLOSED
November 26-27 (Saturday-Sunday)	Weekend Classes will not meet
November 28-December 8	***ADVISEMENT PERIOD FOR THE SPRING SEMESTER***
December 8 (Thursday)	Classes End Full Fall Semester/Last Day to Drop Classes Full Fall Term
December 9-14 Friday-Wednesday)	Final Examinations Full Fall Semester
December 13 (Tuesday)	Classes End 2nd Fall Mini Semester/Last Day to Drop Classes 2nd Fall Mini Term
December 14 (Wednesday)	Final Examinations 2nd Fall Mini Term
December 16 (Friday)	***Purge Pre-Registration Files Spring Semester (12:00 noon)***
December 22-January 2	CHRISTMAS AND NEW YEAR'S BREAK

SPRING SEMESTER

January 4 (Wednesday)	**REGISTRATION (All Campuses)**
	Purge Pre-Registration Files Spring Semester (7:30 p.m.)
January 5 (Thursday)	Student Orientation (All Campuses)
January 6 (Friday)	Classes Begin (Full Spring Semester & 1st Spring Mini Term)
January 6-9 (Friday-Monday)	Schedule Change Period 1st Spring Mini Term
January 9 (Monday)	Last Day to Register for 1st Spring Mini Term
January 6-12 (Friday-Thursday)	Schedule Change Period Full Spring Semester
	Daily Purge Pre-Registration Files Spring Semester
January 12 (Thursday)	Last Day to Register for Full Spring Semester
January 14-15 (Saturday-Sunday)	Weekend Classes will meet
January 16 (Monday)	MARTIN LUTHER KING & ROBERT E. LEE BIRTHDAY/COLLEGE CLOSED
February 2 (Thursday)	Mid-Term 1st Spring Mini Term (Last Day to Drop with a Grade of "W" 1st Spring Mini Term)
March 1 (Wednesday)	Last Day of Classes 1st Spring Mini Term/Last Day to Drop Classes 1st Spring Mini Term
March 2 (Thursday)	Final Examinations 1st Spring Mini Term
	Mid-Term Full Spring Semester (Last Day to Drop with a Grade of "W" Full Spring Semester)
March 3 (Friday)	**REGISTRATION 2ND SPRING MINI TERM (All Campuses)**
March 6 (Monday)	Classes Begin 2nd Spring Mini Term
March 6-7 (Monday-Tuesday)	Schedule Change Period 2nd Spring Mini Term
March 7 (Tuesday)	Last Day to Register for 2nd Spring Mini Term
	Purge Pre-Registration Files Spring Semester (4:30 p.m.)
March 18-19 (Saturday-Sunday)	Weekend Classes will meet
March 20-26 (Monday-Sunday)	SPRING BREAK
April 6 (Thursday)	Mid-Term 2nd Spring Mini Term (Last Day to Drop with a Grade of "W" 2nd Spring Mini Term)
April 8 (Saturday)	Instructional Make Up (in case of inclement weather)
April 17-April 28	***ADVISEMENT PERIOD FOR THE SUMMER SEMESTER***

April 28 (Friday)	Last Day of Classes Full Spring Semester/Last Day to Drop Classes Full Spring Semester
May 1 (Monday)	***Purge Pre-Registration Files Summer Semester (4:30 p.m.)***
May 1-May 4 (Monday-Thursday)	Final Examinations Full Spring Semester
May 3 (Wednesday)	Last Day of Classes 2nd Spring Mini Term/Last Day to Drop Classes 2nd Spring Mini Term
May 4 (Thursday)	Final Examinations 2nd Spring Mini Term
May 8 (Monday)	Graduation (Jasper Campus)
May 9 (Tuesday)	Graduation (Hamilton Campus)
May 11 (Thursday)	Graduation (Fayette Campus)
May 12 (Friday)	Graduation (Sumiton Campus)

SUMMER SEMESTER

May 22 (Monday)	**REGISTRATION (All Campuses)**
	Purge Pre-Registration Files Summer Semester (7:30 p.m.)
May 23 (Tuesday)	Orientation (All Campuses)
May 24 (Wednesday)	Classes Begin (Full Summer Semester & 1st Summer Mini Term)
May 24-25 (Wednesday-Thursday)	Schedule Change Period Full Summer Semester & 1st Summer Mini Term
	Daily Purge Pre-Registration Files Summer Semester
May 25 (Thursday)	Last Day to Register for Summer Full Summer Semester & 1st Summer Mini Term
May 27-28 (Saturday-Sunday)	Weekend Classes will meet
May 29 (Monday)	MEMORIAL DAY/COLLEGE CLOSED
June 9 (Friday)	Mid-Term 1st Summer Mini Term (Last Day to Drop with a Grade of "W" 1st Summer Mini Term)
June 27 (Tuesday)	Last Day of Classes 1st Summer Mini Term/Last Day to Drop Classes 1st Summer Mini Term
June 28 (Wednesday)	Final Examinations 1st Summer Mini Term
	Mid-Term Full Summer Semester (Last Day to Drop with a Grade of "W" Full Summer Semester)
June 29 (Thursday)	**REGISTRATION 2ND SUMMER MINI TERM (All Campuses)**
June 30 (Friday)	Classes Begin 2nd Summer Mini Term
June 30-July 3 (Friday-Monday)	Schedule Change Period 2nd Summer Mini Term
July 1-2 (Saturday-Sunday)	Weekend Classes will meet
July 3 (Monday)	Last Day to Register for 2nd Summer Mini Term
	Purge Pre-Registration Files Summer Semester (4:30 p.m.)
July 4 (Tuesday)	INDEPENDENCE DAY/COLLEGE CLOSED
July 18 (Tuesday)	Mid-Term 2nd Mini Summer Term (Last Day to Drop with a Grade of "W" 2nd Summer Mini Term)
July 19-August 1	***ADVISEMENT PERIOD FOR THE FALL SEMESTER***
August 1 (Tuesday)	Last Day of Classes Full Summer Semester/Last Day to Drop Classes Full Summer Term
August 2-3 (Wednesday-Thursday)	Final Examinations Full Summer Semester
August 2 (Wednesday)	Last Day of Classes 2nd Summer Mini Term/Last Day to Drop Classes 2nd Summer Mini Term
August 3 (Thursday)	Final Examinations 2nd Summer Mini Term
August 10 (Thursday)	***Purge Pre-Registration Files Fall Semester (12:00 noon)***

The 2006/2007 Fall Semester tentatively will begin August 11.

School Holidays (College Closed)

September 5 (Monday)	Labor Day - State Holiday
November 11 (Friday)	Veterans Day - State Holiday
November 24-25 (Thursday-Friday)	Thanksgiving - State Holidays
December 22 (Thursday)	Local Holiday
December 23 (Friday)	Christmas Eve Observed - State Holiday
December 26 (Monday)	Christmas Observed - State Holiday
December 27-30 (Tuesday-Friday)	Local Holidays
January 2 (Monday)	New Year's Day Observed - State Holiday
January 16 (Monday)	Martin Luther King/Robert E. Lee - State Holiday
May 29 (Monday)	Memorial Day - State Holiday
July 4 (Tuesday)	Independence Day - State Holiday

2004-2005 IPEDS GRADUATION RATE SURVEY/STUDENT RIGHT TO KNOW REPORT

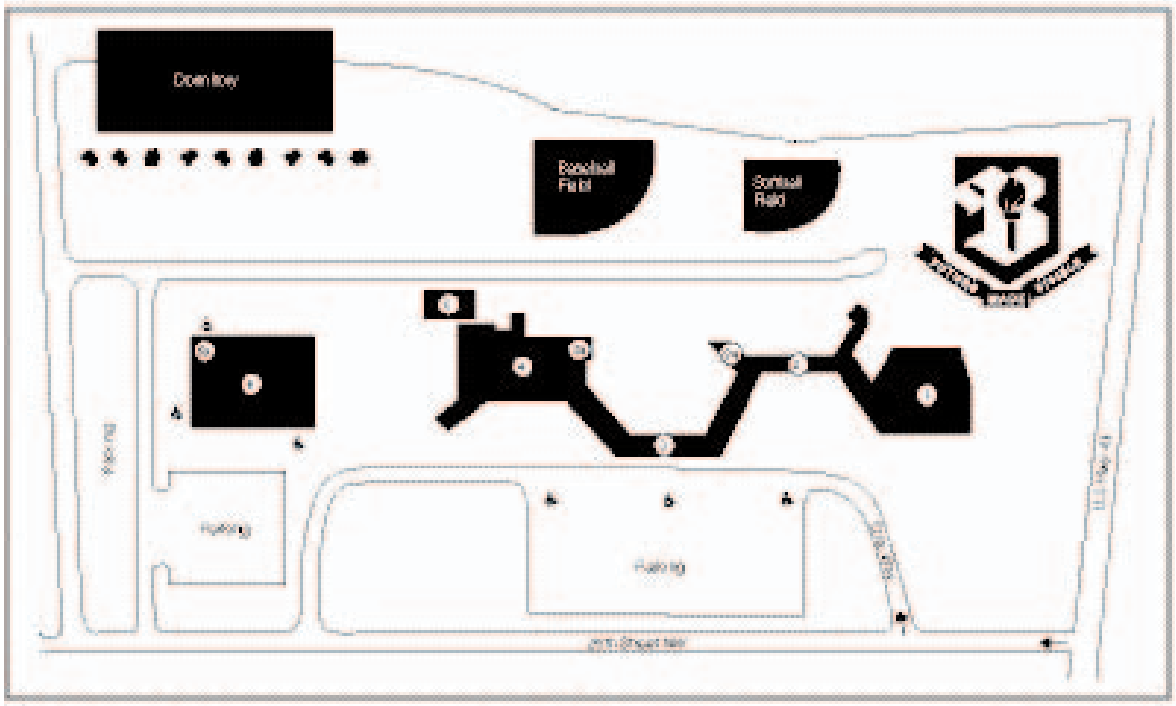
The four-year average percentage of graduation and the transfer out rates for Bevill State Community College for the 2001 cohort as reported on the 2004-2005 IPEDS Graduation Rate Survey/Student Right to Know Report is summarized below. The 2001 cohort consisted of 810 first-time, full-time, degree/certificate-seeking students.

	GRADUATION	TRANSFER
COLLEGE-WIDE	20.0%	17.0%

	GRADUATION	TRANSFER
ATHLETICS		
Basketball	29.0%	32.0%
Baseball	6.0%	47.0%
Cross Country/Track	28.0%	36.0%
All Other Sports	21.0%	27.0%
ALL ATHLETIC	20.0%	35.0%

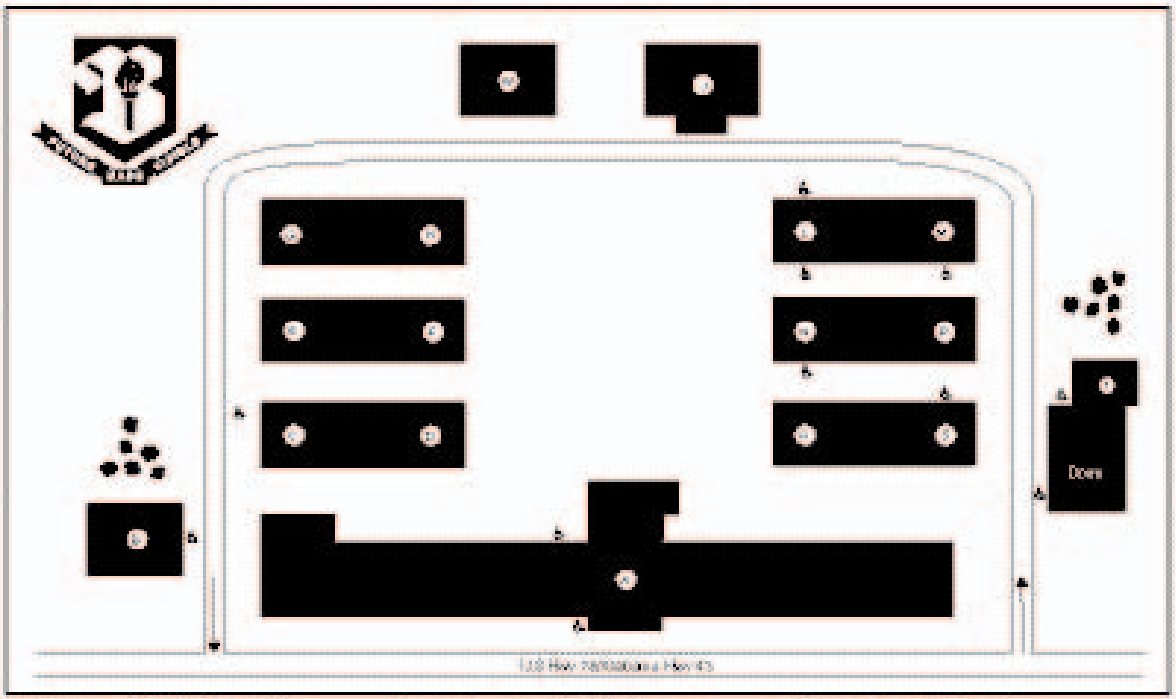
CAMPUS MAPS

Fayette Campus - Fayette, AL



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

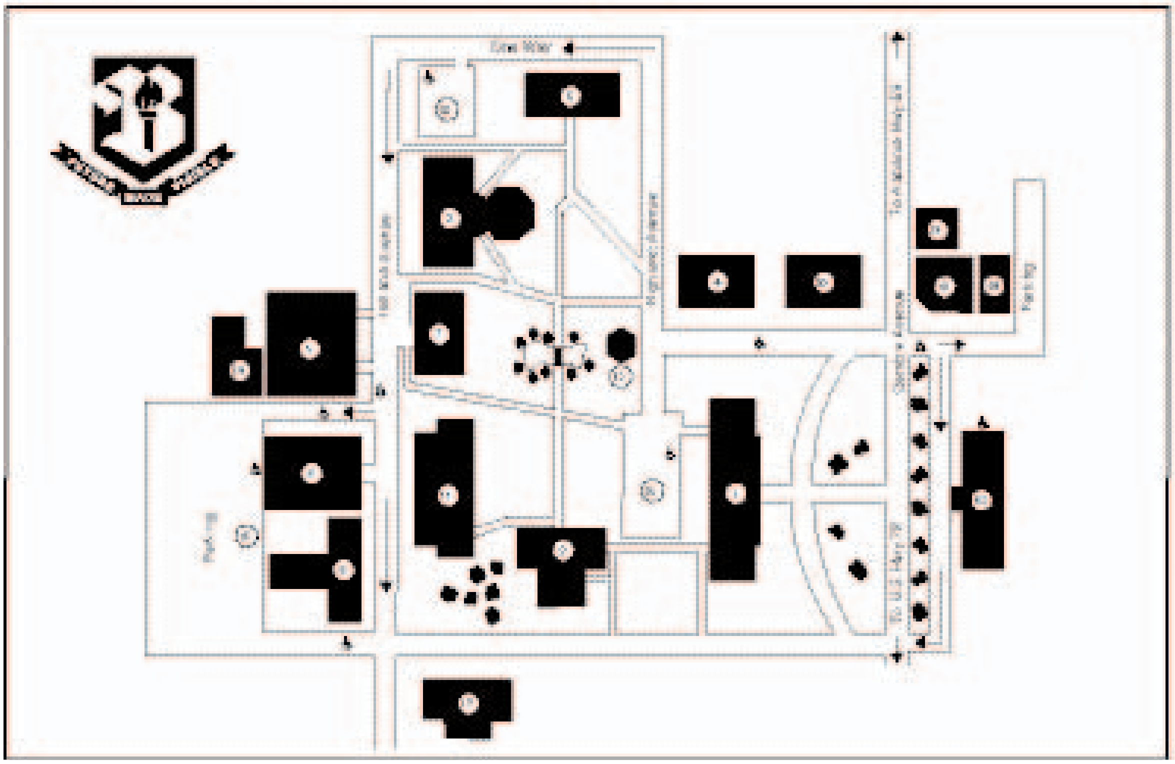
Hamilton Campus - Hamilton, AL



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 Job Center
Building T: Child Development Center/Dorm
Building W: Warehouse

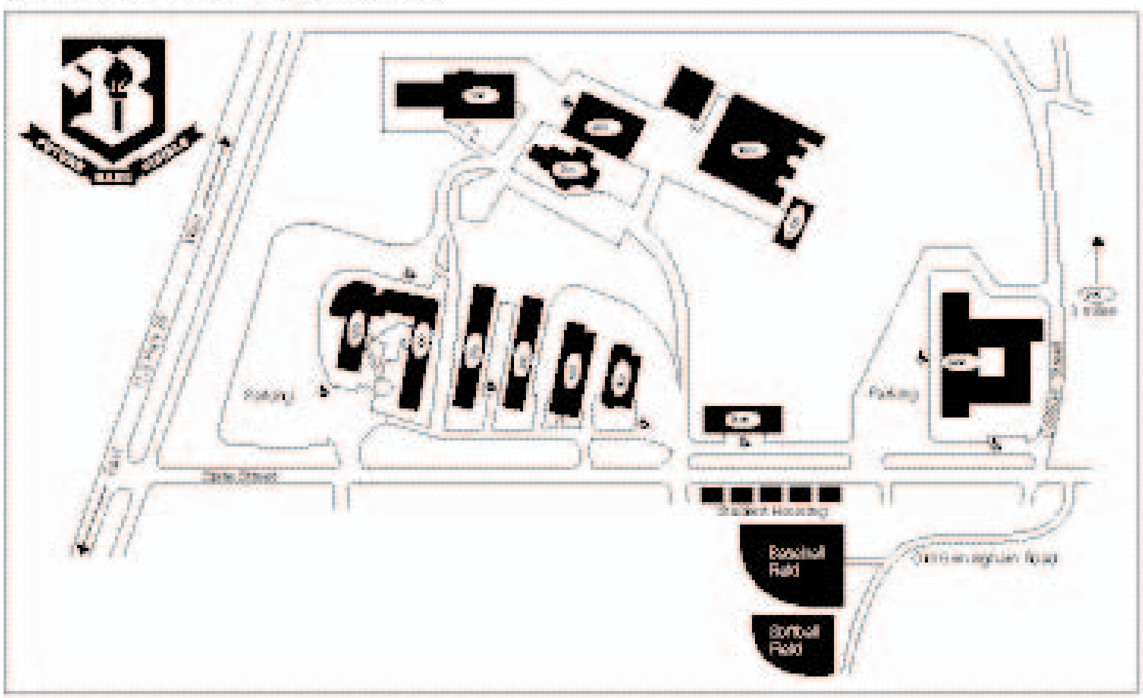
CAMPUS MAPS

Jasper Campus - Jasper, AL



1. Davis Hall
   Distance Learning Ctr
2. Matthews 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. Stan R. Murphy Hall
11. Irma Day Nicholson Library
12. Cafeteria Parking
13. Gazebo
14. Maintenance Building
15. Faculty Parking
16. Parking
17. Olena Dodd Sheer 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 1(1)	Business & Office Administration	Building 7(7)	Federal Programs	Building 14(14)	Business & Industry Training
	Computer Science	Building 8(8)	Welding Technology		Drafting Technology
	Computer Services		Diesel Technology		Medical Laboratories
	Cosmetology	Building 9(9)	Truck Driving (Off Campus)		Cafeteria
Building 2(2)	Bookstore	Building 10(10)	Mining Technology		Exhibit Hall
	Business Office		Underground Coal Mining		Civic Dining Room
Building 3(3)	Electronic Technology	Building 11(11)	Warehouse & Maintenance	Building 15(15)	Health Sciences
	Electrical Technology		CDL Training		Computer & Science Labs
	Air Conditioning/Refrigeration Technology	Building 12(12)	Administrative Offices		
Building 4(4)	Automotive Technology		Administrative Services		
	Purchasing		Library/Learning Resource Center		
Building 5(5)	Distance Learning		Office of Student Services		
Building 6(6)	Machine Tool Technology		Testing Center		

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, governmental 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, Sam Sullivan, Ext. 5103
   Hamilton Campus, Sara Franks, Ext. 5318
   Jasper Campus, Robeana Green, Ext. 5711
   Sumiton Campus, Suzanne Light, Ext. 5200
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 Administrative Vice President, 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/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 Administrative Vice President 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

BEVILL STATE
COMMUNITY COLLEGE

ADMISSIONS INFORMATION

ASSOCIATE DEGREE ADMISSION REQUIREMENTS

An applicant who has not previously attended any regionally accredited postsecondary institution or Council on Occupational Education 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 Career Programs Assessment Test (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, CPAT, 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, and course sequencing 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 course work 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 regionally accredited postsecondary institution or Council on Occupational Education 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 regionally accredited postsecondary institution or Council on Occupational Education 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 regionally accredited postsecondary institution or Council on Occupational Education 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. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work 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 accredited postsecondary institutions or Council on Occupational Education 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 previously attended colleges and universities 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;
5. Students who are enrolled in certain short-term certificate programs having no English or mathematics requirements;
6. Students who have completed required developmental course work at another Alabama College System institution within the last three years;
7. Audit students;
8. Students who can provide documentation of assessment within the last three years; and
9. 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/her academic advisor for the purpose of selecting classes, monitoring progress, completing the registration form, and to activate his/her 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. 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.
4. 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.
5. 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/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 25 percent of the total credit hours required by the program. 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.

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. If credit is awarded, a student is required to pay a fee of $25 per course. Experiential learning credits will not be awarded for academic transfer.

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. 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 Equivalencies

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 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.

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/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 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

BEVILL STATE
COMMUNITY COLLEGE

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	$ 72	$ 9	$ 9	$ 0	$ 90
2	144	18	18	$ 0	180
3	216	27	27	15	285
4	288	36	36	15	375
5	360	45	45	15	465
6	432	54	54	15	555
7	504	63	63	15	645
8	576	72	72	15	735
9	648	81	81	15	825
10	720	90	90	15	915
11	792	99	99	15	1,005
12	864	108	108	15	1,095
13	936	117	117	15	1,185
14	1,008	126	126	15	1,275
15	1,080	135	135	15	1,365
16	1,152	144	144	15	1,455
17	1,224	153	153	15	1,545
18	1,296	162	162	15	1,635
19	1,368	171	171	15	1,725
20	1,440	180	180	15	1,815
21	1,512	189	189	15	1,905
22	1,584	198	198	15	1,995
23	1,656	207	207	15	2,085
24	1,728	216	216	15	2,175

NOTE: The Library Fee is assessed to students who are enrolled for three (3) or more credit hours, taking course work at a main campus or instructional site.

NOTE: Under state mandate, all web-based courses are charged a tuition fee of $90 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	$900
Out-of-State Residents	$1800

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)	50
ACT Residual Test	26
Returned Check Charge	30
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
Health Sciences Drug Testing Fee	35
Fee for Diploma in Second Program of Study	10
Surgical Operating Room Testing Fee	35

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 $30 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/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/her class roster until he or she is notified to do so.

DELINQUENT ACCOUNTS
A student who has a delinquent account at the College for any fee or fine may not complete registration until his/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.

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/her financial assistance award may do so by submitting a written appeal to the Financial Assistance Officer at the declared campus of his/her residence. This written appeal must be made within five days of notification of the suspension.

The Financial Assistance Officer 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, which shall serve as the Dean of Instruction and Student Service'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

BEVILL STATE
COMMUNITY COLLEGE

GRADUATION

After completion of all program requirements, Bevill State will confer degree/certificates upon students at the time they become eligible. Students should work closely with their advisor to ensure that the certification is recorded on their permanent record. Advisors are responsible for notifying the Admission Coordinator when a student becomes eligible to receive certification. Students must meet the following requirements:

1. Earn a 2.0 cumulative grade point average in all courses attempted at the College;
2. Meet all program of study requirements for the certificate or degree. These requirements are stated in the appropriate programs of study section for each certificate or degree offered by the College;
3. Complete at least 25 percent of the credit hours required for the degree/certificate at Bevill State Community College;
4. Complete the PSY 100 orientation course;

In order to receive a printed diploma and/or participate in the annual commencement programs, students must also meet the following additional requirements:

1. Complete an Application for Diploma and register for GRA 100 during their last term of enrollment;
2. Remove all admissions and probation conditions;
3. Clear all financial obligations to the College;
4. Meet all requirements for graduation within a calendar year from the last semester of attendance.

Students participating in the annual spring commencement program receive one diploma cover during the ceremony. After the ceremony, diplomas will be available for pick up in the specified location. Diplomas not picked up will be available in the Office of Student Services. Certificates/degrees are awarded twice annually – at the end of the spring and summer semesters.

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 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 3.5 to 3.99 during the term. This honor is noted on the student's transcripts.

Students who have taken a minimum of twelve credit hours in degree/certificate creditable courses and achieved a grade point average of 3.0 to 3.49 will be recognized for **Academic Achievement**. This designation will appear on transcripts.

NOTE: Developmental courses are not considered to be degree/certificate credible courses.

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 ADVISEMENT

The focus of academic advisement is to assist the student in progressing toward his/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/her selected senior institution. Academic transfer students are strongly encouraged to obtain **STARS** program guides available online at **stars.troy.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 Personal Identification Number (PIN) 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. 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.troy.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.

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.

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 exams may be given when the instructor is convinced that extenuating circumstances prevented the student from taking the exam. It is the student's responsibility to report to the instructor any condition that causes an absence from an exam.

GRADE CHANGES/APPEAL OF COURSE GRADE
The student is responsible for the review of his/her grade report at the end of each semester. If the student feels that a grade is incorrect, he or she should contact the instructor for that course, who will initiate a Change of Grade Form, if necessary. If the instructor does not agree that the grade should be changed, the Campus Associate Dean will notify the student in writing. The student may then appeal the decision in writing to the Campus Associate Dean.

GRADE REPORTING
At the end of each term, grade reports are processed and posted to each student's academic record. Students may access their grades online at www.bscc.edu-BSCC Online. Students must have their valid 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/her control, the student may appeal to the instructor for consideration of a grade other than "WF."

ACADEMIC PROGRESS STANDARDS
(See chart on page 25)
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 a grade-point average (GPA) of 2.0 on all course work 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 course work 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, a written appeal may be submitted within five working days to the appropriate College-wide Associate Dean (academic, technical, or health sciences). 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 Instruction and Student Services. 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.

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 course work taken in that one term. All course work 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 course work taken in 1 to 3 terms. All course work 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."

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 make a written request to the Assistant to the Dean of Instruction and Student Services-Admissions or Campus Admissions Coordinator for permission 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.

DISTANCE EDUCATION
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 varied strategies that deliver education to students who are in a different location other than that of the instructor. Two distinct approaches to distance education have been implemented by the College:

1. **Interactive Intercampus Television System (IITS)**
   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. **Web-Based Instruction**
   In order to achieve the goal of providing convenient courses to students at any time or place, the College offers web-based 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 web-based courses are charged a tuition fee of $90 per credit hour.

Testing Centers are located on each campus to provide distance education 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 education students are self-directed, mature, disciplined, and highly motivated people. Students who take IITS and web-based 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.

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.

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 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.

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 Department of Postsecondary Education as an official testing center for the General Education Development Test (GED). The institution provides FREE adult literacy and academic remediation instruction in convenient classroom locations throughout its service area for individuals interested in improving their skills in reading, language and mathematics prior to GED testing, college entrance or pursuit of improved career opportunities. GED preparation instruction is also available online. English as a second language (ESL) classes are provided throughout the service area. 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/Campus 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. If the student is unsuccessful in passing the challenge exam, he or she should remain in the class to complete the necessary course work to pass the course.
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 Assistant to the Dean for Instruction and Student Services-Admissions 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 appropriate College-wide Associate Dean (Academic, Technical or Health Sciences).
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.

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/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 Assistant to the Dean for Instruction and Student Services-Admissions or designee. A student may also view their college transcript online-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 CONDUCT CODE

Bevill State Community College expects all members of its academic community to function according to the highest ethical and professional standards. The entire college community must be involved to ensure this quality of academic conduct.

ACADEMIC MISCONDUCT

Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist between the faculty and students in order for the College to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

CHEATING: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.

PLAGIARISM: claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas.

FABRICATION: presenting as genuine falsified data, citations, or quotations.

ABETTING: helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use of your work as his/her own are examples of abetting.

MISREPRESENTATION: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

In the event of suspected academic misconduct, the following procedure will be followed:

1. Upon reaching the conclusion that academic misconduct may have occurred and that action is warranted, the instructor will inform the student of the charge within 2 days, excluding Saturdays, Sundays and official College holidays. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for that action. A copy of this written statement will be sent to the Campus Associate Dean on the campus where the academic misconduct occurred.
2. Within one week or 5 days, excluding Saturdays, Sundays and official College holidays, of this notification of a judgment of academic misconduct, the student may appeal the instructor's decision by letter to the Campus Associate Dean or his/her designated representative. The Campus Associate Dean or designee, acting expeditiously, will take testimony from the student, the instructor, and all appropriate witnesses and make a decision. If the Campus Associate Dean or designee reverses the finding of academic misconduct, the instructor must re-examine the work in question and assign credit without prejudice. In the event that the Campus Associate Dean is the instructor, the appropriate College-wide Associate Dean will replace the Campus Associate Dean in the appeal process. The decision of the Campus Associate Dean is final except in those cases of assignment of a grade of "F" for the course.
3. In the cases where a grade of "F" is assigned in the course and the student has utilized the appeal process as described above (2) and the assignment of a grade of "F" in the course is upheld, the student has one week or 5 days excluding Saturdays, Sundays and official College holidays from the date of notification of denial of appeal by the Campus Associate Dean to further appeal the assignment of a grade of "F" in the course to the appropriate College-wide Associate Dean with responsibility for the course. This appeal must be in the form of a letter. This College-wide Associate Dean, acting expeditiously, will review the evidence, hear any additional information that may be forthcoming, and make the final decision. This final decision on the appeal will normally occur within 5 days, excluding Saturdays, Sundays and official College holidays. During this or any appeal process, the student will remain in good standing and will be entitled to the rights and privileges given all other students.
4. In those cases where the final decision concerning an academic misconduct charge is an "F" for the course, the instructor will send a letter to this effect to the student and to the office of the Campus Associate Dean on the campus where the course was taught. If the student chooses to appeal the grade of "F" to the College-wide Associate Dean, all evidence and other information used to determine academic misconduct will be forwarded to that College-wide Associate Dean.

ACADEMIC PENALTIES

The following is a list of penalties that may be imposed upon any student found guilty of academic misconduct by the instructor or the Campus Associate Dean.

1. Requirement to submit additional work or take additional examinations.
2. A lower or failing grade on the assignment or examination.
3. A lower or failing grade in the course.
4. Removal from class.

POSSIBLE ADDITIONAL PENALTIES

The following is a list of penalties that may be imposed by the appropriate College-wide Associate Dean, in addition to those imposed by the instructor or the Campus Associate Dean.

1. Reprimand: a written statement from the College expressing disapproval of conduct. This reprimand will be placed in a sealed envelope and retained with the student's permanent record.
2. Probation: The notice of probationary status will be placed in a sealed envelope and retained in the student's permanent record.
3. Suspension: Suspension from the College for a period of one year. Suspension will be required if the student has two instances of academic misconduct. The notice of suspension will be placed in a sealed envelope and retained in the student's permanent record. After a period of one year the student may apply for readmission to the College, but will remain on probation. Suspension from specific programs of study may be mandated on the first offense. Students should consult the policies of the program of study in which they are enrolled to determine the circumstances under which suspension can occur.
4. Dismissal: A permanent separation from the College. Students receiving this penalty are forever prohibited from readmission to the College. The notice of dismissal will be placed in a sealed envelope and retained in the student's permanent record.

PROGRAMS OF STUDY

BEVILL STATE
COMMUNITY COLLEGE

PROGRAMS OF STUDY

Bevill State Community College offers Associate in Arts and Associate in Science degrees in university parallel programs of study, and 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 very specific information about the requirements in each subject AREA for a given transfer institution. The STARS website can be accessed at http://stars.troy.edu. From STARS, students can print a transfer guide for his/her major and enter into a binding contract with the transfer institution in his/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 Alabama Community Colleges were evaluated and their transfer equivalency to other state colleges and universities were 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 Common

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 120 Introduction to Physics
- 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.

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 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 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 (Maximum of 6 hours in History)	(6-9)
+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 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-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 (Maximum of 6 hours in History)	(6-9)
+AREA V: Pre-Professional, Major & Electives	**19-23**
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 126 Calculus II, MTH 227 Calculus III	(8)
+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 used and/or CIS courses specifically required by transfer institution	(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	**19-30**
Additional Mathematics, MTH 110 or higher	(6)
Additional Sciences	(4-8)
Electives	(3-10)
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)
PHY 213-214 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-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	**12**
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	**18-22**
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-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-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 Civilization 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 (Maximum of 6 hours in History)	(6-9)
+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-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 (Maximum of 6 hours in History)	(6-9)
+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-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 (Maximum of 6 hours in History)	(6-9)
+AREA V: Pre-Professional, Major & Electives	**18-22**
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-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 (Maximum of 6 hours in History)	(6-9)
+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	**18-22**
MTH 126 Calculus II	(4)
MTH 227 Calculus III	(4)
MTH 238 Differential Equations	(3)
Electives	(4-8)
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 semester hours**

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 Chemistry	(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 I	(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 & 202 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

BEVILL STATE
COMMUNITY COLLEGE

HEALTH SCIENCES

The Health Sciences Division offers programs of study leading to the Associate in Applied Science degree in Nursing 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, Surgical Instrument Technician, 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 require graduates to pass a test given by the appropriate licensure board in order 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 decisions of these licensure boards. Other factors may affect 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; and/or 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. Students should 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. Health Science 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.

Certain clinical facilities utilized by the Health Science programs require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check may be required prior to or during enrollment in the Health Science programs. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to evidence of criminal history will be referred to a committee for review and determination of the student's enrollment eligibility.

Programs of study within the Health Sciences Division require specific essential mental and physical capabilities if the student is to be successful. Essential functions for each Health Science program of study are available in the program director's offices and on the Bevill State website (www.bscc.edu).

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, the nursing process, communication, safety, client education, ethical-legal issues, the health-illness continuum, and pharmacology are core themes used to develop content within the curriculum. The ADN curriculum incorporates general education courses along with 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 advanced degrees pursued after ADN graduation. Job descriptions, wages, location of workplace, and specialized skills are all variable and dependent upon the ADN graduate's chosen workplace.

NOTE: The ADN program at Bevill State Community College 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 or who have graduated within the past six months from an accredited PN program may be admitted in the first Spring semester of the nursing curriculum via the LPN Mobility Track. Final selection for either class is made by the Nursing Admissions 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 will be utilized for admission Fall 2005:**

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 or www.bscc.edu.
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 Mathematical Applications (MTH 116) 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.

The following criteria will be utilized for admission Fall 2006:

1. Unconditional admission to the College.
2. Receipt of complete application for the Associate Degree Nursing program by May 1 (first priority deadline), July 1 (second priority deadline). Applicants for second priority will be considered for admission on a space available basis.
3. A minimum of 2.5 cumulative GPA for students with previous college work.
4. All academic course work required in the nursing program must be completed with a grade of “C” or better.
5. A minimum of 2.5 high school GPA for students without prior college work (GED acceptable instead of high school transcript).
6. Eligibility for:
    a. English 101 and Math 116 as determined by College policy, and
    b. BIO 201 during the first term of nursing courses. (As a prerequisite to BIO 201, student must successfully complete BIO 103 or achieve a passing score on the Alabama College System approved placement exam.)
7. Meeting the essential functions or technical standards required for nursing.
8. A score of 76 or higher on the COMPASS reading examination (or related ACT reading score of 17 or higher).
9. Admission to the ADN program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**
10. Applicants will be notified in writing of admission decisions.

NURSING, ADN

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

GENERAL EDUCATION COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
Humanities Elective	3
MTH 116, Mathematical Applications or higher level	3
BIO 201-202, Human A & P I-II	8
BIO 220, Microbiology	4
PSY 200, General Psychology	3
PSY 210, Human Growth and Development	3
Total General Education Credits	**30**

FIELD OF CONCENTRATION COURSES	
NUR 102, Fundamentals of Nursing	6
NUR 103, Health Assessment	1
NUR 104, Introduction to Pharmacology	1
NUR 105, Adult Nursing	8
NUR 106, Maternal and Child Nursing	5
NUR 201, Nursing Through the Lifespan I	5
NUR 202, Nursing Through the Lifespan II	7
NUR 203, Nursing Through the Lifespan III	6
NUR 204, Role Transition for the Registered Nurse	3
Total Field of Concentration Credits	**42**
Total Credits	**72**

NUR 200 is a bridge course for PN's and will substitute for NUR 102, 103, 104, 105, and 106.
BIO 103 is a prerequisite for BIO 201. PSY 100 is a prerequisite for this degree.

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.

LICENSED PRACTICAL NURSE MOBILITY TRACK

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

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

1. Unconditional admission to the College.
2. Receipt of completed application for the Practical Nursing Mobility Track by October 15.
3. Applicants must have successfully completed the following prerequisite courses:
    a. Principles of Biology I (BIO 103) or satisfactory performance on the Alabama College System approved placement exam (4 credit hours);
    b. Mathematical Applications (MTH 116) or higher level. (3 credit hours);
    c. Anatomy and Physiology I (BIO 201) (4 credit hours).
4. Eligibility for:
    a. English 101(ENG 101) as determined by College policy.

5. 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 or www.bscc.edu.
6. A score of 76 or higher on the COMPASS reading examination (or related ACT Reading score of 17 or higher).
7. A minimum of 2.5 cumulative GPA for students with previous college work.
8. Students meeting all criteria will be considered for admission into the second semester on a space available basis.
9. Admission to the Practical Nursing Mobility program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance**.
10. PN graduates from the new Alabama College System (ACS) nursing curriculum (Fall 2005) who have graduated within the last six months will be admitted on a space available basis into the third semester of the five semester ADN curriculum. Other applicants that are not graduates from the new ACS nursing curriculum or those who have graduated more than six months previous must apply for entry into the second semester mobility course (NUR 200). Upon successful completion of NUR 200 and a cumulative GPA of 2.0, the student will be eligible to continue in the ADN program.
11. The following PN mobility applicants must have an unencumbered Alabama LPN license:
    a. Those who have graduated more than six months from the date of application from an Alabama Board of Nursing approved LPN program;
    b. Out-of-state applicants;
12. Applicants must provide the following documents:
    a. A current CPR certification (AHA) at the healthcare provider level.
    b. Proof of three Hepatitis vaccinations or positive titer, measles vaccination, current tetanus vaccination or positive titer, and proof of current TB testing (within six months) status;
    c. Verification of health insurance coverage.

PRACTICAL NURSING

Certificate
Fayette, Hamilton, Jasper & Sumiton campuses

The Practical Nursing (PN) program is a three-semester program whose mission is to prepare nurses (LPN's) to meet basic health care needs 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, the nursing process, communication, safety, client education, ethical-legal issues, the health-illness continuum 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 upon the PN graduate's chosen workplace.

NOTE: The PN program at Bevill State Community College 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
Applicants admitted into the Bevill State Practical Nursing (PN) program each year will be selected from high school graduates/GED recipients and/or students currently enrolled at Bevill State. Final selection for classes is made by the Nursing Admissions 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. A complete admission file must be submitted. **The following criteria will be utilized for admission Fall 2005:**

1. Application for admission to the College.
2. Application for the Practical Nursing Program must be submitted 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 or www.bscc.edu.
4. Official transcript(s) from high school and transcripts from all colleges attended, or GED certificate as outlined in college catalog admission requirements.
5. A minimum of 2.0 cumulative GPA for students with previous college work or a minimum of 2.0 high school GPA for students without prior college work (GED acceptable instead of high school transcript).
6. COMPASS test score of 52-76-33 or higher (COMPASS must be taken at Bevill State Community College according to college policy.)
7. Students completing remedial courses successfully are not required to retest COMPASS.
8. A completed admission file does not guarantee acceptance to the program.

The following criteria will be utilized for admission Spring and Fall 2006:

1. Unconditional admission to the College.
2. Receipt of completed application to the Practical Nursing program by May 1 (first priority) and July 1 (second priority) for Fall admission; by September 1 (first priority) and October 15 (second priority) for Spring admission.
3. A minimum of 2.5 cumulative GPA for students with previous college work.
4. A minimum of 2.5 high school GPA for students without prior college work (GED application instead of high school transcript);
5. Eligibility for English 101 (ENG 101) and Math 116 (MTH 116) as determined by College policy.
6. Meeting the essential functions or technical standards required for nursing.
7. A score of 76 or higher on the COMPASS Reading examination (or related ACT Reading score of 17 or higher).
8. Admission to the Practical Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

Students are admitted into the PN program in the Fall and Spring semesters.

GENERAL EDUCATION COURSES	Semester Hours
ENG 101, English Composition I	3
MTH 116, Mathematical Applications or higher level	3
Total General Education Credits	**6**

FIELD OF CONCENTRATION COURSES	
*NUR 101, Body Structure and Function	4
NUR 102, Fundamentals of Nursing	6
NUR 103, Health Assessment	1
NUR 104, Introduction to Pharmacology	1
NUR 105, Adult Nursing	8
NUR 106, Maternal and Child Nursing	5
NUR 107, Adult/Child Nursing	8
NUR 108, Psychosocial Nursing	3
NUR 109, Role Transition for the Practical Nurse	3
Total Field of Concentration Credits	**39**
Total Credits	**45**

**PN students may choose to take BIO 201 and BIO 202 instead of NUR 101.*

PSY 100 is a prerequisite for this certificate.

NURSING PROGRAM POLICIES

Progression/Reinstatement Policy

In order to continue in the nursing program, the student must:

1. Maintain a grade of “C” or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.
2. Complete all required general education courses according to the Alabama College System (ACS) Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the Associate Dean for Health Sciences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Successfully complete the program:
   a. within 48 months from initial semester for ADN students; or
   b. within 24 months from initial semester for PN and mobility students.
5. Maintain current CPR certification (AHA) at the health care provider level.
6. Complete all nursing courses in the prescribed sequence. if a student withdraws or makes a “D” or an “F” in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.
7. Adhere 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.
8. The nursing faculty reserves the right to withdraw any student from the program who is refused use of facilities by clinical agencies.
9. Submit a satisfactory health screening data form annually.
10. Maintain health insurance coverage throughout the program.
11. Adhere to current program attendance policy.
12. Obtain the required Bevill State student uniform.
13. Complete the required program 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.
14. Function within the scope of practice as defined by the current Alabama Board of Nursing Nurse Practice Act.

Reinstatement

Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with the appropriate campus division chair or program coordinator to discuss reinstatement. In order to be reinstated, a student must:

1. Apply for readmission to the College if not currently enrolled.
2. Submit a letter requesting reinstatement to the appropriate nursing program personnel within a timely manner so that reinstatement would occur within one year from the term of withdrawal or failure.
3. Demonstrate competency in all previous nursing courses successfully completed. In addition, ADN students must first audit the prerequisite/corequisite course for the course failed/dropped and pass the course with a "C" or higher. If a PN student has been out of the program more than two semesters, the student will be required to audit the course prior to the course failed or dropped and pass the course with a “C” or higher. Students must notify the Division Chair/Coordinator and the Office of Student Services in writing four weeks prior to the semester they wish to audit.
4. Adhere to nursing curriculum or program policies or procedures effective at the point of reinstatement.

Failure to follow these procedures may result in denial of reinstatement to the program. Any changes in the program curriculum, admissions criteria, or procedures will be applicable upon the student’s reinstatement. Students may be reinstated only once at the point where they dropped/failed from the program. A student exiting the program for the second time must reapply and will be considered for reinstatement into the first semester of the nursing curriculum after a one-year waiting period. **Reinstatement to the nursing program is not guaranteed.** Reinstatement may be denied due to, but not limited to, any of the following circumstances:

1. Space unavailability of a course in which the student wishes to be reinstated. (Students in regular progression have enrollment priorities for clinical sites.)
2. Grade point average is less than 2.0 from courses completed at current institution.
3. Refusal by clinical agencies to accept the student for clinical experiences.
4. Failure to demonstrate competency in all previous nursing courses successfully completed.
5. Over 12 months have elapsed since the student was enrolled in a nursing course.
6. Student has been dismissed from the program.

Transfer Student Admission

Transfer requests will be considered on an individual basis and upon availability of space. Students wishing to transfer must:

1. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses taken at another institution were completed with a grade of “C” or better and the cumulative GPA is 2.0 or better.
   a. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
   b. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.

5. Complete at least 25 percent of the total program at the accepting institution.
6. Validate skills and knowledge as necessary to determine program placement.
7. 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 or www.bscc.edu.
8. Applicants must meet program health requirements.
9. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

Dismissal Policy

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

1. If a student has been dismissed from the ADN program, the student may apply for admission to the PN program without a waiting period. If a student has been dismissed from the mobility program the student may apply for admission to the generic program without a waiting period.
2. A student who has been dismissed from a specific program (ADN/PN/mobility) may apply for admission as a new student to any nursing program within the Alabama College System, provided:
   a. the student meets current entry requirements;
   b. at least two years have elapsed since the students dismissal from a specific program; and
   c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
3. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement or readmission to the nursing program.

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 Division Chair/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 scheduled class day and maintain this health insurance coverage throughout the program.

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. A detailed description may be found in the 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
B .....80 to 89
C .....75 to 79
D .....60 to 74
F .....59 and below

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

Licensure Information

It is imperative that nursing students meet the legal, moral, and legislative standards which are utilized to determine acceptable behavior for the nurse (RN/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 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/PN). 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 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 610-X-8-.02. The following may be grounds for denial of a license and/or temporary permit by examination or endorsement:

1. Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
2. Engaging in fraud, misrepresentation, disception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure.
3. A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.
4. Having disciplinary action pending or having a license denied, conditionally issued, reprimanded, placed on probation, suspended, revoked, or voluntarily surrendered in another state, territory or country.
5. Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline in this state under rule 610-X-8-.03.
6. 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. Failure to show good moral character includes but is not limited to a criminal history or pattern of illegal conduct or disregard for the law.
7. Any other reasons authorized by law.

Alabama Board of Nursing Administrative Code, March, 2002.

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.

NURSE ASSISTANT

Certificate
Fayette, Hamilton, Jasper & 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 a drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens may be conducted. If a drug screen is positive, the student will be dismissed from the 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.

HEALTHCARE OFFICE TECHNICIAN

Certificate
Fayette, Hamilton, Jasper & Sumiton Campuses

This eight-week certificate program contains two components – office administration and certified nursing assistant. This program will provide the student with the skills and knowledge to assist in both the office administration and clinical areas of today's medical practice. Upon successful completion of the certified nursing assistant component, the graduate is eligible to take the Alabama Nurse Aide Examination for a Certified Nursing Assistant License.

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 a drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens may be conducted. If a drug screen is positive, the student will be dismissed from the 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.

In addition to the hours required by the certified Nursing Assistant program, the Healthcare Office Technician program also requires clerical course units in Keyboarding, Medical Office Management, Microsoft Word, and EXCEL.

PHLEBOTOMY

Certificate
Jasper Campus

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 a drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens may be conducted. 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.

Faculty reserves the right to require, at any time, proof of a student's physical, mental, and/or emotional health. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the 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 Field of Concentration Credits	**7**

PSY 100 is a prerequisite for this certificate.

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMS)

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 Field of Concentration Credits	**9**

PSY 100 and EMS 100 and 107 are prerequisites for this certificate.

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (EMP)

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 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 an Alabama paramedic 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 and 107; 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 an Alabama 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 and 107 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 course work 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.

CENTRAL STERILE SURGICAL INSTRUMENT TECHNICIAN

Certificate
Sumiton Campus

This ten-week course introduces students to the scientific principles that guide a central sterile surgical instrument technician and gives hands-on training in the methods of care and sterilization of surgical instruments. The first phase of the class contains classroom content and the second phase is a preceptorship in which students are mentored in the skills of a central sterile surgical instrument technician. Typically, positions in this field require a high school diploma or GED. Certification is available through the Certification Board for Sterile Processing and Distribution, Inc. Candidates may qualify to take the exam by completing this course with a passing grade of 70 or higher and with one year of experience performing surgical instrument processing.

APPLIED TECHNOLOGY

BEVILL STATE
COMMUNITY COLLEGE

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 from 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, Industrial Electronic Technology (ILT), Machine Tool Technology (MTT), and Office Administration with concentrations in Accounting (ACT), Legal Transcription (LEG), Management Information Systems (INF), Marketing/Management (MKT), Medical Transcription (MTR), Microcomputer Applications (MIC), Secretarial Science (SEC), and Paralegal (PRL).

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. Long-term certificates are of varied 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 each in written composition, mathematics, computer literacy skills, and speech. In general, 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), Automotive Body Repair Technology (ABR), Automotive Technology Mechanics (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 (ACT), Legal Transcription (LEG), Medical Transcription (MTR), Microcomputer Applications (MIC), Secretarial Science (SEC), Small Business Management (SBM), Paralegal (PRL), and Welding Technology (WDT).

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 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), Automotive Body Repair Technology (ABR), Automotive Technology Mechanics (AUM), Barbering (BAR), Cosmetology (COS) Instructor, Cosmetology-Nail Technology, Child Development (CHD), Computer Science (CIS) with options in Information Technology, A+ Certification, MOS, 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 (LEG), Medical Transcription (MTR), Microcomputer Applications (MIC), Secretarial Science (SEC), Truck Driving (TRK), and Welding Technology (WDT). 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 with 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 are not required 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 a variety of fields including, but not limited to, Automotive Body Repair Technology, Air Conditioning and Refrigeration, Automotive Technology 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.

Applied Technology students are also given the opportunity to participate in the CO-OP/Internship program. The CO-OP/Internship program is designed to be an organized and planned work experience for the purpose of extending training to a student in his/her chosen career path, while at the same time providing the participating business with additional part-time personnel. A student is only eligible for an internship after meeting specific program prerequisites. The required amount of internship training time varies for individual programs and follows the semester schedule of the College. The student is interviewed by the prospective employer, and if hired as an intern, is expected to follow procedures and policies of the company. Students who are interested in participating in the CO-OP/Internship program should contact their program advisor.

AIR-CONDITIONING AND REFRIGERATION TECHNOLOGY

Associate in Applied Science Degree
Hamilton & Sumiton Campuses

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/Math/Science Elective	3
CIS 146, Microcomputer Applications	3
History or Social/Behavioral Science Elective	3
Total General Studies Credits	21

FIELD OF CONCENTRATION COURSES

ACR 111, Principles of Refrigeration	3
ACR 112, HVAC/R Service Procedures	3
ACR 113, Refrigeration Piping Practices	3
ACR 119, Fundamentals of Gas Heating Systems	3
ACR 121, Principles of Electricity for HVAC/R	3
ACR 122, HVAC/R Electrical Circuits	3
ACR 123, HVAC/R Electrical Components	3
ACR 132, Residential Air Conditioning	3
ACR 135, Mechanical/Gas Safety Codes	3
ACR 147, Refrigeration Transition and Recovery Theory	3
ACR 148, Heat Pumps Systems I	3
ACR 203, Commercial Refrigeration	3
ACR 205, System Sizing and Air Distribution	3
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, Principles of Refrigeration	3
ACR 112, HVAC/R Service Procedures	3
ACR 113, Refrigeration Piping Practices	3
ACR 119, Fundamentals of Gas Heating Systems	3
ACR 121, Principles of Electricity for HVAC/R	3
ACR 122, HVAC/R Electrical Circuits	3
ACR 123, HVAC/R Electrical Components	3
ACR 132, Residential Air Conditioning	3
ACR 147, Refrigeration Transition and Recovery Theory	3
ACR 148, Heat Pumps Systems I	3
ACR 205, System Sizing and Air Distribution	3
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, Principles of Refrigeration	3
ACR 112, HVACR Service Procedures	3
ACR 121, Principles of Electricity for HVAC/R	3
ACR 123, HVAC/R Electrical Components	3
ACR 148, Heat Pumps Systems I	3
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.)

AUTOMOTIVE 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	3
SPC 103, Oral Communication Skills	2
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
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
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	3
SPC 103, Oral Communication Skills	2
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
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 123, Engine Principles	3
AUM 131, Powertrain Fundamentals	3

9 credit hours are required from these six specific courses:

AUM 121, Braking Systems, or	
AUM 211, Automotive Electronics	3
AUM 122, Steering, Suspension, & Alignment, or	
AUM 212, Fuel Systems	3
AUM 221 Engine Repair, or	
AUM 214, Ignition Systems	3
Specialization Electives (Advisor Approved)	3
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	3
SPC 103, Oral Communication Skills	2
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
BAR 132, Hair Styling and Design	3
Specialization Electives (Advisor Approved)	21
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 113, Barber Styling Lab	3

BAR 115, Haircutting Basics	4
BAR 121, Chemical Hair Processing	3
BAR 124, Hair Coloring Methodology	3
BAR 132, Hair Styling and Design	3
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 as directors, teachers, or aides in preschools and day cares, aides in public schools, and teachers or aides in the Head Start Program. Courses in this program are designed to meet the State of Alabama Minimum Standards for Day Cares and Preschools and the national certification, Child Development Associate.

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 or 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
Total General Studies Credits	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
Specialized Electives (Advisor Approved): CHD 209, Infant & Toddler Ed Programs or CHD 210, Educating Exceptional Young Children	(3)
Total Field of Concentration Credits	25
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 & Sumiton Campuses

This program is designed for students who plan to work in the field of computer science. The course has two options for those who want to specialize in programming or informational technology.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
BUS 215, Business Communication	3
SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications or higher	3
Humanities/Fine Arts Elective	3
CIS 146, Microcomputer Applications (CORE)	3
History or Social/Behavioral Science Elective	3
Total General Studies Credits	21

CORE COURSES FOR ALL OPTIONS

CIS 110, Intro to Computer Logic and Programming (CORE)	3
CIS 268, Software Support (CORE)	3
CIS 269, Hardware Support (CORE)	3
CIS 273, Intro to Network Communication (CORE)	3
Total Core Credits	12

PROGRAMMING OPTION
FIELD OF CONCENTRATION COURSES

ACT 249, Payroll Accounting	3
BUS 241, Principles of Accounting I	3
CIS 147, Advanced Microcomputer Applications	3
CIS 203, Introduction to the Information Highway	3
CIS 207, Introduction to Web Development	3
CIS 212, Visual BASIC	3
CIS 249, Microcomputer Operating Systems	3
CIS 251, C++ Programming or CIS 191, Introduction to Computer Science	3
CIS 261, COBOL Programming	3
CIS 281, System Analysis and Design	3
CIS 285, Object Oriented Programming	3
CIS 222, Database Management Systems or CIS 287, SQL Server	3
CIS 293, Special Topics in Computer Science	1
CIS Specialization Elective (Advisor Approved)	3
Total Field of Concentration Credits	40
Total Credits	73

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

INFORMATION TECHNOLOGY OPTION
FIELD OF CONCENTRATION COURSES

OAD 131, Business English	3
CIS 147, Advanced Microcomputer Applications	3
CIS 148, Post Advanced Microcomputer Applications	3
CIS 207, Introduction to Web Development	3
CIS 208, Intermediate Web Development	3
CIS 209, Advanced Web Development	3
CIS 249, Microcomputer Operating Systems	3
CIS 222, Database Management Systems or CIS 287, SQL Server	3
CIS 293, Special Topics	1
CIS Specialization Elective (Advisor Approved)	9
Total Field of Concentration Credits	34
Total Credits	67

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

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

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.

FIELD OF CONCENTRATION COURSES

CIS 110, Intro to Computer Logic & Programming (CORE)	3
CIS 146, Microcomputer Applications (CORE)	3
CIS 268, Software Support (CORE)	3
CIS 269, Hardware Support (CORE)	3
CIS 273, Intro to Network Communication (CORE)	3
CIS 293, Special Topics in Computer Science	1
CIS Specialization Electives (Advisor Approved)	9
Total Credits	25

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

Short-term Specialized Certifications
Fayette, Hamilton & Sumiton Campuses

A+ CERTIFICATION TRAINING

CIS 249, Microcomputer Operating Systems	3
CIS 268, Support Software	3
CIS 269, Support Hardware	3
Total Credits	9

(PSY 100 is a prerequisite for this certificate.)

CISCO CERTIFICATION TRAINING

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.)

MICROSOFT OFFICE SPECIALIST CERTIFICATION TRAINING

CIS 146, Microcomputer Applications	3
CIS 147, Advanced Microcomputer Applications	3
CIS 148, Post Advanced Microcomputer Applications	3
Total Credits	9

(PSY 100 is a prerequisite for this certificate.)

COSMETOLOGY*

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	3
SPC 103, Oral Communication Skills	2
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 and 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 Field of Concentration Credits	19
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 or COS 111, Cosmetology Science & Art	3
COS 154, Nail Art Application	3
COS 167, State Board Review or COS 190, Internship in Cosmetology or COS 191, CO-OP	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	3
SPC 103, Oral Communication Skills	2
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 125, Heavy Vehicle Drive Trains	3
DEM 126, Advanced Engine Analysis	3
DEM 127, Fuel Systems	3
DEM 135, Heavy Vehicle Steering & Suspension	3
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 105, Preventive Maintenance	3
DEM 111, Safety Tools & Management	3
DEM 117, Diesel and Gas Tune Up	3
DEM 122, Heavy Vehicle Brakes	3
DEM 127, Fuel Systems	3
DEM 137, Heating and A/C Systems	3
DEM 190, Selected Topics	3
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 or Social/Behavioral Science Elective	3
Total General Studies Credits	21

FIELD OF CONCENTRATION COURSES

DDT 104, Basic Computer Aided Drafting	3
DDT 111, Fundamentals of Drafting & Design Technology	3
DDT 124, Basic Technical Drawing	3
DDT 127, Intermediate Computer Aided Drafting & Design	3
DDT 128, Intermediate Technical Drawing	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	33-37
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 104, Basic Computer Aided Drafting	3
DDT 111, Fundamentals of Drafting & Design Technology	3
DDT 124, Basic Technical Drawing	3
DDT 127, Intermediate Computer Aided Drafting & Design	3
DDT 128, Intermediate Technical Drawing	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	27
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 104, Basic Computer Aided Drafting	3
DDT 111, Fundamentals of Drafting & Design Technology	3
DDT 124, Basic Technical Drawing	3
DDT 127, Intermediate Computer Aided Drafting & Design	3
DDT 128, Intermediate Technical Drawing	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	9
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 or Social/Behavioral Science Elective	3
Total General Studies Credits	21

CORE COURSES FOR ALL OPTIONS

ELT 108, DC Fundamentals	3
ELT 109, AC Fundamentals	3
ELT 110, Wiring Methods	3
ELT 117, AC/DC Machines	3
ELT 118, Commercial/Industrial Wiring I	3
ELT 209, Motor Controls I	3
Total Core Credits	18

ELECTRICAL TECHNOLOGY OPTION

ELT 114, Residential Wiring Methods	3
ELT 132, Commercial/Industrial Wiring II	3
ELT 206, OSHA Safety Standards	3
ELT 212, Motor Controls II	3
ELT 213, Industrial Equipment	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
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	37
Total Credits	76

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

INDUSTRIAL MAINTENANCE OPTION

ELT 132, Commercial/Industrial Wiring II	3
ELT 212, Motor Controls 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
INT 118, Fundamentals of Industrial Hydraulics & Pneumatics	3
INT 126, Preventive Maintenance	3
INT 234, Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	3
Total Field of Concentration Credits	31
Total Credits	70

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

INDUSTRIAL MECHANICS OPTION

ELT 213, Industrial Equipment	3
INT 117, Principles of Industrial Mechanics	3
INT 118, Fundamentals of Industrial Hydraulics & Pneumatics	3
INT 119, Principles of Mechanical Measurement & Technical Drawing	3
INT 121, Industrial Hydraulics Troubleshooting	3
INT 126, Preventive Maintenance	3
INT 127, Principles of Industrial Pumps & Piping Systems	3
INT 234, Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
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 108, DC Fundamentals	3
ELT 109, AC Fundamentals	3
ELT 110, Wiring Methods	3
ELT 117, AC/DC Machines	3
ELT 118, Commercial/Industrial Wiring	3
ELT 209, Motor Controls I	3
Total Core Credits	18

ELECTRICAL TECHNOLOGY OPTION

ELT 114, Residential Wiring Methods	3
ELT 132, Commercial/Industrial Wiring II	3
ELT 212, Motor Controls II	3
ELT 231, Programmable Controls I	3
ELT 232, Programmable Controls II	3
ELT 241, National Electric Code	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	9
Total Field of Concentration Credits	28
Total Credits	58

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

INDUSTRIAL MAINTENANCE OPTION

ELT 132, Commercial/Industrial Wiring II	3
ELT 212, Motor Controls II	3
ELT 221, Electronics for Electricians I	3
ELT 241, National Electric Code	3
INT 118, Fundamentals of Industrial Hydraulics & Pneumatics	3
INT 126, Preventive Maintenance	3
INT 234, Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Elective (Advisor Approved)	3
Total Field of Concentration Credits	25
Total Credits	55

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

INDUSTRIAL MECHANICS OPTION

INT 117, Principles of Industrial Mechanics	3
INT 118, Fundamentals of Industrial Hydraulics & Pneumatics	3
INT 119, Principles of Mechanical Measurement & Technical Drawing	3
INT 121, Industrial Hydraulics Troubleshooting	3
INT 126, Preventive Maintenance	3
INT 234, Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
ELT 213, Industrial Equipment	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	3
Total Field of Concentration Credits	25
Total Credits	55

(PSY 100 is a prerequisite 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.*

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.

ELECTRICAL TECHNOLOGY OPTION

ELT 108, DC Fundamentals	3
ELT 109, AC Fundamentals	3
ELT 110, Wiring Methods	3
ELT 114, Residential Wiring Methods	3
ELT 117, AC/DC Machines	3
ELT 118, Commercial/Industrial Wiring	3
ELT 209, Motor Controls I	3
ELT 212, Motor Controls II	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
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 MAINTENANCE OPTION

ELT 108, DC Fundamentals	3
ELT 109, AC Fundamentals	3
ELT 110, Wiring Methods	3
ELT 209, Motor Controls I	3
ELT 212, Motor Controls II	3
INT 118, Fundamentals of Industrial Hydraulics & Pneumatics	3

INT 126, Preventive Maintenance	3
INT 234, Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Total Credits	25

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

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 or Social/Behavioral Science Elective	3
CIS/Math/Science Elective	3
Total General Studies Credits	21

CORE COURSES	
ILT 160, DC Fundamentals	3
ILT 161, AC Fundamentals	3
ILT 162, Solid State Fundamentals	3
ILT 163, Digital Fundamentals	3
Total Core Credits	12

FIELD OF CONCENTRATION COURSES	
ILT 104, Industrial Instrumentation	3
ILT 115, Advanced Industrial Controls	3
ILT 165, Industrial Electronic Controls I	3
ILT 167, AC\DC Machinery & Controls I	3
ILT 169, Hydraulics/Pneumatics	3
ILT 194, Programmable Logic Controllers I	3
ILT 195, Troubleshooting Techniques I	3
ILT 198, Electronic Circuits I	3
ILT 205, Microprocessors	3
ILT 216, Industrial Robotics	3
ILT 220, Electro Optics	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV, or WKO 105, Applied Technology V	1
Specialization Electives (Advisor Approved)	3
Total Field of Concentration Credits	37
Total Credits	70

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

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 160, DC Fundamentals	3
ILT 161, AC Fundamentals	3
ILT 162, Solid State Fundamentals	3
ILT 163, Digital Fundamentals	3
ILT 165, Industrial Electronic Controls I	3
ILT 167, AC\DC Machinery & Controls I	3
ILT 194, Programmable Logic Controllers I	3
ILT 198, Electronic Circuits I	3
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 160, DC Fundamentals	3
ILT 161, AC Fundamentals	3
ILT 162, Solid State Fundamentals	3
ILT 163, Digital Fundamentals	3
ILT 165, Industrial Electronic Controls I	3
ILT 198, Electronic Circuits I	3
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 Campus

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 or Social/Behavioral Science Elective	3
CIS/Math/Science Elective	3
Total General Studies Credits	21

FIELD OF CONCENTRATION COURSES

MTT 100, Machining Technology I	6
MTT 103, Machining Technology II	6
MTT 126, Basic Blueprint Reading for Machinists	3
MTT 127, Introduction to Metrology	3
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 Campus

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 100, Machining Technology I	6
MTT 103, Machining Technology II	6
MTT 126, Basic Blueprint Reading for Machinists	3
MTT 127, Introduction to Metrology	3
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 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

MTT 100, Machining Technology I	6
MTT 103, Machining Technology II	6
MTT 126, Basic Blueprint Reading for Machinists	3
MTT 127, Introduction to Metrology	3
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 & 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.

NOTE: Students must have successfully completed specific OAD courses within the last seven (7) years to receive credit toward a certificate or degree. Contact an OAD advisor about the specific course(s) that can be accepted.

GENERAL STUDIES COURSES	**Semester Hours**
ENG 101, English Composition I (It is recommended that OAD131 be taken before ENG101.)	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
Humanities/Fine Arts Elective	3
ECO 231, Principles of Macroeconomics or ECO 232, Principles of Microeconomics	3
Total General Studies Credits	21

CORE COURSES FOR ALL OPTIONS

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
Total Core Credits	15

FIELD OF CONCENTRATION IN ACCOUNTING

ACT 246, Microcomputer Accounting	3
ACT 253, Individual Income Tax	3
BUS/CIS/OAD Advisor-Approved Elective	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
Advisor-Approved Programming Electives	6
ECO Elective	3
BUS/CIS/OAD Advisor-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 or 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 Advisor-Approved Electives	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

*NUR 101, Body Structure and Function	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.)
**Students may choose to take BIO 201 and BIO 202 instead of NUR 101.*

FIELD OF CONCENTRATION IN MICROCOMPUTER APPLICATIONS

ACT 246, Microcomputer Accounting	3
CIS 148, Post Advanced Microcomputer Applications	3
CIS 196C, Desktop Publishing or CIS 208, Intermediate Web Page Development	3
CIS 203, Introduction to the Information Highway	3
CIS 207, Introduction to Web Development	3
CIS 249, Microcomputer Operating Systems	3
CIS 268, Software Support	3
CIS 269, Hardware Support	3
OAD 126, Advanced Word Processing	3
OAD 247, Special Projects	1
OAD Advisor-Approved Elective	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 SECRETARIAL SCIENCE

BUS 263, Legal & Social Environment of Business	3
CIS 196C, Desktop Publishing or CIS 203, Introduction to the Information Highway or CIS 207, Introduction to Web Page Development	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 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 & 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

CORE COURSES FOR ALL OPTIONS

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

FIELD OF CONCENTRATION IN ACCOUNTING

ACT 253, Individual Income Tax	3
ACT 246, Microcomputer Accounting	3
BUS/CIS/OAD Advisor-Approved Elective	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

*NUR 101, Body Structure and Function	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.)
**Students may choose to take BIO 201 and BIO 202 instead of NUR 101.*

FIELD OF CONCENTRATION IN MICROCOMPUTER APPLICATIONS

ACT 246, Microcomputer Accounting	3
CIS 147, Advanced Microcomputer Applications	3
CIS 148, Post Advanced Microcomputer Applications	3
CIS 196C, Desktop Publishing or CIS 208, Intermediate Web Page Development	3
CIS 203, Introduction to the Information Highway	3
CIS 207, Introduction to Web Page Development	3
CIS 249, Microcomputer Operating Systems	3
CIS 268, Software Support	3
CIS 269, Hardware Support	3
OAD 126, Advanced Word Processing	3
OAD 247, Special Projects	1
OAD Advisor-Approved Elective	3
Total Field of Concentration Credits	34
Total Credits	58

(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
CIS 196C, Desktop Publishing or CIS 203, Introduction to the Information Highway or CIS 207, Introduction to Web Page Development	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 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 Advisor-Approved Electives	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 & 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
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 202, Legal Transcription	3
OAD 203, Legal Office Procedures	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

*NUR 101, Body Structure and Function	4
CIS 146, Microcomputer Applications	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
OAD 214, Medical Office Procedures	3
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(KeyTrain pre-assessment is required.)
**Students may choose to take BIO 201 and BIO 202 instead of NUR 101.*

FIELD OF CONCENTRATION IN MICROCOMPUTER APPLICATIONS

ACT 141, Basic Accounting Principles or BUS 241, Principles of Accounting I	3
ACT 246, Microcomputer Accounting	3
CIS 146, Microcomputer Applications	3
CIS 147, Advanced Microcomputer Applications	3
CIS 196C, Desktop Publishing or CIS 203, Introduction to the Information Highway or CIS 208, Intermediate Web Page Development	3
CIS 207, Introduction to 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 or Social/Behavioral Science 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 and 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 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 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 Campuses
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	3
SPC 103, Oral Communication Skills	2
Total General Studies Credits	11

FIELD OF CONCENTRATION COURSES

WDT 108, SMAW Fillet/OFC	3
WDT 109, SMAW Fillet/PAC/CAC	3
WDT 110, Industrial Blueprint Reading	3
WDT 115, GTAW Carbon Pipe Theory	3
WDT 119, Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 120, Shielded Metal Arc Welding Groove Theory	3
WDT 122, SMAW Fillet/OFC Lab	3
WDT 123, SMAW Fillet/PAC/CAC Lab	3
WDT 124, Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125, Shielded Metal Arc Welding Groove 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
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Total Field of Concentration Credits	43
Total Credits	54

(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 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

WDT 108, SMAW Fillet/OFC	3
WDT 119, Gas Metal Arc/Flux Cored Arc Welding Theory	3
WDT 120, Shielded Metal Arc Welding Groove Theory	3
WDT 122, SMAW Fillet/OFC Lab	3
WDT 124, Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125, Shielded Metal Arc Welding Groove Lab	3
WDT 218, Certification Theory	3
WDT 258, Certification Lab	3
WKO 103, Applied Technology III, or WKO 104, Applied Technology IV	1
Total Credits	25

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

CERTIFICATES OF COMPLETION - OTHER TRAINING

Bevill State offers certificate of completion programs that prepare students with the knowledge and skills to enter into the workforce. The following list represents programs for which Bevill State awards a certificate of completion.

Bank Operations Certificate*
Jasper Campus
This curriculum provides a general overview of banking for personnel new to the banking field and prepares mid-level professionals, supervisors, and clerks to become supervisors or managers in the bank operations area.
**Upon completion of the appropriate banking courses, a certificate is awarded from the Center for Financial Training-Alabama.*

General Banking Certificate*
Jasper Campus
This curriculum introduces entry-level bank personnel to the role of banking in the U.S. economy and to specific banking functions. It develops knowledge and practical skills related to basic banking services and is intended to provide a focused knowledge of the banking industry as a whole.
**Upon completion of the appropriate banking courses, a certificate is awarded from the Center for Financial Training-Alabama.*

Central Sterile Instrument Technician Certificate
Sumiton Campus
This ten-week course introduces students to the scientific principles that guide a central sterile instrument technician and gives hands-on training in the methods of care and sterilization of surgical instruments. The first phase of the class contains classroom content and the second phase is a preceptorship in which students are mentored in the skills of a central sterile instrument technician. Typically, positions in this field require a high school diploma or GED. Certification is available through The Certification Board for Sterile Processing and Distribution, Inc. Candidates may qualify to take the exam by completing this course with a passing grade of 70 or higher and with one year of experience performing surgical instrument processing.

Certified Nursing Assistant Certificate (CNA)
Fayette, Hamilton, Jasper and Sumiton Campuses
This eight-week certificate program prepares the student with the skills and knowledge to provide assistance in the clinical areas of today's medical practice. Upon successful completion of this program, the graduate is eligible to take the Alabama Nurse Aide Examination for a Certified Nursing Assistant License.

Computer and Office Careers Certificate
Jasper Campus
This multi-task program prepares the student for entry level positions in business, retrains the displaced worker, or provides additional training for the employee. The program contains five, six-week modules. Participants may choose to enter the program at the beginning of any six-week module and may choose to take one or all of the four courses taught in the module. A certificate is awarded for successful completion of each course.

Healthcare Office Technician Certificate
Fayette, Hamilton, Jasper and Sumiton Campuses
This eight-week certificate program contains two components – office administration and certified nursing assistant. The purpose of this program is to provide the student with the skills and knowledge to provide assistance in both the office administration and clinical areas of today's medical practice. Upon successful completion of the certified nursing assistant component, the graduate is eligible to take the Alabama Nurse Aide Examination for a Certified Nursing Assistant License.

NON-CREDIT SKILLS TRAINING
Bevill State also offers non-credit skills training classes designed to focus on specific skill competencies with multiple entry-multiple exit. The classes allow students to complete training on a weekly basis. Classes are listed each semester in the College schedule of classes. Students interested in the non-credit skills training classes should contact Charles Ireland at Ext. 5707.

COURSE DESCRIPTIONS

BEVILL STATE
COMMUNITY COLLEGE

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
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
IMT	Information 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 (LPN)
NAS	Nursing (Nurse Assistant/Aide)
OAD	Office Administration
PRL	Paralegal
PHL	Philosophy
PED	Physical Education
PHS	Physical Science
PHY	Physics
POL	Political Science
PRG	Programming
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 indicate 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 PRINCIPLES OF REFRIGERATION (1-4-3)
This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. CORE

ACR 112 HVAC/R SERVICE PROCEDURES (1-4-3)
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.

ACR 113 REFRIGERATION PIPING PRACTICES (1-4-3)
This 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 comprehend related terminology and be able to fabricate pipe, tubing, and pipe fittings. CORE

ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS (1-4-3)
This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

ACR 120 FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS (1-4-3)
This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps and solar and hydronics systems.

ACR 121 PRINCIPLES OF ELECTRICITY FOR HVAC/R (1-4-3)
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 HVAC/R circuits and circuit components. CORE

ACR 122 HVAC/R ELECTRICAL CIRCUITS (1-4-3)
This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits. CORE

ACR 123 HVAC/R ELECTRICAL COMPONENTS (1-4-3)
This course introduces students to electrical components and controls. Emphasis is placed on the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. CORE

ACR 126 COMMERCIAL HEATING SYSTEMS (1-4-3)
This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters and duct heaters. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial heating systems.

ACR 127 HVAC/R ELECTRIC MOTORS (1-4-3)
This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation and troubleshooting motors. Upon completion, students should be able to install and service HVAC/R electric motors.

ACR 128 HEAT LOAD CALCULATIONS (1-4-3)
This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

ACR 132 RESIDENTIAL AIR CONDITIONING (1-4-3)
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 (1-4-3)
This course covers domestic refrigerators and freezers. Emphasis is placed on installation, removal, and maintenance of components. Upon completion, students should be able to service and adjust domestic refrigeration units.

ACR 134 ICE MACHINES (1-4-3)
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 & RECOVERY THEORY (3-0-3)
This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certifications. Upon completion, students should be prepared to take the EPA 608 certification examination.

ACR 148 HEAT PUMPS SYSTEMS I (1-4-3)
Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion, students will be able to install and service heat pumps in a wide variety of applications.

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 (1-4-3)
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 (1-4-3)
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 209 COMMERCIAL AIR CONDITIONING SYSTEMS (1-4-3)
This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems.

ACR 210 TROUBLESHOOTING HVAC/R SYSTEMS (1-4-3)
This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVAC/R systems.

HEATING AND AIR CONDITIONING

ACR/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.

ANT 230 INTRODUCTION TO ARCHEOLOGY(3-0-3)
PREREQUISITE: As required by program.
This course is an introduction to archeological excavation techniques and post excavation laboratory procedures.

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/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 advisor approval.
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 advisor approval.
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: Advisor approval.
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 advisor. 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, sheet metal repairs, and materials. Upon completion, students should be able to perform basic sheet metal 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: Advisor 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: Advisor 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: Advisor 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 advisor 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 advisor 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 181 SPECIAL TOPICS IN AUTOMOTIVE
TECHNOLOGY (0-3--0-9--1-3)
This course is designed to allow the students to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any automotive, furniture, or related area in automotive mechanics.

AUM 211 AUTOMOTIVE ELECTRONICS (1-5-3)
PREREQUISITE: AUM 111 or advisor 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 advisor 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 advisor 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: Advisor 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 advisor 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 advisor 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 advisor 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: Advisor approval.
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 advisor 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 advisor 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 advisor 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 advisor 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 advisor 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.

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 128 ACCOUNTING (3-0-3)
This course emphasizes current practices of accounting procedures and includes coverage of the latest principles set forth by the Financial Accounting Standards Board.

BFN 136 COMMERCIAL LENDING (2-0-2)
This course is an introduction to the commercial lending process and how it contributes to bank profitability. Topics include a history of commercial lending, skills needed to become a successful loan officer, steps in the commercial loan process and trends impacting the commercial lending process.

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 167 SUPERVISION (2-0-2)
This course is designed to help new or potential supervisors to become better managers. Topics include leadership, delegation, motivation, communication, the planning function, staffing, directing and controlling.

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 217 VERBAL COMMUNICATION FOR BANKERS (1-0-1)
This course is an introduction to good verbal communication. Topics include the communication process, enunciation, effective listening, meetings and being able to present oneself with an impact.

BFN 218 WRITTEN COMMUNICATION FOR BANKERS (1-0-1)
This course is an introduction to the written communication principles necessary for success in a competitive market. Topics include objective(s), personality, grammar, writing for the reader, persuasion and form.

BFN 236 ANALYZING FINANCIAL STATEMENTS (2-0-2)
This course provides an introduction of how financial data are generated and their limitations. Topics include techniques for analyzing the flow of business' funds, methods for selecting and interpreting financial ratios and analytical tools for predicting and testing assumptions about a firm's future performance.

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 protists. 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, 125 or CIS 146.
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/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 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 or CHM 111.
This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic 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 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.
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.
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.
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.
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 (3-0-3)
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: Advisor approval.
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.

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 110 INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING (2-2-3)
This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. CORE

CIS 146 MICROCOMPUTER APPLICATIONS (2-2-3)
PREREQUISITE: Advisor approval.
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: Grade of "C" or better in CIS 146.
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 148 POST ADVANCED MICROCOMPUTER APPLICATIONS (2-2-3)
PREREQUISITE: As required by program advisor.
This course builds on concepts associated with various microcomputer applications with emphasis on advanced features commonly found in software applications. Advanced features of word processing, spreadsheets, database, and presentation packages are introduced. Features such as macros, Visual Basic Applications and online features are included in the content of the course. Upon completion, the student will be able to apply the advanced features of selected software to the workplace. This course will help prepare students for the MOS certification.

CIS 149 INTRODUCTION TO COMPUTERS (3-0-3)
This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, students will have basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC^3 certification.

CIS 161 CISCO I (2-2-3)
PREREQUISITE: As required by program advisor.
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.

CIS 162 CISCO II (2-2-3)
PREREQUISITE: As required by program advisor.
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.

CIS 163 CISCO III (2-2-3)
PREREQUISITE: As required by program advisor.
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 (2-2-3)
PREREQUISITE: As required by program advisor.
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 185 COMPUTER ETHICS (3-0-3)
PREREQUISITE: As required by program advisor.
This course will survey the various issues surrounding computer ethics.

CIS 191 INTRODUCTION TO COMPUTER SCIENCE I (2-2-3)
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 (2-2-3)
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: Advisor approval.
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 203 INTRODUCTION TO THE INFORMATION HIGHWAY (3-0-3)
PREREQUISITE: As required by program advisor.
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 207 INTRODUCTION TO WEB DEVELOPMENT (2-2-3)
PREREQUISITE: As required by program advisor.
At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

CIS 208 INTERMEDIATE WEB DEVELOPMENT (2-2-3)
PREREQUISITE: As required by program advisor.
This course builds upon basic skills in web authoring. Various web authoring tools are introduced. Upon completion, students will be able to use these tools to enhance websites.

CIS 209 ADVANCED WEB DEVELOPMENT (2-2-3)
PREREQUISITE: As required by program advisor.
This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

CIS 212 VISUAL BASIC (2-2-3)
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 213 ADVANCED VISUAL BASIC PROGRAMMING (2-2-3)
PREREQUISITE: As required by program advisor.
This course is a continuation of CIS/DPT 212, Visual Basic Programming.

CIS 222 DATABASE MANAGEMENT SYSTEMS (2-2-3)
PREREQUISITE: As required by program advisor.
This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

CIS 231 FORTRAN PROGRAMMING (2-2-3)
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 (2-2-3)
PREREQUISITE: CIS 146 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 249 MICROCOMPUTER OPERATING SYSTEMS (3-0-3)
PREREQUISITE: As required by program advisor.
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.

CIS 251 C PROGRAMMING (2-2-3)
PREREQUISITE: 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 252 ADVANCED C++ PROGRAMMING (2-2-3)
PREREQUISITE: As required by program.
This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing.

CIS 257 NOVELL ADMINISTRATION (3-0-3)
PREREQUISITE: As required by program.
This course introduces the basics of managing a Novell network. It teaches students how to use Novell tools to set up, manage, and use basic network services including file systems, networking printing, security and e-mail. After completing this course students will be able to: add users to the network; execute network applications and share software resources; make accessing the network seem invisible to users; set up and manage the network file system; provide transparent access to information and resources anywhere in the network; use a multicontext NetWare Directory Services (NDS) environment; set up and manage network printing; create an effective network.

CIS 261 COBOL PROGRAMMING (2-2-3)
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.

CIS 262 ADVANCED COBOL PROGRAMMING (2-2-3)
PREREQUISITE: As required by program.
This course consists of development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structured approach will be implemented as a methodological system. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 268 SOFTWARE SUPPORT (2-2-3)
PREREQUISITE: As required by program.
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS/DPT 239, Networking Software. CORE

CIS 269 HARDWARE SUPPORT (2-2-3)
PREREQUISITE: As required by program.
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS/DPT 240, Networking Hardware. CORE

CIS 273 INTRODUCTION TO NETWORK COMMUNICATION (2-2-3)
PREREQUISITE: As required by program.
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. CORE
NOTE: This course is a suitable substitute for CIS/DPT 199. Additionally, CISCO I may be used as a suitable substitute for this course. However, CIS/DPT 273 will not substitute for CISCO I.

CIS 276 SERVER ADMINISTRATION (2-2-3)
PREREQUISITE: As required by program.
This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

CIS 280 NETWORK SECURITY (3-0-3)
PREREQUISITE: As required by program.
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

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 282 COMPUTER FORENSICS (2-2-3)
PREREQUISITE: As required by program.
This course introduces students to methods of computer forensics and

investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS/DPT) certification.

CIS 284 CIS/DPT INTERNSHIP (0-15-3)
PREREQUISITE: As required by program.
This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination for the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience.

CIS 285 OBJECT ORIENTED PROGRAMMING (2-2-3)
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 287 SQL SERVER (2-2-3)
This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management systems. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server.

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.

CIS 293 SPECIAL TOPICS (0-2-1)
PREREQUISITE: As required by program advisor.
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

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 181 SPECIAL TOPICS IN COMPUTERIZED NUMERICAL CONTROL I (0-3--0-6--3)
This course provides specialized instruction in selected areas related to CNC.

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: Advisor approval.
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.

CNC 281 SPECIAL TOPICS IN COMPUTERIZED NUMERICAL CONTROL II (0-3--0-6--3)
This course provides specialized instruction in various areas related to CNC. Emphasis is placed on individualized student needs.

COSMETOLOGY

COS 111 COSMETOLOGY SCIENCE & ART (3-0-3)
COREQUISITE: COS 112 or advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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: Advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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: Advisor approval.
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

COS 167 STATE BOARD REVIEW (0-1--0-9--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

COS 190 INTERNSHIP IN COSMETOLOGY (0--5-15--1-3)
PREREQUISITE: As required by program.
This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgement, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment. NDC

COS 191 COSMETOLOGY CO-OP (0--5-15--1-3)
PREREQUISITE: As required by program.
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

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 advisor approval.
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 advisor approval.
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 advisor approval.
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 advisor approval.
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.

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.

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.

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.

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 136 ELECTRICAL SYSTEMS (1-5-3)
This course provides the principles of electricity, magnetism and Ohm's Law. Emphasis is placed on batteries, starting, charging and lighting circuits, which include series, parallel, and series-parallel circuits. Upon completion, students should be able to identify and repair minor electrical problems.

DEM 137 HEATING AND A/C SYSTEMS (1-5-3)
PREREQUISITE: DEM 136.
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 104 BASIC COMPUTER AIDED DRAFTING AND DESIGN (1-4-3)
This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using hands-on applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy. 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, and drawing. 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)
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 119 ADVANCED ELECTRONIC DRAWING (1-4-3)
This course introduces drafting and design techniques dealing with production of electronic equipment for consumer, commercial, and military applications. Emphasis is placed on schematic drawings, connection or wiring diagrams, industrial electronic diagrams, ladder schematics, flow block diagrams, and documentation types and techniques related to the power delivery industry. Upon completion, students should be able to prepare documentation specified to ANSI standards and be familiar with the techniques of composition and the unique symbols and practices of industry.

DDT 122 ADVANCED TECHNICAL DRAWING (1-4-3)
This course covers the method 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, fasteners, and welding symbols.

DDT 124 BASIC TECHNICAL DRAWING I (1-4-3)
This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. CORE

DDT 125 SURFACE DEVELOPMENT (1-4-3)
PREREQUISITE: DDT 111, DDT 112 or advisor 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 127 INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN (1-4-3)
PREREQUISITE: DDT 104, DDT 111, DDT 124 or advisor approval.
This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, command, and applications of CADD software. CORE

DDT 128 INTERMEDIATE TECHNICAL DRAWING II (1-4-3)
PREREQUISITE: DDT 111, DDT 124 or advisor approval.
This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings. CORE

DDT 131 BASIC MACHINE DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or advisor 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 BASIC ARCHITECTURAL DRAFTING (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or advisor 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 advisor 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 advisor 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 advisor 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 PLAT MAPS (1-4-3)
PREREQUISITE: DDT 103, DDT 111, DDT 112 or advisor 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 advisor 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 advisor 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 advisor 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 advisor 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 advisor 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)
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)
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 advisor 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 advisor 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 advisor 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 advisor 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 235 SPECIALIZED CAD (2-4-4)
This course introduces alternative CAD application software and alternative platforms, and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various

Graphical User Interfaces (GUI's) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package to produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

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 238 SPECIAL TOPICS IN CAD (1-4-3)
This course in special CAD and multimedia topics covers special capabilities possible with CAD software, especially in conjunction with other graphical software, such as virtual "walk-throughs" or multimedia presentations. Topics include but are not limited to combining CAD software, image editing software, authoring software, and 3D software into one harmonious relationship to produce multimedia presentations. Upon completion, students should be aware of and understand how to utilize several software packages to produce multimedia presentations.

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 advisor 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 108 DC FUNDAMENTALS (1-4-3)
This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. CORE

ELT 109 AC FUNDAMENTALS (1-4-3)
PREREQUISITE: ELT 108.
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations in resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power factor. This course also provides hands-on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. CORE

ELT 110 WIRING METHODS (1-4-3)
This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. CORE

ELT 114 RESIDENTIAL WIRING METHODS (2-2-3)
PREREQUISITE: ELT 109.
This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.

ELT 117 AC/DC MACHINES (1-4-3)
This course covers the theory and operation of DC motors, single and three phase AC motors, and the 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 118 COMMERCIAL/INDUSTRIAL WIRING (1-4-3)
This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

ELT 132 COMMERCIAL/INDUSTRIAL WIRING II (2-2-3)
PREREQUISITE: ELT 118
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. Upon completion, students should be able to size complete electrical commercial/industrial systems and know the NEC requirements for each system.

ELT 192 PRACTICUM/INTERN/CO-OP (0-5-1)
PREREQUISITE: Advisor approval.
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: Advisor approval.
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 209 MOTOR CONTROLS I (1-4-3)
This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon

completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams. CORE

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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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: Advisor 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: Advisor approval.
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: Advisor approval.
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 advisor 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 advisor 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 advisor 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 advisor 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.

265 PARAMEDIC REFRESHER (3-0-3)
PREREQUISITE: Completion of a NSTC course for the Paramedic or advisor 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 advisor 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 advisor 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: Advisor 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.

ENG 080 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 individuals seeking advancement in the area of personal wellness. The course has five 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 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 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)
PREREQUISITE: As required by program.
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 145 ADVANCED LOCAL AREA NETWORKS (LANS) (2-2-3)
PREREQUISITE: As required by program.
This course provides the student with in-depth knowledge of local area network technologies. This course will consist of detailed studies of the protocols and structures of LAN and VLAN devices along with their specifications and integration methods in the support of local area networks used in businesses and industries. A comprehensive overview of the CompTIA Network + Network Certificate and the preparation of the certificate will be emphasized as a major portion of the course.

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 160 DC FUNDAMENTALS (1-4-3)
This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. CORE

ILT 161 AC FUNDAMENTALS (1-4-3)
PREREQUISITE: ILT 160.
This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships and power factor. This course also provides hands-on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. CORE

ILT 162 SOLID STATE FUNDAMENTALS (1-4-3)
This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. CORE

ILT 163 DIGITAL FUNDAMENTALS (1-4-3)
This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. CORE

ILT 164 CIRCUIT FABRICATION I (0-2-1)
This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

ILT 165 INDUSTRIAL ELECTRONIC CONTROLS I (2-2-3)
This course provides a study of industrial electronics controls. Topics include photo-electric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.

ILT 167 AC/DC MACHINERY & CONTROLS I (2-2-3)
This course provides the student with knowledge in AC/DC 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. The lab enables students to test, troubleshoot and repair AC/DC machinery and controls. Upon completion, the student will be able to apply practical skills in AC/DC machinery.

ILT 169 HYDRAULICS/PNEUMATICS (2-2-3)
This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

ILT 194 PROGRAMMABLE LOGIC CONTROLLERS I (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. This lab enables students to practice 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.

ILT 195 TROUBLESHOOTING TECHNIQUES I (2-2-3)
This course focuses on the systematic approach to solving problems. Emphasis is placed on the instrument failures and their interaction with process downtime. Upon completion, students will be able to solve problems on a process simulator or in an actual setting.

ILT 198 ELECTRONIC CIRCUITS I (1-4-3)
This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the Industry competencies.

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.

ILT 245 VISUAL BASIC FOR TECHNOLOGY APPLICATIONS (2-2-3)
PREREQUISITE: As required by program.
This Visual Basic course will focus on object oriented programming structures within the Visual Basic.Net language. This course is specifically designed for industrial technology students that will integrate servers and communication devices into WANs, LANs, or server-based networked industrial processes. Emphasis of this course is on web-based application programming including server and client configuration script file generation and application, mobile device language and control modules, industrial graphical and control modules, and server-to-server web based applications.

ILT 269 INTRODUCTION TO NETWORKING (3-0-3)
PREREQUISITE: As required by program.
COREQUISITE: ILT 270 Introduction to Networking Lab
this course is a study of the basic concepts of LAN and WAN. Topics include topologies, media, computer hardware and software used in networking. Network administrative procedures and security techniques will be introduced and observed.

ILT 270 INTRODUCTION TO NETWORKING LAB (0-4-2)
PREREQUISITE: As required by program.
COREQUISITE: ILT 269 Introduction to Networking
This course provides students the working knowledge of networks by installing a LAN including cables and other hardware, as well as software. Planning and implementation of the network will be documented using current networking standards. This lab is designed to introduce students to the hands-on procedures for basic network setup.

INDUSTRIAL MAINTENANCE TECHNOLOGY

INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS (1-4-3)
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 118 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS (1-4-3)
This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance functions on hydraulic and pneumatic systems. CORE

INT 119 PRINCIPLES MECHANICAL MEASUREMENT AND TECHNICAL DRAWING (1-4-3)
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.

INT 121 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 124 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.

INT 126 PREVENTIVE MAINTENANCE (1-4-3)
This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. CORE

INT 127 PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS (1-4-3)
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. CORE

INT 232 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 234 PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES (1-4-3)
This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and

common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. 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: Advisor approval.
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: Advisor approval.
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 100 MACHINING TECHNOLOGY I (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 will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. CORE

MTT 103 MACHINING TECHNOLOGY II (2-8-6)
This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform basic procedures of precision grinding and advanced operations of measuring, layout, drilling, sawing turning and milling. CORE

MTT 107 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.

MTT 108 MACHINIST HANDBOOK FUNCTIONS (3-0-3)
This course covers the machinist's handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, students should be able to use the handbook in the calculation and set-up of machine tools.

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 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 126 BASIC BLUEPRINT READING FOR MACHINISTS (3-0-3)
This course covers the basic principles of blueprint reading and sketching. Topics include multiview 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 127 METROLOGY (2-2-3)
This course introduces the 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 correct use of measuring instruments. CORE

MTT 128 GEOMETRIC DIMENSIONING AND TOLERANCING (3-0-3)
This course is designed to teach students how to interpret engineering drawings using modern conventions and symbols, datums, datum targets and projected tolerance zones. These new methods are extremely useful for the specification of precise information on engineering drawings but cannot be used to exclude the traditional methods of coordinate dimensions and tolerances.

MTT 129 LATHE OPERATIONS (2-8-6)
This course introduces more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Emphasis is placed on safety procedures and the machinist's responsibility in the set-up and operation of lathes. Upon completion, students should be able to apply lathe techniques to produce tool projects.

MTT 136 MILLING 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 tool projects.

MTT 139 INTRODUCTION TO COMPUTER NUMERICAL CONTROL (2-2-3)
This course introduces the concepts and capabilities of computer numeric control machine tools. Topics include set-up, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MTT 140 BASIC COMPUTER NUMERICAL CONTROL TURNING (1-4-3)
This course introduces the programming, set-up, 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 141 BASIC COMPUTER NUMERIC CONTROL MILLING I (1-4-3)
This course introduces the programming, set-up, 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 milling techniques.

MTT 144 ELECTRICAL DISCHARGE MACHINING (1-4-3)
This course introduces the student to the concepts of Electrical Discharge Machining (EDM) and the importance of EDM in an industrial setting. Emphasis is placed on safety procedures and machinist's responsibility in the set-up and operation of EDM machines and electrode manufacturing. Upon completion, students should be able to produce basic machine products.

MTT 145 DRILL PRESSES & POWER SAWS (2-8-6)
This course provides instruction in all types of drilling machines and power saws.

MTT 146 PRECISION GRINDING MACHINES (2-8-6)
This course is the study of precision grinding machines and their operations. The course will also focus on the different types of grinding machines, different set-up procedures, grinding wheel characteristics and selection, and surface finish requirements and characteristics.

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 212 ADVANCED COMPUTER NUMERICAL CONTROL TURNING (1-4-3)
This course covers advanced methods in set-up 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 set-up of CNC turning centers.

MTT 213 ADVANCED COMPUTER NUMERICAL CONTROL MILLING (1-4-3)
This course covers advanced methods in set-up 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 set-up of CNC machining centers.

MTT 219 COMPUTER NUMERICAL CONTROL GRAPHICS: 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 a 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 220 COMPUTER NUMERICAL CONTROL GRAPHICS: 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 job plan using CAM software to create a multi axis CNC program.

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 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)
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 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 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 higher in MTH 098 or appropriate 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 higher 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 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" or 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: A grade of "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: MTH 112.
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: MTH 113.
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: MTH 115.
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: MTH 125.
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: MTH 125.
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: A grade of "C" or higher 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 are 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 inhomogeneous terms are discontinuous. CORE

MTH 265 ELEMENTARY STATISTICS (3-0-3)
PREREQUISITE: A grade of "C" or higher in MTH 100 or appropriate 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: MTH 227.
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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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

Following each course description a sequence of four numbers appears. Using NUR 102, Fundamentals of Nursing as an example (3-6-3-6) - the first number "3" indicates the classroom (theory) hours; the second number "6" indicates the laboratory hours; the third number "3" indicates the clinical hours; the fourth number identifies the semester hour credit of the course. Laboratory hours are generally spent in hands-on application on the campus. Clinical hours are spent in various health care settings.

NUR 101 BODY STRUCTURE AND FUNCTION (4-0-0-4)
This course provides students with 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 terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology.

NUR 102 FUNDAMENTALS OF NURSING (3-6-3-6)
PREREQUISITE: BIO 103 (or satisfactory performance on the Alabama College System approved placement exam)
NOTE: Only required if student is taking BIO 201 and BIO 202 sequence.
COREQUISITE: NUR 103, NUR 104, BIO 201 or NUR 101, MTH 116
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal issues, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

NUR 103 HEALTH ASSESSMENT (0-3-0-1)
PREREQUISITE: BIO 103 (or satisfactory performance on the Alabama College System approved placement exam)
NOTE: Only required if student is taking BIO 201 and BIO 202 sequence.
COREQUISITE: NUR 102, NUR 104, BIO 201 or NUR 101, MTH 116
This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

NUR 104 INTRODUCTION TO PHARMACOLOGY (0-3-0-1)
PREREQUISITE: BIO 103 (or satisfactory performance on the Alabama College System approved placement exam)
NOTE: Only required if student is taking BIO 201 and BIO 202 sequence.
COREQUISITE: NUR 102, NUR 103, BIO 201 or NUR 101, MTH 116
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

NUR 105 ADULT NURSING (5-3-6-8)
PREREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201 or NUR 101, MTH 116
COREQUISITE: NUR 106, ENG 101, BIO 202
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 106 MATERNAL AND CHILD NURSING (4-0-3-5)
PREREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201 or NUR 101, MTH 116
COREQUISITE: NUR 105, ENG 101, BIO 202
This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

NUR 107 ADULT/CHILD NURSING (5-0-9-8)
PREREQUISITE: NUR 105, NUR 106, ENG 101, BIO 202
COREQUISITE: NUR 108, NUR 109
This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

NUR 108 PSYCHOSOCIAL NURSING (2-0-3-3)
PREREQUISITE: NUR 105, NUR 106, ENG 101, BIO 202
COREQUISITE: NUR 107, NUR 109
This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

NUR 109 ROLE TRANSITION FOR THE PRACTICAL NURSE (2-3-0-3)
PREREQUISITE: NUR 105, NUR 106, ENG 101, BIO 202
COREQUISITE: NUR 107, NUR 108
This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content specific to the practice of practical nursing.

NUR 200 NURSING CAREER MOBILITY ASSESSMENT (1-15-0-6)
PREREQUISITE: BIO 103 (or satisfactory performance on the Alabama College System approved placement exam), MTH 116, BIO 201
COREQUISITE: ENG 101, BIO 202
This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully completed NUR 200 will be awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

NUR 201 NURSING THROUGH THE LIFESPAN I (3-0-6-5)
PREREQUISITE: NUR 105, NUR 106, BIO 202, ENG 101
COREQUISITE: PSY 200, BIO 220
This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in

gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 202 NURSING THROUGH THE LIFESPAN II (3-0-12-7)
PREREQUISITE: NUR 201, BIO 220, PSY 200, ENG 101
COREQUISITE: PSY 210, and SPH 106, SPH 107 or SPH 116
This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 203 NURSING THROUGH THE LIFESPAN III (4-0-6-6)
PREREQUISITE: PSY 210, NUR 202, and SPH 106, SPH 107 or SPH 116
COREQUISITE: NUR 204, Humanities elective
This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided to care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 204 ROLE TRANSITION FOR THE REGISTERED NURSE (2-0-3-3)
PREREQUISITE: PSY 210, NUR 202, and SPH 106, SPH 107 or SPH 116
COREQUISITE: NUR 203, Humanities elective
This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

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 with grade of "C" or higher or advisor approval.
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 with grade of "C" or higher or advisor approval.
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 with grade of "C" or higher or advisor approval.
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 with grade of "C" or higher or advisor approval.
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 grade of "C" or higher or advisor approval.
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 with grade of "C" or higher or advisor approval.
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 with grade of "C" or higher or OAD 125 with grade of "C" or higher or advisor approval.
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 with grade of "C" or higher or advisor approval.
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 with grade of "C" or higher or advisor approval.
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: Advisor approval.
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 with grade of "C" or higher.
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.

PHLEBOTOMY

CLT 101 PHLEBOTOMY CERTIFICATION (2-3-3)
PREREQUISITE: Phlebotomy advisor approval.
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: Phlebotomy advisor approval.
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.

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 (0-2-1)
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 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.
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 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 advisor approval.
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 advisor approval.
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.

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 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 251 VARSITY BASKETBALL (0-2A-1)
PREREQUISITE: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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: Advisor approval.
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.

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, simple harmonic motion, SHM, waves and sound, electricity and magnetism, optics and modern physics. Laboratory is required.

PHY 201 GENERAL PHYSICS I-TRIG BASED (3-2-4)
PREREQUISITE: MTH 113 or 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 RECITATION IN GENERAL PHYSICS I-TRIG BASED (1-0-1)
PREREQUISITE: As required by program.
One hour weekly for problem solving.

PHY 206 RECITATION IN GENERAL PHYSICS II-TRIG BASED (1-0-1)
PREREQUISITE: As required by program.
One hour weekly 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, including thermodynamics. 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 RECITATION IN GENERAL PHYSICS WITH CAL I (1-0-1)
PREREQUISITE: As required by program.
One hour weekly for problem solving.

PHY 217 RECITATION IN GENERAL PHYSICS WITH CAL II (1-0-1)
PREREQUISITE: As required by program.
One hour weekly for problem solving.

POLITICAL SCIENCE

POL 200 INTRODUCTION TO POLITICAL SCIENCE (3-0-3)
PREREQUISITE: Advisor approval.
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: Advisor approval.
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 to explore career fields. It includes an instrument to help students identify potential areas of career interest. This process tests students' strengths and weaknesses, provides general information about necessary job skills, and gives instruction in value and decision making. The course also provides information on researching various careers.

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 is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

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)
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 interpersonal 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 advisor approval.
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. NDC, CORE

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. NDC, CORE

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. NDC, CORE

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 108 SMAW FILLET/OFC (3-0-3)
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. CORE

WDT 109 SMAW FILLET/PAC/CAC (3-0-3)
This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. CORE

WDT 110 INDUSTRIAL BLUEPRINT READING (3-0-3)
This course provides the student 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 115 GTAW CARBON PIPE THEORY (3-0-3)
This course is designed to provide the student with the practices and procedures of welding carbon steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, proper joint geometry, joint preparation, and fit-up in accordance with the applicable codes.

WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING THEORY (3-0-3)
PREREQUISITE: WDT 109 or advisor approval.
COREQUISITE: WDT 124.
This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operation practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification. CORE

WDT 120 SHIELDED METAL ARC WELDING GROOVE THEORY (3-0-3)
COREQUISITE: WDT 125.
This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes. CORE

WDT 122 SMAW FILLET/OFC LAB (0-9-3)
This course is designed to introduce 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. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code. CORE

WDT 123 SMAW FILLET/PAC/CAC LAB (0-9-3)
This course is designed to introduce 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. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per the applicable welding code. CORE

WDT 124 GAS METAL ARC/FLUX CORED ARC WELDING LAB (0-9-3)
COREQUISITE: WDT 119.
This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases. CORE

WDT 125 SHIELDED METAL ARC WELDING GROOVE LAB (0-9-3)
PREREQUISITE: WDT 109 or advisor approval.
COREQUISITE: WDT 120.
This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F-3 and F-4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F-3 and F-4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes. 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 F-4 and F-3 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 advisor approval.
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 advisor approval.
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 set-up, and correct selection of tungsten, polarity, shielding gas and filler metals. Upon completion, students should be able to produce fillet welds on ferrous and non-ferrous metals, using the gas tungsten arc process according to AWS code D1.1.

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

BEVILL STATE
COMMUNITY COLLEGE

PERSONNEL

Bevill State Community College is a part of the Alabama College System. The President of the College reports to the Chancellor of the Department of Postsecondary Education under the control of the State Board of Education.

Dr. Roy Johnson, Chancellor

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KARR, LYNN; AUTOMOTIVE TECHNOLOGY; A.A., Northwest Community College; B.S., University of Alabama; Master Technician, A.S.E.

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RICHTER, SHARON; DEVELOPMENTAL/ENGLISH; A.A., Sacred Heart College; B.A., M.A., Ed.D., University of Alabama.

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SCOTT, GIGI; SPEECH/ENGLISH; B.A., University of Alabama; M.A., University of Alabama at Birmingham.

SHORT, SANDY; BUSINESS & OFFICE ADMINISTRATION; A.S., Walker College; B.S., M.A., University of Alabama at Birmingham.

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SMITH, PAULA; COORDINATOR, CONTINUING EDUCATION-JASPER CAMPUS; A.A.S., Bevill State Community College; B.A., Stillman College.

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STALLSMITH, BECKI; MUSIC ASSISTANT; B.A., University of Kansas.

STALLSMITH, JOHN; MUSIC; B.M., Youngstown University; M.M., University of Kansas; D.M.A., University of Alabama.

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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-FAYETTE CAMPUS; A.S., Bevill State Community College; B.S., University of Alabama.

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POE, DAVID; CUSTODIAN-FAYETTE CAMPUS.

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SWINNEY, NELL; RECORDS CLERK-HAMILTON CAMPUS; A.A.S., Northwest Community College.

TAYLOR, CECIL; MAINTENANCE-SUMITON CAMPUS.

TAYLOR, MARIANNE; HOUSEKEEPING-FAYETTE CAMPUS.

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WADSWORTH, LAURA; HOUSEKEEPING-SUMITON CAMPUS.

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WILLIAMS, PAT; BOOKSTORE MANAGER-SUMITON CAMPUS.

WILLIAMS, REGINA; ACCOUNTS PAYABLE CLERK-SUMITON CAMPUS.

WOLFE, ROBERT; HOUSEKEEPING-HAMILTON CAMPUS.

STUDENT HANDBOOK

BEVILL STATE
COMMUNITY COLLEGE

Bevill State Community College
Student Handbook
2005-2006

The Student Handbook is prepared under the supervision of the Dean of Instruction and 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 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.

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 using 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 orientation and after the late registration period ends. 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 contact(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.

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 95,645 books, 270 periodical titles, 33 newspapers, 4,260 non-print materials, and 97,428 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.

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 safe place 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; and
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.***
NOTE: In addition to Bevill State parking and traffic regulations and policies, the 1975 Code of Alabama including provisions of Title 32 will be enforced.

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. The Office of Student Services should be contacted for information regarding the designated smoking areas located on the campus. Anyone interested in a program to stop the use of tobacco or tobacco products may contact the Director of Student Services on any campus.

STUDENT CENTERS
Student centers are provided on the Fayette, Hamilton, Jasper, and Sumiton campuses for the convenience of students. 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 for students who meet eligibility criteria. The program provides support services including financial aid counseling, mentoring, tutoring, academic advising, and computerized instruction. To receive these services, students must meet eligibility criteria.

For more information on Student Support Services, contact the Fayette Campus (ext. 5111) or the Hamilton Campus (ext. 5322).
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 for students such as family illness, accident, or death. 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* can be located in the Office of Student Services and at various other sites throughout each campus.

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 established College 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 within those organizations. 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.

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.

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.

BAND AND CHORUS
These musical organizations perform at school concerts, programs, and athletic events. Students may receive scholarships and academic credit for participation.

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 Kiwanis Club and affiliated with Kiwanis International, Key Club, and Builder's Club.

FINE ARTS ASSOCIATION OF BEVILL (FAAB)
FAAB is a student organization dedicated to increasing students' appreciation and involvement in the Arts.

FUTURE APPLIED SCIENCE TECHNOLOGISTS (FAST)
The purpose of the FAST student organization is to recruit new students, assist current students, and raise funds for the Applied Science Departments.

FUTURE ENGINEERS AND MATHEMATICIANS OF BEVILL STATE COMMUNITY COLLEGE (FEMB)
FEMB is open to any student majoring in Computer Science, Engineering, or Mathematics. The purpose of FEMB is to inform students and the public of the aspects of engineering and mathematics. FEMB will also assist students in the transfer process to four-year Colleges of Engineering.

MR. AND MS. BEVILL STATE
The Mr. and Ms. Bevill State Pageant is sponsored annually by Phi Beta Lambda. Any interested students are encouraged to participate. 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 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, model citizenship, and community service.

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
Skills USA is a national youth organization for Applied Technology Students. Skills USA is the only organization operating through public schools to build status for industrial and technical occupations. Skills USA offers prestige and recognition through awards and contests. Included in the organization are co-curricular activities that provide activities which 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 citizenship based on service to school, home, and community.

STARLIGHT CLASSIC
The Starlight Classic Pageant is sponsored annually by the Student Government Association. All interested female students are encouraged to participate. 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 for all necessary campus and off-campus functions. 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.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)
SADD is a nationwide organization which opposes alcohol, cigarette, and other drug use. Combating violence, teen pregnancy, careless driving, and suicide are other SADD goals. SADD promotes caring and communication among young people, their parents, their communities, and their school communities through the empowerment knowledge gives. Reaching students participating in athletics is a part of the program because these students are role models for so many other students.

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 form a student organization recognized by the College must submit a written request to the Dean of Instruction and Student Services. The Dean of Instruction and 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 Dean of Instruction and 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 participating 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 Dean of Instruction and 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 Dean of Instruction and 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 Dean of Instruction and 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 Dean of Instruction and Student Services. The Dean of Instruction and 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 Dean of Instruction and 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 Dean of Instruction and 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 Dean of Instruction and 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, employee, 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 Dean of Instruction and Student Services may request minutes of meetings, financial statements, and/or any other information he or she may deem appropriate in determining the tenure of a student organization. The SGA may be invited to recommend to the Dean of Instruction and 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 Dean of Instruction and Student Services. The Dean of Instruction and Student Services will make the final decision on the appeal.

PROCEDURE FOR APPROVAL OF FUND RAISING 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 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., local businesses, student body, staff, and community agencies). 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 College personnel. 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 (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 with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders 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 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. Dates of enrollment;
7. Certificates and degrees received;
8. The most recent, previous educational agency or institution attended by the student;
9. Awards and/or scholarships;
10. Student photograph;
11. Height and weight of athletes; and/or
12. E-mail address.

Students must submit a written objection to the release of any specific item or category of directory/public information to the Dean of Instruction and Student Services. 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.

Dean of Instruction and Student Services - The Dean of Instruction and 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 Dean of Instruction and Student Services will be assisted in this responsibility by the following:

Assistant to the Dean of Instruction and Student Services-Admissions - The Assistant to the Dean of Instruction and Student Services-Admissions is charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Assistant to the Dean of Instruction and Student Services-Admissions 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 Assistant to the Dean of Instruction and Student Services-Admissions will also monitor the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

Assistant to the Dean of Instruction and Student Services-Financial Assistance - The Assistant to the Dean of Instruction and Student Services-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 Assistant to the Dean of Instruction and Student Services-Financial Assistance will see that all provisions of the individual student records policy are properly carried out.

Vice President of Finance - The Vice President 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 Assistant to the Dean of Instruction and Student Services-Admissions 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 Assistant to the Dean of Instruction and Student Services-Admissions 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 by presenting a written request to the Assistant to the Dean of Instruction and Student Services-Admissions. 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 present a written request that the record be amended to the Assistant to the Dean of Instruction and Student Services-Admissions. A request for record amendment shall be answered by the Assistant to the Dean of Instruction and Student Services-Admissions 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 Dean of Instruction and 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 a 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 Dean of Instruction and Student Services shall examine the contested item with the Assistant to the Dean of Instruction and Student Services-Admissions, 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 Dean of Instruction and 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 Dean of Instruction and 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 or she may sign and return the waiver.
2. He or she may request a list of the names of persons who will be asked for recommendations before signing.
3. He or 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 Assistant to the Dean of Instruction and Student Services-Admissions 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 Assistance personnel, in connection with the application or receipt of financial aid.
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 911 when appropriate. 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.

NOTE: In addition to the Bevill State Campus Safety/Security Policies and Procedures, the 1975 Code of Alabama will be enforced.

FAYETTE CAMPUS

The contact is 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 911.

HAMILTON CAMPUS

The contact is 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. 5318. 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 911.

JASPER CAMPUS
The contact is 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 911.

SUMITON CAMPUS
The contact is 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. 5200. 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 911.

INSTRUCTIONAL SITES
The center directors carefully secure instructional sites, and local law enforcement patrols the center parking areas.
CARROLLTON - 205-367-8860
DOUBLE SPRINGS - 205-921-3177 ext. 5309
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, the witness should be prepared to provide the following information: name; the location of the incident being reported; 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 persons in making a safety/security report:

1. ASSAULT - If someone is assaulted, he or she should try to remember as much about the attacker as possible. Important characteristics to include in the 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 any person receives a bomb threat, he or she should try to obtain as much information from the caller as possible. Information to obtain includes: the telephone number of the incoming call on the telephone display, location of bomb (building), time of explosion, and type of bomb. The person receiving the call should observe the caller's voice and any background noises he or she 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
WIXI	1360- AM	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 911. In case of serious injury or illness, qualified personnel should quickly perform the following steps:
1. The victim should be kept still and comfortable. **THE VICTIM SHOULD NOT BE MOVED!**
2. The victim should be asked, "Are you okay?" and "What is wrong?"
3. Breathing should be checked. If breathing stops, a qualified person should be found to assist respiration.
4. The pulse should be checked. If there is no pulse, a qualified person should administer chest compressions.
5. Serious bleeding should be controlled by direct pressure on the wound, avoiding direct contact with blood. Everyone should keep in mind standard precautions against blood-borne pathogens.
6. Assistance should be continued for the victim until help arrives.
7. The assisting personnel should 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.
Health Sciences faculty are certified in cardiopulmonary resuscitation and trained to respond to medical emergencies. Bevill State Community College offers training in first aid and CPR. Scott Karr at the Sumiton Campus should be contacted 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 911 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. 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 is 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. Furthermore this Conduct Code is applicable to the behavior of students and organizations participating in College-sponsored events, both on and off the College campus or property.

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 that provide for adequate notice and a fair hearing. Penalties for violations may include reprimand, remuneration, probation, loss of privilege, community service, suspension, expulsion, and/or other penalties which may be set forth in College regulations. The student shall be entitled to a hearing according to regular disciplinary procedures.

PROCEDURE FOR BRINGING A CHARGE OF NON-ACADEMIC MISCONDUCT AGAINST A STUDENT

Charges of a disciplinary nature may be filed against a student by another student or member of the administration, faculty, or staff. Charges of any case involving violation of published policies and regulations will be brought to the immediate attention of the Director of Student Services. Upon notification of formal charges being proffered against a student, the Director of Student Services will inform the appropriate College-wide Student Services Administrator and the Campus Associate Dean of the nature of the charge(s) and the student(s) involved.

If the Director of Student Services deems that the presence of the student(s) poses a continuing danger to persons, property, or the ongoing threat of disruption of the institution or its operations, the appropriate College-wide Student Services Administrator will be notified, and the student(s) may be temporarily suspended from the College. In such cases, a Student Disciplinary Hearing will be held within 72 hours, excluding Saturday, Sunday, and official College holidays, of the student's suspension.

In all cases that involve a charge of non-academic misconduct, the Director of Student Services must make a preliminary investigation by consulting the primary parties involved to determine whether the charges may be disposed of informally without the initiation of disciplinary proceedings. The following charges (1-15) may be disposed of by an informal process with resolution agreed upon by the student or group of students and the Director of Student Services:

1. Dishonesty 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. Lewd, obscene, licentious, indecent exposure, or inappropriate dress;
3. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
4. 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);
5. Unauthorized class attendance of guests and family members of a student without permission of Campus Associate Dean;
6. Smoking, chewing, or dipping, or other use of tobacco products in College-owned or College-controlled property, except in designated areas;
7. Filing a false report or knowingly making a false statement interfering with the investigation of any situation described in this Conduct Code and/or the annual campus safety and security report;
8. Trespassing or unauthorized entry;
9. Publishing, aiding in publishing, circulating or aiding in circulating, anonymous publications or petitions;
10. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and/or use of sanitary facilities on a regular, daily basis;
11. Disruptive devices such as tape players, radios or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place where such devices might interfere with the normal activity of the College;
12. Display of pornographic or sexually explicit materials, including but not limited to: clothing, videos, magazines, books, posters, photographs, or computer screens.
13. Any form of gambling;
14. Failure to comply promptly with directions of College officials or law enforcement officers acting in the performance of their duties.
15. Unauthorized possession of College, state, or federal property or supplies.

Any member of the College community may file charges against a resident/visitor of campus residence halls for misconduct related to the following minor residence hall infractions in or on the grounds of residence halls. The following process will be followed to reach disposition of charges filed against a resident/visitor:

a. Charges must be filed with the Director of Student Services;
b. The Director will thoroughly investigate the charges filed;
c. The Director will dispose of any of the following infractions (16-28) through an informal mutual agreement between the Director and the student/visitor.

16. Violation of published policy governing residence hall visitation and occupation.
17. Splicing into or otherwise tampering with existing electrical wiring or cable television connections or computer cables.
18. Excessive absences from residence hall meetings.
19. Possession of candles, incense, or other flame-emitting articles.
20. Possession of state, federal, local, or miscellaneous signs illegally obtained.
21. Possession of cats, dogs, hamsters, guinea pigs, mice, spiders, lizards, snakes, or other pets, on either a permanent or visitation basis. Animals that have been preserved through taxidermy are also strictly prohibited.
22. Possession of unapproved appliances.
23. Possession of paint-ball guns and equipment, dart boards and darts, or any type of potentially hazardous recreational game or equipment.
24. Solicitation and sales without permission from the Residence Hall Manager/Housing Personnel.
25. Possession of weight-lifting apparatus and waterbeds.
26. Playing musical instruments.

27. Leaving a student housing room with excessive lights, radios, or other electrical appliances left on. Note: A sanction will be issued to all residents of that room.

After initial investigation, the Director of Student Services will decide the appropriate disciplinary action required. If the accused is dissatisfied with the decision of the Director of Student Services he or she may submit a written request within 24 hours for a hearing before the Student Disciplinary Committee. If the student and Director of Student Services are satisfied with the conclusion of the case at this point, the Director will notify the student and the party bringing the charge(s).

The following charges (28-48) must be referred to the Student Disciplinary Committee in accordance to the following process:

a. Charges must be filed with the Director of Student Services;
b. The Director of Student Services will thoroughly investigate the charges filed;
c. The Director of Student Services will forward the findings of the investigation to the Campus Associate Dean and the appropriate College-wide Student Services Administrator.

28. Forgery, alteration, or misuse of College documents, records, or identification;
29. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities on College premises by either College or non-College persons or groups;
30. Destruction, damage, or misuse of College, public, or private property. (The student or organization is responsible for any damage done to College property);
31. 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;
32. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;
33. 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;
34. 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 as but is 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;
35. 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.;
36. Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, pellet guns, bows and arrows, knives or other dangerous devices;
37. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;
38. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;
39. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
40. Theft, accessory to theft, and/or possession of stolen property;
41. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
42. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
43. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and benefit from educational facilities;
44. The use of Bevill State Community College computer terminals and/or telecommunications equipment on College-owned or College-controlled property for personal use or for purposes of obtaining pornographic or sexually explicit information;
45. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission;
46. Terrorist threat to Bevill State or from College-owned or controlled property
47. Software tampering, espionage, sabotage, and criminal mischief.
48. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

NOTE: If a student violates policy related to alcohol or substance abuse and is under 21, the Campus Associate Dean will notify the student’s parents.

STUDENT DISCIPLINARY COMMITTEE COMPOSITION AND RESPONSIBILITY

1. The Campus 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 two (2) faculty members, two (2) staff members, and one (1) student. The appropriate College-wide Student Services Administrator shall serve in an advisory capacity to each campus Student Disciplinary Committee.
3. The Campus Associate Dean shall appoint all members of the Student Disciplinary Committee. The faculty and staff members shall each serve a term of two years. Each year one faculty member and one staff member shall rotate off the Committee, and the Campus Associate Dean will appoint a replacement for the two (2) vacant seats on the Committee. A student officer from a campus student organization shall be appointed annually to serve a term of one year on the Student Disciplinary Committee.
4. The Chairperson will be selected by the Campus Associate Dean. The student representative will serve in the same manner as other members. The Chairperson will preside over all hearings and shall cast a vote only when necessary to break a tie. Any Committee member who has any personal interest or special information concerning a particular case will be disqualified from that case.
5. The Committee shall maintain an adequate record of the history and disposition of each case. The Campus Associate Dean’s secretary shall attend all Student Disciplinary Hearings and keep a written record of the proceedings. The Chairperson shall maintain the written record of the hearing and the

decision. The record shall include a summary of the evidence upon which the Committee based its decision. At the conclusion of each hearing the Chairperson will turn over notes and records from the proceeding to the Director of Student Services to be retained for five years after the disposition of all cases.

STUDENT RIGHTS AND RESPONSIBILITIES

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 a representative present at any Student Disciplinary Committee hearing for advisement only. The representative will not have the right to cross-examination. The student's refusal to answer questions shall not be construed as admission of guilt.

PROCEDURE FOR CONDUCTING THE HEARING ON NON-ACADEMIC MISCONDUCT

The Director must submit a written notification informing the student that he or she has been charged with specific violations of the Student Conduct Code. Within five days (excluding Saturdays and Sundays and College holidays) of the formal charge being brought against a student the written notification will be hand delivered to the student if at all possible; otherwise, it will be delivered by certified mail. The Director must send a copy of the charge(s) and the investigation report to the Campus Associate Dean and the appropriate College-wide Student Services Administrator. The Campus Associate Dean shall activate the Student Disciplinary Committee and forward information about the alleged violations to the Chairperson of the Committee. Within five calendar days of the receipt of the charges, the Campus Associate Dean must set a time for the hearing and must notify all parties in writing of the time, date, and location of the hearing.

The procedure for conducting a hearing must contain the following elements:

1. No less than twenty-four hours before the hearing (excluding Saturdays and Sundays and official College holidays), the Campus Associate Dean must submit a written notification of the hearing to the student charged with misconduct. The Student Disciplinary Committee will hold a hearing and the Campus Associate Dean must inform the student of the date, the time and location of the hearing.
2. The hearing must be conducted in such a way as to afford due process to all parties involved.
3. The hearing must be private and confidential, except by consent of all parties.
4. The Chairperson will state the charge(s) and define the evidence based on the investigative report. The student must have an opportunity to examine evidence, cross-examine witnesses, offer witnesses on his/her behalf, and respond on his/her own behalf.
5. The student charged must be permitted the right to have a representative present. However, only the student may address the Committee or witnesses directly. In the case of an international student or a student with a disability, such as hearing or speech impairment, the Chairperson will determine the appropriateness of allowing a representative to speak on behalf of the student.
6. Either party may offer the testimony of witnesses.
7. The burden of proof rests with the person(s) bringing the charges(s).
8. The student shall have the right to cross-examine any witness against the student or to refute any written testimony.
9. If the accused student fails—without good cause, in the judgment of the Chairperson of the Committee—to appear at the designated time of the hearing, the Chairperson may conduct the hearing without the presence of the accused.
10. The Committee members must deliberate in confidential discussion. A majority vote shall be required for the Committee's decision. The appropriate College-wide Student Services Administrator shall serve in an advisory role and will not be a voting member of the Committee.
11. Within twenty-four hours of the hearing, the Chairperson will submit to the Campus Associate Dean a written decision of the Committee.
12. The Campus Associate Dean will notify the student and any appropriate member of the College community within twenty-four hours in writing of the decision of the Committee.
13. The decision of the Committee shall be considered final except in case of appeal.

SANCTIONS IMPOSED FOR VIOLATIONS OF NON-ACADEMIC MISCONDUCT

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. A censure statement may be given by the Director of Student Services or the Student Disciplinary Committee.
2. Community Services - Performance of duties under the supervision of local agencies or College officials. Community Service may be given by the Director of Student Services or the Student Disciplinary Committee.
3. Disciplinary Probation - A specified period of monitoring the student behavior to ensure compliance with College Policies and Regulations, local, state, and federal ordinances. Any additional violations incurred while on probation may result in suspension or expulsion. Disciplinary probation may be given by the Director of Student Services or the Student Disciplinary Committee.
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. Disciplinary limitations may be given by the Director of Student Services or the Student Disciplinary Committee.
5. Suspension - Dismissal from classes and extracurricular activities for a specified period of time. Suspension is issued by the Student Disciplinary Committee. (In the case that a student poses an immediate threat to the campus community, the Director of Student Services may issue a temporary suspension, with a Student Disciplinary Hearing to be held within 72 hours, excluding Saturday, Sunday, and College holidays).
6. Restitution - Reimbursement for damage or misappropriation. The Director of Student Services or the Student Disciplinary Committee shall set the amount and form of the restitution.
7. Expulsion - Termination of student status for a definite or an indefinite period. Expulsion is issued by the Student Disciplinary Committee.

The conditions of readmission, if any, in the case of suspension or expulsion shall be stated in writing to the student.

APPEALS BOARD

The Appeals Board, consisting of the Dean of Instruction and Student Services, one College-wide Associate Dean, and one student officer from a campus student organization, shall hear and

act on appeals only. The function of the Appeals Board is to consider all sides and all testimony/evidence and to render a decision on the appeal. The Dean of Instruction and Student Services will serve as the Chairperson of the Appeals Board and will be responsible for appointing Board members, scheduling and conducting the appeal and informing the student of the Board's decision. The Dean's secretary shall serve as recorder for the appeal.

PROCEDURE FOR APPEAL

A student accused of non-academic misconduct may appeal the decision of the Student Disciplinary Committee through the following process:

The accused must hand deliver a written appeal of the Student Disciplinary Committee decision to the Campus Associate Dean who will forward the appeal to the Chairperson of the Appeals Board. The appeal must be requested within five (5) days, excluding Saturdays and Sundays and official College holidays, following receipt of the decision of the Student Disciplinary Committee. If a student chooses to exercise the right of appeal, his/her status is to remain unchanged until the appeals process has ended. Therefore, sanctions as determined by the Student Disciplinary Committee, except in cases of threat of danger to the campus community, should not take effect until the student has exhausted the appeals process.

1. The appeal is limited to review of the full report of the Student Disciplinary Committee. The Appeals Board may up hold the decision rendered by the Student Disciplinary Committee, amend the decision, or overturn the decision.
2. Within three (3) days of the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board Chairperson must set a time, date, and a location for the meeting of the Board.
3. Within two (2) days after hearing the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board shall send written notice of its decision to the student and to all appropriate members of the College community.

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal to the College President or designee. This appeal to the President or designee must be made in writing, must state the reason(s) for the appeal, and must be submitted within two (2) days, excluding Saturdays and Sundays and official College holidays, of receipt of notice by the student(s) of the decision of the Appeals Board.

The decision of the President or designee is final. The President or designee may approve, overturn, or amend the prior decision(s). The President or designee shall send the student and all appropriate College personnel written notification of the decision rendered.
Note: Disciplinary suspension or expulsion will be noted in the student's permanent record.

DUE PROCESS FOR STUDENT ACADEMIC GRIEVANCE CASES

Students are guaranteed procedural and substantive due process in all cases involving formal academic 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 grievances with the instructor. If a satisfactory conclusion cannot be reached, the student should discuss the matter with the appropriate Campus Associate Dean/Division Chair immediately. If a mutual resolution cannot be reached, the student should immediately address the grievance with the appropriate College-wide Associate Dean. The College-wide Associate Dean will investigate the grievance and render a final decision in the matter.

STUDENT GRIEVANCE PROCEDURES (RELATED TO FEDERAL LAW)

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) may register the complaint via the following procedure, which must be completed in a timely manner:

1. The student must first make an effort to resolve the matter with the individual involved. If the problem is not resolved at this level, then the student should proceed to the next step.
2. If the student has a grievance against an employee of the College, the student should make the grievance known to the employee's immediate supervisor and the Campus Associate Dean. In the case of a student grievance against another student, the grievance should be brought to the attention of the Campus Associate Dean. In both cases, the Campus Associate Dean will endeavor 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 OF THE COLLEGE AND THE ADMINISTRATIVE VICE PRESIDENT

The Administrative Vice President, 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 Administrative Vice President, the President shall designate another person to serve in lieu of the Administrative Vice President 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 Administrative Vice President in writing. The grievance must be signed by the student and as detailed as possible.
3. The Administrative Vice President 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 accused student or member of the Bevill State Community College faculty, staff, or administration so desires, he/she may request a Grievance Committee hearing after initially meeting with the Administrative Vice President.
5. The Administrative Vice President may then schedule the time and location of the Grievance Committee session.
6. The Administrative Vice President will make all reasonable attempts to notify the accused 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, the Administrative Vice President is unable to notify the accused student or member of the Bevill State faculty, staff, or administration of the charges and of the date, time, and location of the grievance hearing, 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 Administrative Vice President 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 Administrative Vice President 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 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.

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 Americans 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 Dean of Instruction and 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;
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

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 term. (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 term 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 term 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 term 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-term 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-term 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 terms 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-term 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

1. Behavioral Medicine Unit - Baptist Medical Center Walker, Jasper 205-387-4555
2. N.T. Camp, M.D. - Jasper Family Clinic 205-221-4350
3. Northwest Alabama Mental Health Center
   Fayette Office 205-932-3216
   Hamilton Office 205-921-2186
   Jasper Office 205-387-0541

STUDENT HOUSING RULES AND REGULATIONS

GENERAL STANDARDS OF BEHAVIOR

The overriding goal of the residence life program is to develop communities within the residence halls which foster informal learning. The most crucial factor in this effort is the human element, that is, being responsible members of the community. As members of this community, students are given certain rights and privileges, and with these come a number of responsibilities. Students residing in the residence hall setting will be living in a community that is comprised of people with diverse backgrounds, interests, concerns, opinions, and standards. In order to make this kind of community livable, enjoyable, and conducive to academic pursuits, a set of standards which defines what is and what is not acceptable behavior is necessary.

STUDENTS' RESPONSIBILITIES

1. Students are responsible for knowing and abiding by all policies of the residence hall system and Bevill State Community College.
2. Students are expected to take an active role in monitoring the behavior that occurs in the residence hall community. It is a student's responsibility to confront others who are violating hall policies and/or to report such violations to the residence hall staff.
3. Students are expected to cooperate with requests from staff members when they are acting in their official capacity within the College structure. A notification to see a staff member must be honored.
4. Students are not to misrepresent or misuse their student identification or fail to show their student identification card upon request of a Bevill State staff member or administrator.

EMERGENCY WEATHER CONTACTS

Bevill State monitors weather conditions 24 hours a day. The Administration provides updates and alerts to the entire campus community throughout times of inclement and threatening weather conditions. Student housing residents should be alert to the danger of threatening weather conditions and maintain communications with College Administration in regard to evacuation and safety measures. During regular office hours, contact the Resident Manager or the Office of Student Services. When weather conditions threaten during the evening or on weekends, the following College Personnel can be reached at the phone numbers below.

Fayette Campus
Sam Sullivan 689-8403
Max Weaver 932-8988

Hamilton Campus
Phillip King 412-5200

Jasper Campus
Marthanne Brown 221-3596

Sumiton Campus
Nancy Carlisle 648-2280

STUDENT HOUSING POLICIES

Student housing at Bevill State is a unique, enjoyable experience that provides educational, social, and cultural development opportunities for students. The BSCC Housing Policy is based on the premise that students have the right to expect a quiet, clean, safe atmosphere in which to live, study, and develop as individuals.

Rules are inherent in all group living situations. Sound laws and regulations provide order essential to personal freedom and academic achievement. Enrollment at Bevill State obligates a student to become familiar with and to comply with established standards and regulations. All student housing policies are subject to change by the Administration.

The College realizes that not all individuals can adjust to group living. For this reason, and to safeguard the rights and privileges of the majority of its students, the College reserves the right to dismiss any student from the dormitory for misconduct when such action is deemed necessary. The College reserves the right to relocate residents whenever necessary; however, no resident may relocate from his/her assigned room without both notifying and receiving permission from the Resident Manager and the Director of Student Services.

It is expected that students living in and visiting College residence facilities will cooperate with the Resident Manager and with each other in maintaining a routine of living conducive to wholesome college life. Living in student housing is a privilege, and the College reserves the right to revoke this privilege whenever the action(s) of a resident does not comply with the standards and regulations established by the College.

1. An individual must be 18 years old and **enrolled as a full-time student** at Bevill State to be eligible for residency in campus housing. Students under the age of 19 must have parents' signatures on the housing application and Housing Lease Agreement.
2. A resident who is absent from his/her scheduled classes for more than five (5) consecutive days must inform the Housing Data Manager/Resident Manager in writing. Failure to do so may result in termination of the housing lease.
3. The required deposit of $150 is to be paid prior to the student moving any personal belongings into the dorm room or apartment. When moving out of student housing, the student must follow checkout procedures and return his/her key(s) to receive a deposit refund. An amount of $35.00 will be retained from all deposits for general maintenance and pest control fee.
4. A $75 fee will be assessed for replacing lock and keys, failure to turn in key(s) and/or failure to follow check-out procedures.
5. Residents must remove personal belongings and vacate the premises within 24 hours of the last scheduled final exam, or within 24 hours of withdrawing from Bevill State, or within 24 hours from dismissal from Bevill State, and/or within 24 hours of lease termination. Unclaimed items become the property of the College and will be disposed of immediately.
6. Residents are responsible for cleaning the room as part of the check-out procedure. Failure to clean the room as part of the check-out procedure will result in an additional $50 cleaning fee.
7. During holidays of five (5) days or more, residents may not reside in student housing. Athletes who have scheduled competitions are exempt with the approval of his/her coach. The Director of Athletics must notify the Director of Student Services at the respective campus if this occurs.
8. Residents must sign a Housing Lease Addendum prior to the end of each term either to continue or terminate occupancy.

Failure to sign the Addendum will terminate the lease.

9. Each resident must have all personal furniture or equipment approved by the Housing Personnel/Resident Manager before moving into the dorm room. Failure to obtain approval may result in the removal of this furniture and/or equipment.
10. Residents are responsible for the cleanliness of their rooms and surrounding grounds. Garbage, rubbish, and other waste must be removed daily from rooms and yard and placed in designated receptacles. There will be unannounced inspections for cleanliness.
11. The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require compliance with housing policies. **Needed repairs should be reported to the Resident Manager immediately.**
12. It is **mandatory** for residents to attend meetings called by the Resident Manager. These meetings are kept to a minimum and, when called, are of importance to all residents.
13. **Children (immediate family members only) visiting a housing resident must be under the supervision of the resident being visited at all times.**
14. All persons must be fully clothed when in the lounges, lobbies, or in the presence of visitors.
15. If deemed necessary and advisable for the safety, security, or the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state, or local laws, or College regulations, or if the College Administration deems that a serious threat of security and safety exists. All room searches must be approved by the the Dean of Instruction and Student Services or designee.
16. **Each student resident will be responsible for any damage to his/her assigned room or to the furniture, fixtures, and equipment, and for damage or loss caused by him/her to any part of the residence hall. When two or more students are involved in damage to College property, and it cannot be ascertained which student is responsible for the damage or loss, an assessment will be made against both or all equally.** Additionally, assessments for certain violations will be made to the entire residence hall community. The use of such materials as paste, glue, nails, tacks, staples, screws, etc., on walls, furniture, and woodwork (including inside and outside doors) is prohibited. Only non-damaging tape is permissible for use on walls and doors. Bumper sticker-type adhesive must not be used on any surface.
17. In the residence hall, there are Quiet Hours set aside for study. Quiet Hours are in effect from 10:00 p.m. until 9:00 a.m. with the exception of Friday and Saturday. On Friday and Saturday, Quiet Hours begin at 12:00 midnight and end at 10:00 a.m. the following day. Unnecessary noises and disturbances are not permitted at any time and may warrant immediate dismissal.

The Resident Manger will reserve the right to extend quiet hours during scheduled final exam periods.

1. **The College is not responsible for any loss or damage to the personal property of occupants.**
2. **Each student is urged to provide for the security of his/her own belongings by locking his/her room and by carrying personal property insurance. Thefts should be reported to the Resident Manager.**
3. Residents must have a Bevill State student ID card and parking decal. Parking decals are available in the Business Office, and Student ID's are made on designated days in the Office of Student Services. Identification maybe verified at any time by any Bevill State Community College personnel.
4. Residents and non-residents may visit in the rooms of residents daily, during the following times:
   Sunday-Wednesday 12:00 noon - 10:00 p.m.
   Thursday-Saturday 12:00 noon - 12:00 midnight

All visitors, except approved overnight guests, must comply with posted visiting hours.

1. A visitor must be at least 18 years of age, a Bevill State student, or a member of a student's immediate family. Identification of visitors may be verified.
2. The student or roommate has the right to refuse visitation.
3. Dorm students may have overnight visitors of the same sex, limited to one visitor per night, for no more than two consecutive nights, provided space is available. Overnight visitors must be at least 19 years of age. The student resident must obtain written permission from the Resident Manager/Housing Personnel to have overnight guests. Permission must be obtained prior to 5:00 p.m on the day of the overnight visit.
4. Visitors must be accompanied by a resident of the dorm.
5. Students are responsible for the conduct of any visitor(s) while on College-owned or College-controlled property.
6. Areas surrounding the residence hall are off limits to all persons after visiting hours.

If a resident or non-resident is injured while in violation of any regulation or policy as stated in the Bevill State Student Conduct Code and Student Housing Policy the College shall not be held liable.

The Resident Manager or any other authorized official of the College will issue written notifications to residents and nonresidents who violate College policy. The Director of Student Services will impose appropriate sanctions for the policy violation. If more than one student is involved in the violation of the Student Housing Policy, and the College cannot determine who is responsible for the violation, all students involved will receive a notification of violation.

Though violation of the aforementioned policies can result in immediate suspension or expulsion from the residence halls, it is understood that any regulation or policy violation as stated in the Bevill State Student Conduct Code and Student Housing Policy will result in disciplinary action. These procedures will provide for adequate notice and a fair hearing of the appeal.

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.

The Student Conduct Code outlines due process procedures for all student disciplinary cases. Due process procedures can be found on pages 118-123.

If a student violates policy related to alcohol, substance abuse, or pornography and is under the age of 21, the College will notify the parents.

Non-student violators of the Student Housing Policy or Student Conduct Code will be referred to local law enforcement agencies.

ROOM CHECK-OUT AND/OR DISMISSAL PROCEDURES

Students are expected to vacate the building within 24 hours of their last final exam, or within 24 hours of withdrawing from Bevill State Community College, or 24 hours from dismissal from Bevill State Community College. Residents must have special permission from the Director of Student Services if they must stay beyond the 24-hour limitation.

When checking out of a dorm room, the student must follow the check-out procedures listed below and complete a Deposit Refund Request form. Failure to check-out properly will result in the forfeit of the original deposit. The room will be inspected thoroughly in the student's presence at the time of check-out. At this time, the student must sign a termination or renewal form. If there are any damages to the room, they will be noted and added to the student's account or taken from the security deposit.

Before students leave they must…

1. Remove all personal belongings.
2. Clean bathroom and kitchen area, if appropriate.
3. Vacuum and mop the floor.
4. Take all trash outside to the dumpster.
5. Remove all furniture from the room.
6. Close and lock windows and lower blinds.
7. Turn off lights and blower.
8. See a resident hall staff member to turn in the room key and formally check-out.
9. Sign a termination or renewal form.

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