BEVILL STATE COMMUNITY COLLEGE
2008-2009 CATALOG

Fayette Campus	Hamilton Campus	Jasper Campus	Sumiton Campus	Pickens County Educational Center	Mt. Olive Instructional Site
2631 Temple Ave. N.	P.O. Drawer 9	1411 Indiana Ave.	P.O. Box 800	491 Tuscaloosa Ave.	3200 Mt. Olive Rd.
Fayette, AL 35555	Hamilton, AL 35570	Jasper, AL 35501	Sumiton, AL 35148	Carrollton, AL 35447	Mt. Olive, AL 35117
(205) 932-3221	(205) 921-3177	(205) 387-0511	(205) 648-3271	(205) 367-8860	(800) 648-3271 x.5405

Bevill State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Bevill State Community College.

ADDITIONAL ACCREDITATIONS AND CERTIFICATIONS

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 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 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 reaffirmation in February 2006 and is scheduled for a reaccreditation visit in 2010.

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 a reaccreditation visit in 2015.

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 Auto Body Refinishing Program is accredited by the National Automotive Technicians Education Foundation (ASE), 101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175. The program received initial accreditation/certification in May 2006 and is scheduled for a reaccreditation visit in May 2011.

The Air-Conditioning/Refrigeration Technology program is accredited by the Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA), 4100 North Fairfax Drive, Suite 200, Arlington, VA 22203. Accreditation/certification was received in November 2007, and is scheduled for reaccreditation in 2012.

COPYRIGHT INFRINGEMENT

Bevill State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tyrone Webb, Assistant to the Dean for Library/Learning Resources, Bevill State Community College, P. O. Box 800, Sumiton, AL 35148; email: twebb@bscc.edu; telephone number: (205) 648-3271.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include 1) identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.); 2) identification and URL of the material that is claimed to be infringing; 3) information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and 4) other information relating to the claim. Any **copyright** concerns or questions about the Bevill State website should be directed to Tyrone Webb at twebb@bscc.edu.

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. Inquiries concerning Title IX should contact Dr. Devin Stephenson (1411 Indiana Avenue, Jasper, AL 35501 • 205-387-0511 ext. 5804). Anyone who has a disability that might require special materials, services, or assistance, should contact Sam Sullivan (Fayette Campus), Sara Franks (Hamilton Campus), Robeana Green (Jasper Campus), or Suzanne Light (Sumiton Campus), at least 48 hours in advance. For TDD users in Alabama, the Alabama Relay Center is available by calling (800) 548-2546. All materials related to compliance with the Americans with Disabilities Act and Section 504 are maintained by the College coordinator, Suzanne Bush.

TABLE OF CONTENTS

General Information 3
- College Calendar 4
- Campus Maps 6

Admissions Information 11

Financial Information 17

Academic Information 21

Program of Study Requirements 31

Health Sciences 39

Career Technical Education 49

Course Descriptions 65

College Personnel 109

Student Handbook 117
- General Services 118
- Opportunities for Participation 120
- Recognition of Campus Organizations 121
- Student Records 122
- Campus Safety and Security 125
- Student Conduct Code 126
- Drug and Alcohol Abuse Prevention Policy 132
- Student Housing 135

Index 139

General Information

"In my own view, the important achievement of Apollo was a demonstration that humanity is not forever chained to this planet, and our visions go rather further than that, and our opportunities are unlimited." – Neil Armstrong

Believe. Achieve. Succeed.

BEVILL STATE
COMMUNITY COLLEGE

2008-2009 Bevill State
COLLEGE CALENDAR

2008 FALL SEMESTER

August 18 (Monday)	**REGISTRATION**
August 19 (Tuesday)	Student Orientation
August 20 (Wednesday)	Classes Begin (Full Fall Term & 1st Fall Mini Term)
August 20-21 (Wednesday-Thursday)	Schedule Change Period 1st Fall Mini Term
August 21 (Thursday)	Last Day to Register for 1st Fall Mini Term
August 20-22 (Wednesday-Friday)	Schedule Change Period Full Fall Term
August 22 (Friday)	Last Day to Register for Full Fall Term
August 30-31 (Saturday-Sunday)	Weekend Classes will meet
September 1 (Monday)	LABOR DAY/COLLEGE CLOSED
September 16 (Tuesday)	Mid-Term 1st Fall Mini Term (Last Day to Drop with a Grade of "W" 1st Fall Mini Term)
October 13 (Monday)	Classes End 1st Fall Mini Term/Last Day to Drop Classes 1st Fall Mini Term
October 14 (Tuesday)	Final Examinations for 1st Fall Mini Term
	Mid-Term Full Fall Term (Last Day to Drop with a Grade of "W" Full Fall Term)
October 15 (Wednesday)	**REGISTRATION FOR 2ND FALL MINI TERM**
October 16 (Thursday)	Classes Begin for 2nd Fall Mini Term
October 16-17 (Thursday-Friday)	Schedule Change Period 2nd Fall Mini Term
October 17 (Friday)	Last Day to Register for 2nd Fall Mini Term
October 25 (Saturday)	Instructional Make Up (In Case of Inclement Weather)
November 11 (Tuesday)	VETERANS DAY/COLLEGE CLOSED
November 12 (Wednesday)	Mid-Term 2nd Fall Mini Term (Last Day to Drop with a Grade of "W" 2nd Fall Mini Term)
November 22-23 (Saturday-Sunday)	Weekend Classes will meet
November 24-26 (Monday-Wednesday)	***State Professional Development/ACA Conference (No Classes)***
November 27-28 (Thursday-Friday)	THANKSGIVING/COLLEGE CLOSED
November 29-30 (Saturday-Sunday)	Weekend Classes will not meet
December 1-December 10	***ADVISEMENT PERIOD FOR THE SPRING SEMESTER***
December 11 (Thursday)	Classes End Fall Full Term/Last Day to Drop Classes Full Fall Term
December 12-17 (Friday-Wednesday)	Final Examinations Fall Full Term
December 13-14 (Saturday-Sunday)	Final Examinations Weekend Classes
December 16 (Tuesday)	Classes End 2nd Fall Mini Term/Last Day to Drop Classes 2nd Fall Mini Term
December 17 (Wednesday)	Final Examinations 2nd Fall Mini Term
December 24-January 2	CHRISTMAS AND NEW YEAR'S BREAK

2009 SPRING SEMESTER

January 5 (Monday)	**REGISTRATION**
January 6 (Tuesday)	Student Orientation
January 7 (Wednesday)	Classes Begin (Full Spring Term & 1st Spring Mini Term)
January 7-8 (Wednesday-Thursday)	Schedule Change Period 1st Spring Mini Term
January 8 (Thursday)	Last Day to Register for 1st Spring Mini Term
January 7-9 (Wednesday-Friday)	Schedule Change Period Full Spring Term
January 9 (Friday)	Last Day to Register for Full Spring Term
January 17-18 (Saturday-Sunday)	Weekend Classes will meet
January 19 (Monday)	MARTIN LUTHER KING & ROBERT E. LEE BIRTHDAY/COLLEGE CLOSED
February 3 (Tuesday)	Mid-Term 1st Spring Mini Term (Last Day to Drop with a Grade of "W" 1st Spring Mini Term)
March 2 (Monday)	Classes End 1st Spring Mini Term/Last Day to Drop Classes 1st Spring Mini Term
March 3 (Tuesday)	Final Examinations 1st Spring Mini Term
	Mid-Term Full Spring Term (Last Day to Drop with a Grade of 'W' Full Spring Term)
March 4 (Wednesday)	**REGISTRATION 2ND SPRING MINI TERM**
March 5 (Thursday)	Classes Begin 2nd Spring Mini Term
March 5-6 (Thursday-Friday)	Schedule Change Period 2nd Spring Mini Term
March 6 (Friday)	Last Day to Register for 2nd Spring Mini Term
March 16-22 (Monday-Sunday)	SPRING BREAK
April 7 (Tuesday)	Mid-Term 2nd Spring Mini Term (Last Day to Drop with a Grade of "W" 2nd Spring Mini Term)
April 11 (Saturday)	Instructional Make Up (In Case of Inclement Weather)
April 13-April 22	***ADVISEMENT PERIOD FOR THE SUMMER SEMESTER***
April 29 (Wednesday)	Classes End Full Spring Term/Last Day to Drop Classes Full Spring Term
April 30 - May 5 (Thursday-Tuesday)	Final Examinations Full Spring Term

May 2-3 (Saturday-Sunday)	Final Examinations Weekend Classes
May 4 (Monday)	Classes End 2nd Spring Mini Term/Last Day to Drop Classes 2nd Spring Mini Term
May 5 (Tuesday)	Final Examinations 2nd Spring Mini Term
May 8 (Friday)	Graduation (Sumiton Campus)
May 11 (Monday)	Graduation (Jasper Campus)
May 12 (Tuesday)	Graduation (Hamilton Campus)
May 14 (Thursday)	Graduation (Fayette Campus)

2009 SUMMER SEMESTER

May 28 (Thursday)	**REGISTRATION**
May 29 (Friday)	Student Orientation
June 1 (Monday)	Classes Begin (Full Summer Term & 1st Summer Mini Term)
June 1-2 (Monday-Tuesday)	Schedule Change Period Full Summer Term & 1st Summer Mini Term
June 2 (Tuesday)	Last Day to Register for Full Summer Term & 1st Summer Mini Term
June 16 (Tuesday)	Mid-Term 1st Summer Mini Term (Last Day to Drop with a Grade of "W" 1st Summer Mini Term)
July 2 (Thursday)	Classes End 1st Summer Mini Term/Last Day to Drop Classes 1st Summer Mini Term
July 3 (Friday)	INDEPENDENCE DAY/COLLEGE CLOSED
July 4-5 (Saturday-Sunday)	Weekend Classes will meet
July 6 (Monday)	Final Examinations 1st Summer Mini Term
	Mid-Term Full Summer Term (Last Day to Drop with a Grade of "W" Full Summer Term)
July 7 (Tuesday)	**REGISTRATION 2ND SUMMER MINI TERM**
July 8 (Wednesday)	Classes Begin 2nd Summer Mini Term
July 8-9 (Wednesday-Thursday)	Schedule Change Period 2nd Summer Mini Term
July 9 (Thursday)	Last Day to Register for 2nd Summer Mini Term
July 23 (Thursday)	Mid-Term 2nd Summer Mini Term (Last Day to Drop with a Grade of "W" 2nd Summer Mini Term)
July 21-July 30	***ADVISEMENT PERIOD FOR THE FALL SEMESTER***
August 6 (Thursday)	Classes End Full Summer Term/Last Day to Drop Classes Full Summer Term
August 7-10 (Friday-Monday)	Final Examinations Full Summer Term
August 8-9 (Saturday-Sunday)	Final Examinations Weekend Classes
August 7 (Friday)	Classes End 2nd Summer Mini Term/Last Day to Drop Classes 2nd Summer Mini Term
August 10 (Monday)	Final Examinations 2nd Summer Mini Term

The 2009/2010 Fall Semester tentatively will begin August 14.

School Holidays (College Closed)

September 1 (Monday)	Labor Day - State Holiday
November 11 (Tuesday)	Veterans Day - State Holiday
November 27-28 (Thursday-Friday)	Thanksgiving - State Holidays
December 24 (Wednesday)	Christmas Eve - State Holiday
December 25 (Thursday)	Christmas - State Holiday
December 26-31 (Friday - Wednesday)	Local Holidays
January 1 (Thursday)	New Year's Day - State Holiday
January 2 (Friday)	Local Holiday
January 19 (Monday)	Martin Luther King/Robert E. Lee - State Holiday
May 25 (Monday)	Memorial Day - State Holiday
July 3 (Friday)	Independence Day - State Holiday

2007-2008 IPEDS GRADUATION RATE SURVEY/STUDENT RIGHT TO KNOW REPORT

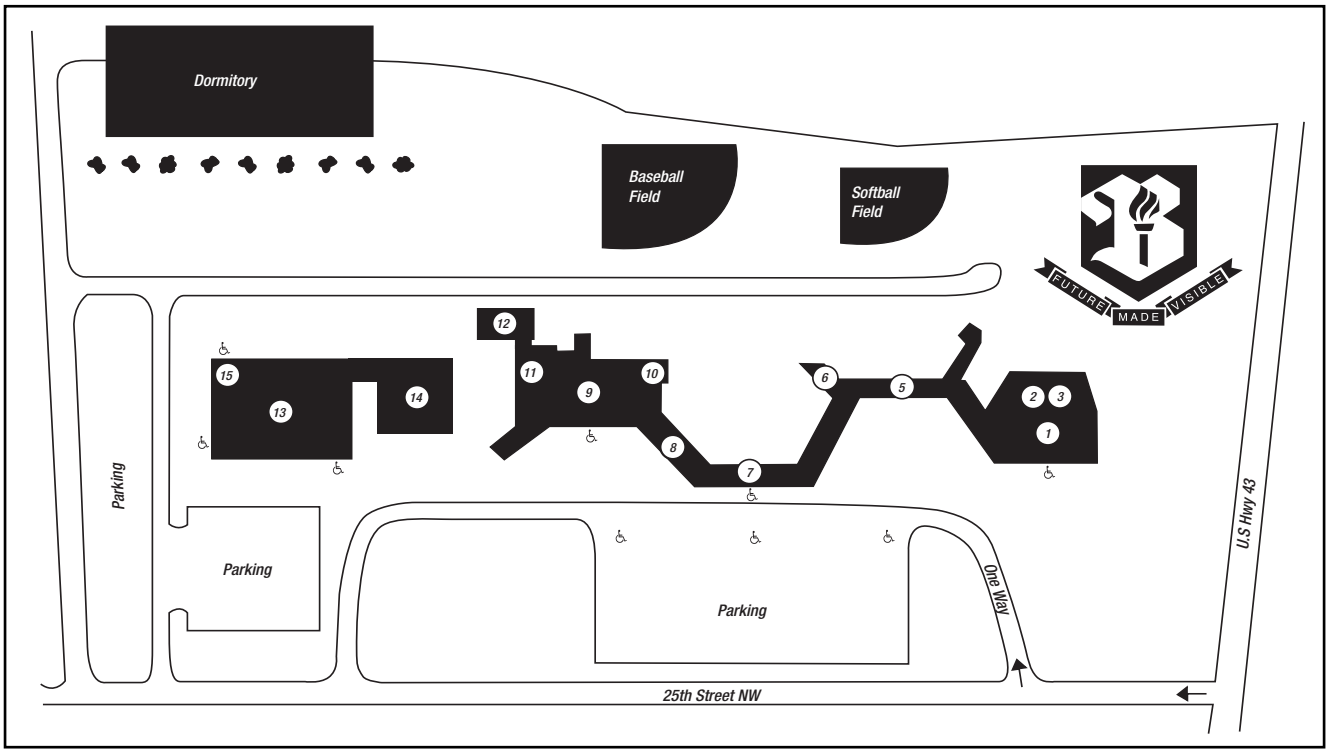
The four-year average percentage of graduation and the transfer out rates for Bevill State Community College for the 2004 cohort as reported on the 2007-2008 IPEDS Graduation Rate Survey/Student Right to Know Report is summarized below. The 2004 cohort consisted of 683 first-time, full-time, degree/certificate-seeking students.

	GRADUATION	TRANSFER
COLLEGEWIDE	17.0%	24.0%

	GRADUATION	TRANSFER
ATHLETICS		
Basketball	22.0%	45.0%
Baseball	8.0%	71.0%
Cross Country/Track	22.0%	33.0%
All Other Sports	24.0%	35.0%
ALL ATHLETIC	18.0%	49.0%

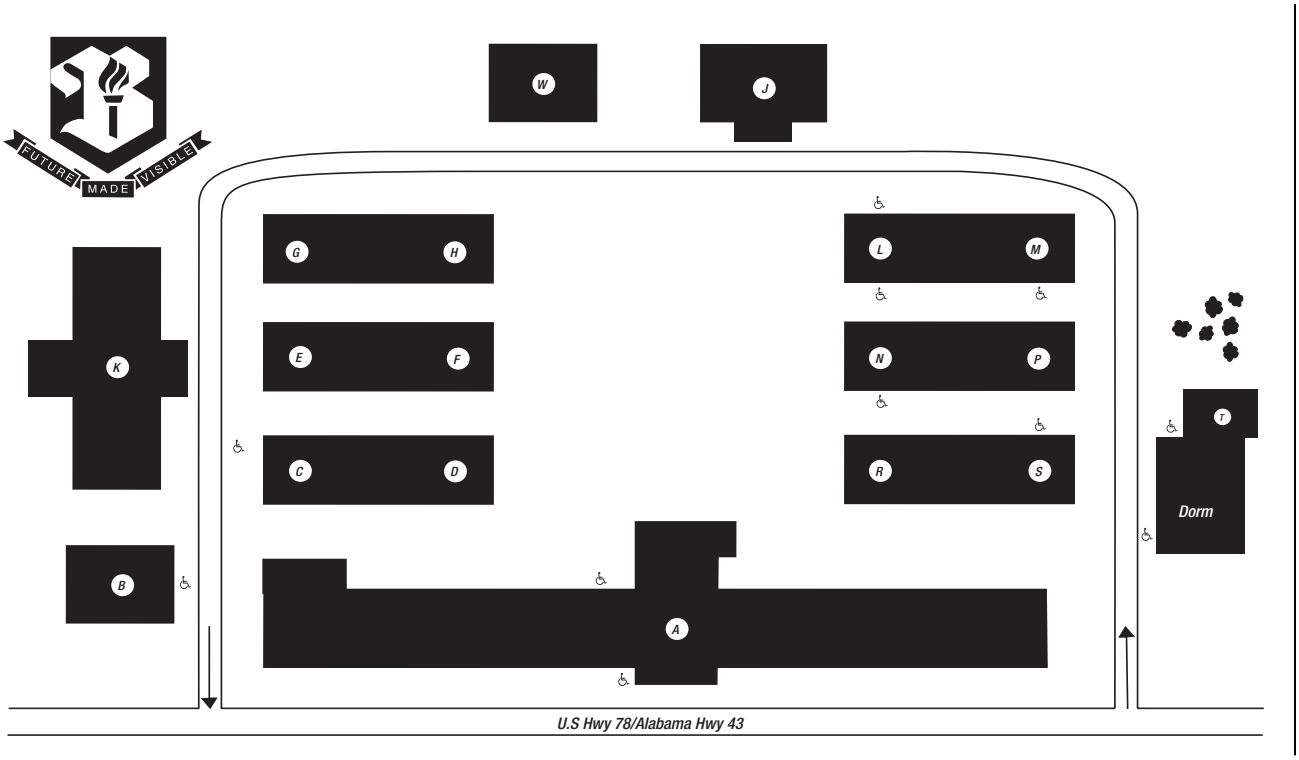
CAMPUS MAPS

FAYETTE CAMPUS - Fayette, AL



1. Library Resource Center
2. Testing Center (2nd floor)
3. Career Link Center (2nd floor)
4. Science Wing
5. Classrooms
6. Administrative Offices
7. Office of Student Services
8. Classrooms/Music Room
9. Gymnasium
10. Bear's Den/Student Center
    Business Office/Bookstore
11. Indoor Pool/Wellness Center
12. Maintenance
13. Tom Bevill Center
14. Heath Science Wing
15. Cafeteria

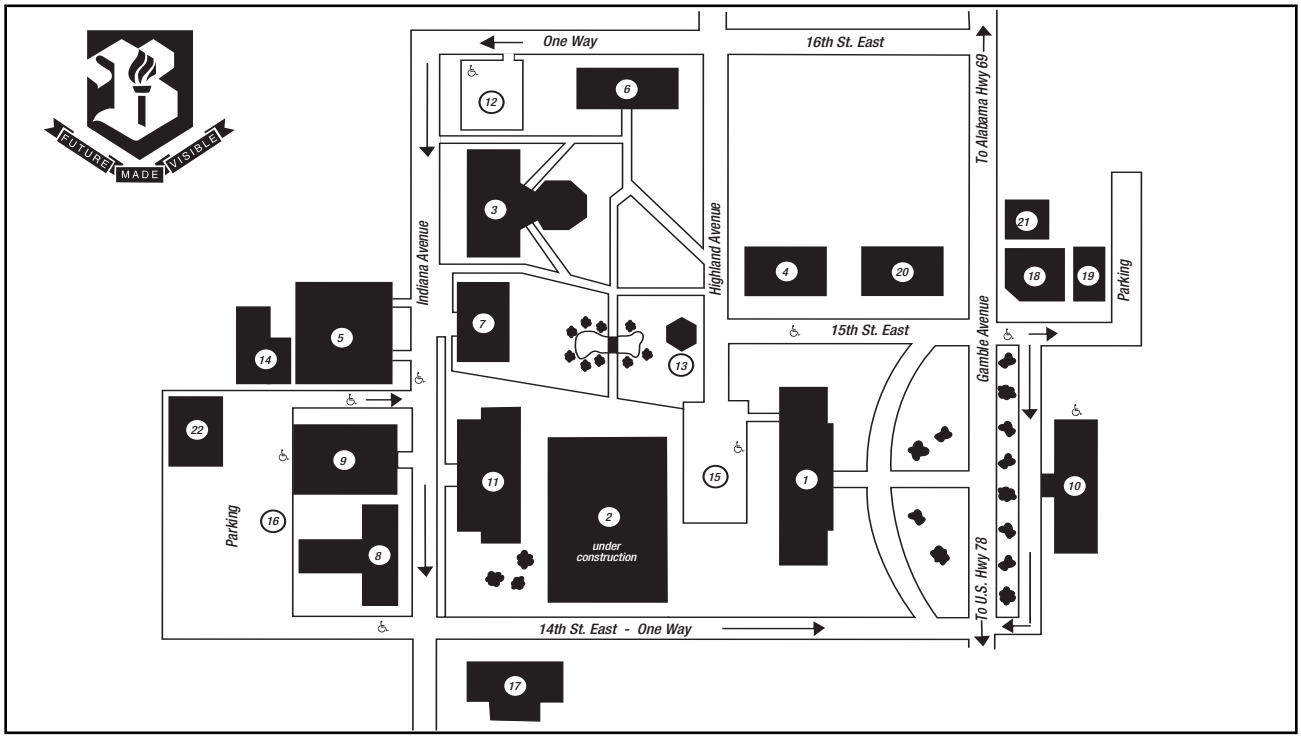
HAMILTON CAMPUS - Hamilton, AL



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/Barbering
Building K: Health Sciences
Building L: Distance Learning
Building M: Wellness Center
Building N/P: Machine Shop
Building R: Drafting
Building S: Alabama Skills Center
Building T: Child Development Center/Dorm
Building W: Warehouse

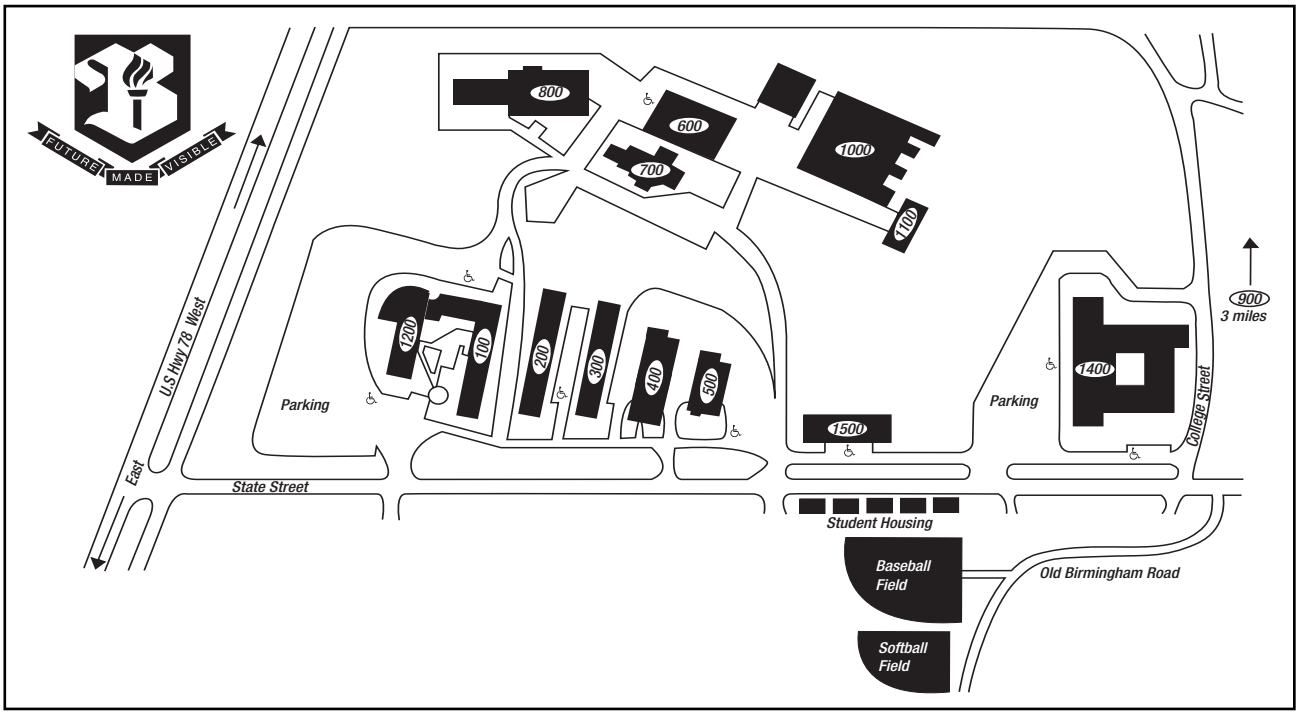
CAMPUS MAPS

JASPER CAMPUS - Jasper, AL



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

SUMITON CAMPUS - Sumiton, AL



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

HISTORY OF THE COLLEGE

Bevill State Community College is a part of the State system of community, junior, and technical colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. At the same time, Act No. 94 vested the authority and responsibility for the operation and maintenance of the Alabama's 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 a two-year academic transfer college, completed the Bevill State four-campus College in 1998.

Bevill State offers academic transfer courses, career technical education, health sciences programs, adult education classes, workforce training and community education at its four main campuses and two instructional sites - the Pickens County Educational Center in Carrollton and the Mount Olive Instructional Site in Mount Olive. Bevill State's service area spans over 4600 square miles in a seven-county area, reaching more than one-quarter million people from the Birmingham city limits to the Mississippi state line.

INSTITUTIONAL MISSION STATEMENT

Learning, Serving, Enriching...Bevill State Community College is an accredited, comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

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.

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. The student then meets with each instructor to request and to discuss the implementation of each authorized accommodation. Instructors will not initiate accommodations without the student's consent.
11. Non-classroom accommodation requests are forwarded by the 504/ADA coordinator to the appropriate College official for implementation.
12. 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.

No employee or applicant for employment or promotion, including applicants for presidential, full-time faculty, and other administrative and supervisory positions, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, sex, age or any other protected class.

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 Vice President of External Affairs, Dr. Devin Stephenson, 1411 Indiana Avenue, Jasper, Alabama, 35501.

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.

HARASSMENT/SEXUAL HARASSMENT

I. Introduction and Definition of Sexual Harassment

Bevill State Community College, an insitution in The Alabama Community College System, follows the 601.04 policy adopted by the State Board of Education. The State Board of Education 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, disability, or any other protected class. Such harassment is a violation of State Board of Education policy. 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 non-employee on any institution's property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at any of the institutions that comprise The Alabama Community College System.

A nondiscriminatory environment is essential to the mission of The Alabama Community College System. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work environment. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of The Alabama Community College System shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President.

Employees and students of The Alabama Community College System shall strive to promote a 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 professionally functioning institutions and to guarantee equal educational opportunities for all 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, disability, or any other protected class. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient.

1. Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties.
2. Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.
3. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that:
   3.1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
   3.2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
   3.3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Any incident of harassment shall be reported to the grievance officer as promptly as possible after the harassment occurs.

4. The employees of the institutions within The Alabama Community College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

5. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals shall be reported immediately to the grievance officer or other appropriate official.
6. This policy shall be distributed, communicated and implemented in a manner which provides all interested parties the opportunity

to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment.

7. A harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in addressing complaints. This program must be administered annually and approved by Department of Postsecondary Education.
8. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

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 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

*"If you could get up the courage to begin,
you have the courage to succeed." – D. Viscott*

Believe. Achieve. Succeed.

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 institution will be designated a first-time college student or native student. A first-time college student must meet one of the following criteria:

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

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

NON-DEGREE (CERTIFICATE) PROGRAMS ADMISSION REQUIREMENTS

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the standards listed below with specifically documented ability to benefit as documented by successful completion of placement by 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 regionally accredited Council on Occupational Education institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all institutions. The College may also require the transfer of student documents required of first-time college students.

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

A transfer student who has been academically suspended from another institution will not be considered for admission until the appeal of academic suspension is complete as outlined in the Academic Progress Standards found in Academic Information.

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

Conditional Admission of Transfer Students

1. A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional

documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.
2. If all required admission records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcripts, but the transcript will read "CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS." This notation will be removed from the transcript only upon receipt of all required admissions records. Students will not be allowed to register for a second term until all required admission records are on file.

Initial Academic Status of Transfer Students

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

General Principles for Transfer of Credit

1. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the degree program, with course content and level of instruction resulting in student competencies equivalent to those of students enrolled in Bevill State Community College's undergraduate degree 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 a regionally accredited postsecondary institution or Council on Occupational Education institution 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 institution 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 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

Individuals age 60 or over may receive tuition scholarships. They 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, tools or repeated courses. 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, senior citizens 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 (COMPASS) 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 COMPASS placement test scores from other postsecondary institutions.*

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**. The 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 Registration Day, the student must make an appointment with his/her academic advisor for the purpose of selecting course work appropriate for his/her program of study.
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**. On Registration Day, students have the option of registering online or in the Office of Student Services.
4. Pay all tuition and fees. Students are not officially registered until tuition and fees are paid or financial assistance has been arranged. On Registration Day, students must pay all tuition and fees. If all tuition and fees are not paid on Registration Day, students will be assessed a $25 late fee.
5. Students who do not remove charges for all tuition and fees will be removed from course rosters.

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.*

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/DROP AND ADD
All schedule changes must be made during the official schedule change period. Students should contact their program advisor to initiate a schedule change. Athletes should also consult their coach regarding eligibility before dropping or adding a course. Students receiving financial aid should contact the Financial Aid Officer if there is a change in total number of credit hours.

WITHDRAWAL FROM A COURSE
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 midterm, a grade of "W" will be assigned. After midterm, 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 midterm 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 midterm must do so by the last regularly scheduled day of class.*

ADMINISTRATIVE WITHDRAWALS
The College may withdraw a student from course rosters for the following reasons:

1. Student has not met prerequisite requirements for a course.
2. Student has not attended course within the first two weeks.
3. Student has not cleared all tuition and/or fees for courses.

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 course work.

Advanced Placement
A student who has completed college-level courses offered by high schools through the College Board Advanced Placement Program and have passed the National Examination(s) of the College 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 Campus Associate Dean for procedural practices related to that discipline. Advanced Placement scores must be received from the College Board 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 College Board to the appropriate Office of Student Services.
NOTE: *To receive credit for English 101 (3 credit hours), a student scoring three (3) must register for English 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 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 be assured 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 WorkKeys preassessment during the first semester of enrollment. Registration can be accomplished on the Sumiton, Hamilton, and Fayette campuses in the Office of Student Services. The student is assessed in Applied Mathematics, Locating Information, and Reading for Information for all careers and in Applied Technology for most careers. The WorkKeys assessments take 55 minutes for each assessment area. WorkKeys is not a pass/fail test but is timed for each assessment. This assessment will provide college personnel the needed information to better advise and schedule students into specific skill classes. Students who demonstrate mastery of all required skill areas will be issued a Career Readiness Certificate (CRC) from the State of Alabama which will show WorkKeys mastery to employers.

Those who do not obtain the required skill level in Applied Tecnology will be enrolled in WKO104—a course designed to upgrade Applied Technology skills using KeyTrain™ software. Those needing upgrade in other skills areas will be offered the opportunity to upgrade their skills using KeyTrain software. Upon completion of the course or upgrade, students will reassess in those skill areas where necessary scores were not obtained. Upon successful completion of the assessment, the student will receive the CRC.

Financial Information

*"To accomplish great things, we must not only act,
but also dream; not only plan, but also believe." – A. France*

Believe. Achieve. Succeed.

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.*

NOTE: *Hybrid 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. Students should 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	27
Returned Check Charge	30
Parking/Traffic Violation	15
Parking in Disabled Parking Space	25
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
Nursing Liability Insurance	15
EMT Liability Insurance	65
ADN Testing Fee ($66 each additional semester)	90
PN Testing Fee ($80 each additional semester)	103
SOR Testing Fee	30
EMS 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

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 or online at www.bscc.edu.

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 (FAFSA)." Students may apply online at www.fafsa.edu.

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 work-study 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 Assistance
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 submitted no later than the day before regular registration for the semester in which financial assistance is requested no later than the date(s) outlinedby term below:
2008 Fall Term: August 18, 2008
2009 Spring Term: January 5, 2009
2009 Summer Term: May 26, 2009

The Financial Assistance Officer will present the appeal to the Campus Financial Assistance Committee which will convene the following day to review the request. Once the Committee has reviewed the appeal, the Financial Assistance Officer will contact the student by phone with the Committee's decision. A written letter outlining the terms of the probation or suspension will follow.

If the student is not satisfied with the decision of the Campus 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. The letter appealing the Campus Financial Assistance Committee's decision must be submitted no later than 5:00 p.m.on the date(s) outlined by term below:
2008 Fall Term: August 20, 2008
2009 Spring Term: January 7, 2009
2009 Summer Term: May 28, 2009

Once the Administrative Committee has reviewed the appeal, the student will be contacted by phone with the final decision. A written letter will follow.

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

"Success is focusing the full power of all you are on what you have a burning desire to achieve." – W. Peterson

Believe. Achieve. Succeed.

BEVILL STATE
COMMUNITY COLLEGE

GRADUATION

After completion of all program requirements, Bevill State will confer the appropriate degree or certificate on 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 Admissions/Records Officer when a student becomes eligible to receive certification. Students receiving an Associate in Arts or Associate in Science degree will only be awarded one degree based on the student's program of study at the time of completion. The Associate Degree requires completion of 60-64 semester hours, therefore; it is recommended that students follow the appropriate STARS guide for their program of study. Students pursuing an Associate in Applied Science, certificate, or short-term certificate program should follow the specific course requirements of their program of study. 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 at the end of each semester. Diplomas will be available in the Office of Student Services for one week after grades are processed. Diplomas not picked up during that time will be mailed to the graduate.

NOTE: *Students receive one free printed Bevill State diploma. For each additional diploma, students will be charged $10.00. There is an additional cost for the Associate Degree hood and honor cords.*

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 **Bevill Scholar Award** is awarded to recognize superior students who excel in their academic disciplines. Students nominated for this honor must have attained academic excellence and must have completed a minimum of 24 semester hours.

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. Students nominated for this honor must have completed a minimum of 24 semester hours.

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 American Technical Education Association (ATEA) is the premier association for the postsecondary technical educator. ATEA is an advocate for postsecondary technical education and is a driving force behind workforce development. ATEA is dedicated to recognizing outstanding performance and leadership and promoting high quality technical education.

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.**

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.

Students must schedule appointments and meet with their assigned academic advisors during the Advance Registration period. During the advisement appointment, the student and advisor will review program requirements, monitor the student's academic progress and needs, and complete the registration process. The advisor may 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 complete the registration process. Academic advisors and/or program representatives are available to students on an appointment basis and on the day of 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

Students who wish 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. Students who change their program of study/major are required to meet program requirements based on the catalog in effect at the time.

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. A student must complete PSY 100 to be eligible for graduation.

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

Students are responsible for the review of their grade report at the end of each semester. If the student feels that a grade is incorrect, he/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, he/she will notify the Campus Associate Dean who will then notify the student in writing. The student may then appeal the decision in writing to the Campus Associate Dean. Students who appeal a grade must do so by the end of the schedule change period of the semester following the one in which the grade was assigned. No grades may be appealed after the schedule change period has ended.

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, U or IP .....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 midterm
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 midterm. A grade of **"WP" (WITHDRAWN PASSING)** is assigned without academic penalty when a student withdraws after the midterm and has maintained a passing grade. A grade of **"WF" (WITHDRAWN FAILING)** is assigned with academic penalty when the student withdraws after midterm 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, his/her 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 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 resulted 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. If the student's 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 resulted 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. The letter must be submitted to the Campus Director of Student Services no later than the day of regular registration of the requested readmission term. Appeals submitted after registration day will not be considered until the next academic term. The Director of Student Services will immediately notify the Campus Associate Dean of the request for readmission. The Campus Associate Dean will convene an academic appeals committee consisting of three members (at least two faculty) on the day classes begin for the term to review the student's petition for readmission. The Campus Associate Dean will attempt to notify the student by phone with the Committee's decision. An official letter stating the commmittee's decision will be mailed 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 immediately 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 no later than noon on the last scheduled day of late registration, and report that decision to the Dean of Instruction and Student Services. The

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. "Academic Bankruptcy" will be noted on transcript.
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. "Academic Bankruptcy" will be noted on transcript.

College-wide Associate Dean will attempt to notify the student by phone of the final decision. An official letter stating the decision will also be mailed to the student. If the student's petition for readmission is denied at all levels, the student must serve the remainder of the suspension (one-term or one-year).

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

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

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

INTERVENTION FOR STUDENT SUCCESS

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

ACADEMIC BANKRUPTCY

A student must complete an Academic Bankruptcy request form and submit it to the Assistant to the Dean of Student Services-Admissions or Campus Admissions/Records Officer 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 taken 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 taken 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. The transcript will reflect "Academic Bankruptcy" notation.
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 addresses the enormous impact which technology has on higher education. This involves the application of varied strategies that deliver education to students who are in a different location other than that of the instructor. Three distinct approaches to distance education are utilized 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.
3. **Hybrid Courses**
   Hybrid courses combine in-class lectures with web-based assignments. Time in class is reduced and is replaced with web-based assignments that are required to complete the course. Students must come to class as scheduled for lectures and exams, complete web-based assignments, and work with others to complete group assignments or projects.

NOTE: *Under state mandate, all web-based courses are charged a tuition fee of $90 per credit hour.*

NOTE: *Hybrid 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 student testing.

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 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 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 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.

CAREER TECHNICAL EDUCATION DIVISION

The Career Technical Education Division provides a broad range of training, skills assessment and development, educational programs and other services. The goal of this division is to provide quality education while responding to the needs and goals of students. On each campus, this division 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.

SKILLS TRAINING COURSES
Skills training courses 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.

ADULT EDUCATION PROGRAM
The Adult Education program offers free academic remediation instruction for adults 16 years of age and older and not enrolled in secondary school who are interested in improving their skills in reading, language and mathematics prior to GED testing, college entrance or pursuit of improved career opportunities. Classrooms are conveniently located throughout the college service area. GED preparation instruction is also available online. English as a Second Language (ESL) classes are offered at each of the College's four main campuses for individuals who wish to learn to read, write and speak English. Ready to Work (RTW) courses prepare students for Career Readiness Certification and the Alabama Certified Worker Credential.

GED TESTING
Bevill State has been designated by the Department of Postsecondary Education as an official testing center for the General Education Development Test (GED).

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 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 cancelled 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 cancelled, students enrolled in the cancelled 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 of 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 Campus 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. If prerequisite requirements are not met for a course, a student will be removed from that course.

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 of Student Services-Admissions or designee. Students 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 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 one's 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 course was taught or the College-wide Division Chair for Distance Education for courses taught via Distance Education (web-based, hybrid, or IITS).
2. Within five (5) days, excluding Saturdays, Sundays and official College holidays, of this notification, the student may appeal the instructor's decision by letter to the Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate. The Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate, will take testimony from the student, the instructor, and all appropriate witnesses within five (5) days, excluding Saturdays, Sundays and official College holidays, and make a decision. If the Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate, 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 or College-wide Division Chair for Distance Education is the instructor, the appropriate College-wide Associate Dean will replace the Campus Associate Dean or College-wide Division Chair for Distance Education in the appeal process. The decision of the Campus Associate Dean or College-wide Division Chair for Distance Education is final except for those cases in which the grade for the course is an "F."
3. 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 Campus Associate Dean or College-wide Division Chair for Distance Education, as appropriate, on the campus where the course was taught. If the student chooses to appeal the grade of "F" to the College-wide Associate Dean responsible for the course, all evidence and other information used to determine academic misconduct will be forwarded to that College-wide Associate Dean.
4. Within five (5) days, excluding Saturdays, Sundays and official College holidays, from the date of this notification, the College-wide Associate Dean will review the evidence, hear any additional information, and make the final decision. 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.

ACADEMIC PENALTIES

The following is a list of penalties that may be imposed upon any student found guilty of academic misconduct by the instructor, the Campus Associate Dean, or College-wide Division Chair for Distance Education, as appropriate.

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, the Campus Associate Dean, or College-wide Division Chair for Distance Education, as appropriate.

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 Requirements

"Success is not final, failure is not fatal:
it is the courage to continue that counts." – W. Churchill

Believe. Achieve. Succeed.

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 abilities to meet the required essential functions of each program. 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 (see below) for a given transfer institution. The STARS website can be accessed at http://stars.troy.edu/stars. 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 provided that 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

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
- SPH 116 Intro. to Interpersonal Communications

AREA III: Natural Science and Mathematics 11

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

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

AREA IV: History, Social and Behavioral Science 12

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

**Additional History, Social and Behavioral Sciences (6-9)
- ANT 200 Introduction to Anthropology
- ANT 210 Physical Anthropology
- ANT 220 Cultural Anthropology
- ANT 230 Introduction to Archeology
- ECO 231 Macroeconomics
- ECO 232 Microeconomics
- GEO 100 World Regional Geography
- 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/her chosen major or area of concentration. The course requirements listed within AREA V of each program of study should be used as a guide and may vary depending upon the transfer institution. For guidance in the identification of the specific course requirements in the major or minor, the student should refer to the transfer institution's catalog or web page. Also, the AGSC transfer guide (STARS guide) for each public transfer institution in the State of Alabama is readily available on the web at http://stars.troyst.edu and should be utilized.

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

The remaining potentially transferable courses that do not fall into either Code A or Code B are potential AREA V transfer courses but are subject to the approval of the respective transfer 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 following 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 include Elementary Education, English/Language Arts, Health, Physical Education & Recreation, History, Liberal Arts, and Secondary Education.

Associate in Science
Associate in Science degrees in university parallel programs of study include Biological Sciences, Business Administration (Accounting, Economics, Management, Management Information Systems, Marketing), Chemistry, Computer Science, Criminal Justice, Education, Engineering, Forestry, General Studies, Mathematics, Music, Physics, Pre-Nursing, Pre-Professional (including Dentistry/ Medicine/Optometry/Pharmacy/Veterinary Medicine), and Psychology.

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**
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 (if not completed in Area III)	(3-4)
General Courses	**60 semester hours**

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**
CHM 111-112 College Chemistry I & II	(8)
CHM 221-222 Organic Chemistry I & II	(8)
PHY 201-202 General Physics I & II	(8)
or PHY 213-214 Gen Physics w/Calculus	
MTH 125 Calculus I	(4)
+CIS 146 or equivalent Computer Science	(3)
General Courses	**60 semester hours**

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**
CHM 221-222 Organic Chemistry I & II	(8)
PHY 201-202 General Physics I & II or	(8)
PHY 213-214 Gen Physics w/Calculus	
MTH 126 Calculus II, MTH 227 Calculus III	(8)
+CIS 146 or equivalent Computer Science	(3)
General Courses	**60 semester hours**

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**
+MTH 125-126 Calculus I & II	(8)
+CIS 146 or equivalent Computer Science	(3)
+Electives in the discipline where CIS knowledge is to be used and/or CIS courses specifically required by transfer institution	(9)
General Courses	**60 semester hours**

EARLY CHILDHOOD EDUCATION - Athens State University
Associate's Degree will NOT be awarded on this plan.

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3)
Fine Arts	(3)
SPH 107	(3)
Additional Humanities, Fine Arts	(3)
AREA III: Mathematics and Natural Sciences	**12**
Mathematics, MTH 112 or higher	(6)
Natural Sciences, BIO 103-104(with labs)	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
PSY 200	(3)
+Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(3-6)
+AREA V: Pre-Professional, Major & Electives	**19**
Physical Science (chemistry, physics, astronomy, geology or general physical science 111 or 112)	(4)
Upper level Mathematics, MTH 110, 113, 120, 125 or higher	(3)
Any two math courses at 100 level or higher	(6)
CHD 206	(3)
CHD 209	(3)
CHD 203, 204, 205 or 215	(3)
Physical Education (activity courses)	(1)
General Courses	**60 semester hours**

**Must complete a 6-hour sequence in history or literature.*

CRIMINAL JUSTICE
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, Social and Behavioral Sciences	(3-6)
Additional History, Social and Behavioral Science (Maximum of 6 hours in History)	(6)
+AREA V: Pre-Professional, Major and Electives	**19**
+CIS 146 or equivalent Computer Science	(3)
+CRJ 100 and CRJ 110, 150 or 160	(6-9)
+Additional History, Social & Behavioral Sciences	(7-10)
General Courses	**60 semester hours**

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**
Additional Mathematics, MTH 110 or higher	(9)
Additional Sciences	(4-8)
CIS146 or equivalent	(3)
Electives	(3)
General Courses	**60 semester hours**

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	**24**
MTH 126 Calculus II	(4)
MTH 227 Calculus III	(4)
##CHM 111 College Chemistry	(4)
MTH 237 Linear Algebra and/or MTH 238 Differential Equations	(3-6)
+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 semester hours**

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**
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 semester hours**

ENGLISH/LANGUAGE ARTS
Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
English Literature	(6)
Fine Arts	(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)
Additional History, Social & Behavioral Science (Maximum of 6 hours in History)	(6)
+AREA V: Pre-Professional, Major & Electives	**19**
Additional Literature (consult transfer institution)	(0-9)
CIS 146 or equivalent Computer Science	(3)
Electives	(7-16)
General Courses	**60 semester hours**

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**
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	(16-20)
CIS 146 or equivalent Computer Science	(3)
General Courses	**60 semester hours**

** Two-semester sequence required in literature or history. Most majors at Auburn University require a two-semester sequence in both History & 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).

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**
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 semester hours**

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**
Additional Liberal Arts Courses taken from ART, ANT, ECO, ENG, FRN, GEO, HIS, MUS, PED, PHL, POL, PSY, REL, SOC, SPA, SPH, and THR	(16-20)
CIS 146 or equivalent Computer Science	(3)
General Courses	**60 semester hours**

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**
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 semester hours**

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**
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 semester hours**

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**
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 semester hours**

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**
Refer to the College catalog, web-site, or the STARS guide.	(17-20)
CIS 146 or equivalent Computer Science	(3)
General Courses	**60 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**
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 semester hours**

SECONDARY 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 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	(3-6)
Additional Social Behavioral Science	(6-9)
+AREA V: Pre-Professional, Major & Electives	**19**
CIS 146 or equivalent	(3)
See Area V Transfer Institution for specific requirements by major.	(16-20)
General Courses	**60 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**
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 semester hours**

PRE-PROFESSIONAL

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 232 Microeconomics	(3)
+AREA V: Pre-Professional, Major & Electives	**18**
BIO 202 Human Anatomy & Physiology II	(4)
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 semester hours**

PRE-PROFESSIONAL

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	**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 or SOC 200 Intro to Sociology	(3)
ECO 232 Microeconomics or POL 211 American Government	(3)
+AREA V: Pre-Professional, Major & Electives	**17**
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 semester hours**

PRE-PROFESSIONAL

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)
REL 151 or REL 152	(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	**15**
BIO 220 Microbiology	(4)
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)
PE Activities Course	(2)
General Courses	**60 semester hours**

Health Sciences

"There is no more noble occupation in the world than to assist another human being - to help someone succeed." – A. L. McGinnis

Believe. Achieve. Succeed.

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, Diagnostic Imaging (Radiology), Diagnostic Medical Sonography, Nursing Transfer-BSN, Occupational Therapy Assistant, Physical Therapy Assistant, Respiratory Therapy and Sports Medicine offered through linkage programs 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 are 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 and background checks, the costs of which are 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 drug screening and criminal background checks/affidavits declaring that the student has no positive drug screens and no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the Health Science programs and drug screens will be conducted prior to assigned clinicals as well as randomly during assigned clinicals. The cost of the background check/affidavit and drug screens related to cause will be the responsibility of the student. Violation of Health Science policies pertaining to a student's positive drug screen and/or a positive background check will result in the student being denied admission to any Health Science program or when already enrolled, the result will be the student's immediate dismissal from the enrolled Health Science program.

A dismissal from any Health Science program will result in a student being ineligible for readmission to any Health Science program offered at Bevill State.

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).

NOTE: *Bevill State's Health Science Division makes every effort to include relevant, timely and accurate information in the Catalog. However, the Health Science Division reserves the right to make changes in the calendar, admissions policies, expenses, programs, curricula, course descriptions or any other matters addressed or not addressed in this publication. Prospective students and enrolled students should check with college admission officers and academic advisors to learn of any such changes. Also, some updates may be included in the online version of the Catalog. See www.bscc.edu/catalog.*

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, 61 Broadway, New York, NY 10006, 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. Final selection 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.

Admission Criteria

1. Unconditional admission to the College.
2. Receipt of complete application for the Associate Degree Nursing program by May 1 of each year.
3. A minimum of 2.5 cumulative GPA for students with previous college work.
4. All general education course work required in the nursing program must have been completed with a grade of "C" or better.
5. All lab science courses included in the ADN curriculum must have been completed within the last five (5) years.
6. A minimum of 2.5 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
7. Eligibility for:
   a. English 101 and Math 116 as determined by College policy, and
   b. BIO 201 during the first term of nursing courses.
8. Meeting the essential functions or technical standards required for nursing.
9. A score of 76 or higher on the COMPASS reading examination (or related ACT reading score of 17 or higher) within the last three years.
10. Admission to the ADN program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**
11. 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	6
NUR 203, Nursing Through the Lifespan III	6
NUR 204, Role Transition for the Registered Nurse	4
Total Field of Concentration Credits	**42**
Total Credits	**72**

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 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:
   a. October 1 of each year for NUR 200;
   b. October 1 of each year for NUR 201.
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);
   d. All lab science courses included in the ADN curriculum must have been completed within the last five (5) years.
   e. In addition, applicants must have successfully completed ENG 101 (3 credit hours) & BIO 201 & 202 (8 credit hours) for admission to NUR 201.
4. Eligibility for:
   a. English 101 (ENG 101) as determined by College policy for applicants to NUR 200.
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) within the last three years.
7. A minimum of 2.5 cumulative GPA for students with previous college work.
8. All general education course work required in the nursing program must have been completed with a grade of "C" or better.
9. Students meeting all criteria will be considered for admission on a space available basis.
10. 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**.
11. PN graduates from the Alabama College System (ACS) nursing curriculum who have graduated within the last two years 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 ACS nursing curriculum 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.
12. The following PN mobility applicants must have proof of an unencumbered Alabama LPN license:
    a. Those who have graduated more than three months from the date of application from an Alabama Board of Nursing approved LPN program;
    b. Out-of-state applicants;
13. Applicants must provide the following documents with their application:
    a. A current CPR certification (AHA) at the healthcare provider level.
    b. Proof of three Hepatitis vaccinations or positive titer, MMR vaccination, current tetanus (Tdap) vaccination or positive titer, and proof of current TB testing (within six months) status;

c. Verification of health insurance coverage.
d. Verification from employer of 500 clock hours as an LPN in a hospital or nursing home setting within the last 12 months prior to admission in the program.

PRACTICAL NURSING

Certificate

All Locations

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, 61 Broadway, New York, NY 10006, 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.

Admission Criteria

1. Unconditional admission to the College.
2. Receipt of completed application to the Practical Nursing program by October 1 each year 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. All lab science courses included in the PN curriculum must have been completed within the last five (5) years.
6. All general education course work required in the nursing program must have been completed with a grade of "C" or better.
7. Eligibility for English 101 (ENG 101) and Math 116 (MTH 116) or higher math as determined by College policy.
8. Meeting the essential functions or technical standards required for nursing.
9. A score of 76 or higher on the COMPASS Reading examination (or related ACT Reading score of 17 or higher) within the last three years.
10. 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 only in the Spring semester of each year.

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. Choosing this option will increase the total Field of Concentration credits to 49 semester hours.*

NURSING PROGRAM POLICIES

Progression 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 at current institution.
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 enrollment in courses with a nursing prefix for ADN students; or
   b. within 24 months from initial enrollment in courses with a nursing prefix for PN students.
   c. within 28 months from initial enrollment in NUR 201 for 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 dismissal of any student whose conduct or clinical performance is regarded as unsatisfactory. In such situations, an "F" will be entered on the student's transcript. Students receiving an "F" for this reason will not be eligible for readmission into any Health Science program.
8. The nursing faculty reserves the right to withdraw any student from the program that 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 and nursing program if not currently enrolled.
2. Student must request reinstatement within one academic year from the term of withdrawal, disruption or failure in the nursing program.
3. Students must first audit the prerequisite/corequisite course for the course failed, disrupted or dropped and pass the course with a "C" or higher.
4. Students must notify the Health Science Division Chair/Coordinator of their request for reinstatement four weeks prior to the semester they wish to audit.
5. Adhere to nursing curriculum or program policies or procedures effective at the point of reinstatement.
6. **Reinstatement to the nursing program is not guaranteed.** Selection for reinstatement is based on GPA at the current institution and space available. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
   a. Grade point average is less than 2.0 from courses completed at current institution.
   b. Refusal by clinical agencies to accept the student for clinical experiences.
   c. Twelve months have elapsed since the student was enrolled in a nursing course.
   d. Student has been dismissed from the program.
7. Failure to follow these procedures may result in denial of reinstatement to the program.
8. Any changes in the program curriculum, admissions criteria, or procedures will be applicable upon the student's reinstatement.
9. Students may be reinstated only once at the point where they dropped, interrupted or failed from the program.
10. A student exiting the program for the second time must reapply and will be considered for readmission into the first semester of the nursing curriculum after a two-year waiting period.

Transfer Student Admission

This transfer policy applies only to students desiring to transfer between ACS institutions. Students wishing to transfer must:

1. Meet the minimum admission standards for the nursing program.
2. Possess a grade of "C" or better in all general education courses taken at another institution and possess a 2.0 cumulative GPA or better at time of transfer.
   a. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
   b. Individual program directors may admit special/hardship cases at their discretion.
3. Be able to successfully complete the program:
   a. within 48 months from initial enrollment in courses with a nursing prefix for ADN students; or
   b. within 24 months from initial enrollment in courses with a nursing prefix for PN students.
   c. within 28 months from initial enrollment in NUR 201 for mobility students.
4. Be a student in good standing and eligible to return to the previous nursing program.
5. Provide a letter of recommendation from the Dean/Director of the previous program.
6. Complete at least 25 percent of the nursing program at the accepting institution.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
8. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the nursing office or www.bscc.edu.
9. Applicants must meet program health requirements.

Dismissal Policy

A total of two unsuccessful attempts ("D," "F" or withdrawal) in nursing courses will result in student being withdrawn 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 unsuccessful in the ADN program, the student may apply for admission to the PN program without a waiting period. If a student has been unsuccessful in the mobility program the student may apply for admission to the generic program without a waiting period.
2. Students who have two unsuccessful attempts in 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 program entry requirements;
   b. at least two years have elapsed since the student's withdrawal or failure 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 a nursing program for disciplinary reasons, unsafe/unsatisfactory client care in the clinical area, a positive drug screen, or a positive background check will not be allowed reinstatement or readmission to the nursing program or any other Health Science program offered at Bevill State.

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. Clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the nursing program. Also, 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.
3. 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 clinicals and/or the program.
4. 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.
5. 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 will fail the course subsequently preventing the student from progressing in the curriculum.

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, deception, 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/POLICIES WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISMISSAL FROM THE PROGRAM.
For further information regarding program requirements, contact the nursing program department located on any Bevill State campus.

NURSE ASSISTANT
Certificate
All Locations

Admission Requirements
Applicants must complete all general application requirements.
1. Clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the program. Also, 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.
2. 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.
3. 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 clinicals and/or the program.
4. A completed health form must be submitted to the Division

Chair/Coordinator on first day of class. In addition, students must comply with any additional health requirements of clinical agencies.
5. 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 of study.
6. Certain clinical facilities utilized by the nursing program require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's postive background check will result in the student being denied admission to the Nurse Assistant program.
7. Documentation validating recent Tb skin test & HepB immunization must be submitted to the course instructor prior to placement in assigned clinical. In addition, students must comply with any additional health requirements of clinical agencies.

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.

FIELD OF CONCENTRATION COURSES	**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

All Locations

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.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the program. Also, 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.
2. 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.
3. 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 clinicals and/or the program.
4. A completed health form must be submitted to the Division Chair/Coordinator on first day of class. In addition, students must comply with any additional health requirements of clinical agencies.
5. 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 of study.
6. Certain clinical facilities utilized by the nursing program require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check will result in the student being denied admission to the Healthcare Office Technician program.
7. Documentation validating recent Tb skin test & HepB immunization must be submitted to the course instructor prior to placement in assigned clinical. In addition, students must comply with any additional health requirements of clinical agencies.

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 & Pickens County Educational Center

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.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the program.
2. 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.
3. Certain clinical facilities utilized by the Phlebotomy program require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check will result in the student being denied admission to the Phlebotomy program.
4. Phlebotomy 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.
5. 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 clinicals and/or the program.
6. Documentation validating recent Tb skin test & HepB immunization must be submitted to the course instructor prior to placement in assigned clinical. In addition, students must comply with any additional health requirements of clinical agencies.

FIELD OF CONCENTRATION COURSES	**Semester Hours**
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 & 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.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the EMT program.
2. 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 EMT program immediately.
3. Certain clinical facilities utilized by the EMT program require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the EMT program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check will result in the student being denied admission to the EMT program.
4. Emergency Medical Technician 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.
5. 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 clinicals and/or the program.
6. A completed health form must be submitted to the EMT Director on the first day of class. In addition, students must comply with any additional health requirements of clinical agencies.
7. 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 of study.
8. A dismissal from the EMT program will result in a student being ineligible for readmission to the EMT program or any other Health Science program offered at Bevill State.

FIELD OF CONCENTRATION COURSES	**Semester Hours**
EMS 116, EMT Basic Theory and Lab	9
EMS 117, EMT Basic Clinical Competencies	1
Total Field of Concentration Credits	**10**

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

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (EMP)

Certificate
Sumiton & Hamilton Campus

Admission Requirements

The requirements for admission are the same as for the EMT-Basic certificate. 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.

1. Clinical agencies/facilities require the school to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the EMT-P program.
2. 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 EMT-P program immediately.
3. Certain clinical facilities utilized by the EMT-P program require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check will result in the student being denied admission to the EMT-P program.
4. Emergency Medical Technician-Paramedic 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 EMT-P 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.
5. 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 clinicals and/or the program.

6. A completed health form must be submitted to the EMT-P Director on the first day of class. In addition, students must comply with any additional health requirements of clinical agencies.
7. 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 of study.
8. A dismissal from the program will result in a student being ineligible for readmission to the EMT-P program or any other Health Science program offered at Bevill State.

FIELD OF CONCENTRATION COURSES	**Semester Hours**
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 195, Advanced Trauma Management	6
EMP 198, Medical Patient Management I	3
EMP 199, Cardiovascular Electrophysiology	3
EMP 201, Medical Patient Management IIB	3
EMP 202, Paramedic Clinical Competencies II	3
EMP 203, Cardiovascular Patient Management	3
EMP 204, Transition to Paramedic Practice	3
EMP 205, Paramedic Terminal Competencies	2
EMP 206, Paramedic Field Preceptorship	6
EMP 207, Paramedic Team Leadership Preceptorship	1
Total Field of Concentration Credits	**47**

PSY 100; EMS 100 & 107; 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. The length of the program is four semesters.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the EMT-P program.
2. 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 EMT-P program immediately.
3. Certain clinical facilities utilized by the EMT-P program require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check will result in the student being denied admission to the EMT-P program.
4. Emergency Medical Technician-Paramedic 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 EMT-P 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.
5. 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 clinicals and/or the program.
6. A completed health form must be submitted to the EMT-P Director on the first day of class. In addition, students must comply with any additional health requirements of clinical agencies.
7. 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 of study.
8. A dismissal from the program will result in a student being ineligible for readmission to the EMT-P program or any other Health Science program offered at Bevill State.

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 116, EMS Basic Theory and Lab	9
EMS 117, EMS 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 195, Advanced Trauma Management	6
EMP 198, Medical Patient Management I	3
EMP 199, Cardiovascular Electrophysiology	4
EMP 201, Medical Patient Management IIB	3
EMP 202, Paramedic Clinical Competencies II	3
EMP 203, Cardiovascular Patient Management	3
EMP 204, Transition to Paramedic Practice	3
EMP 205, Paramedic Terminal Competencies	2
EMP 206, Paramedic Field Preceptorship	6
EMP 207, Paramedic Team Leadership Preceptorship	1
Total Field of Concentration Credits	**53**
Total Credits	**76**

PSY 100 and EMS 100 & 107 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 32-62-25 on the COMPASS placement exam. Eligible students must meet with program director prior to admission/acceptance to SUR program.

Applicants are selected on a competitive basis using a ranking system of 0-4 points during an interview process (interview focuses on teamwork, ability to handle stress, initiative, critical thinking, and motivation); 1-3 points given for Compass scores; points for military service per each year of service; and points for each year of work experience in a medical healthcare related field. All applicants will be notified by mail of admission decisions. On the first day of class, accepted students' must also provide verification of current health insurance, a completed health form/physical, a recent result from a two-step TB skin test, and an immunization record to include the HepB series. In addition, students must comply with any additional health requirements of clinical agencies. All students must also present verification of health insurance coverage before attending the first scheduled class day and maintain this health insurance coverage throughout the program of study.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the SUR program.
2. 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 SUR program immediately.
3. Certain clinical facilities utilized by the SUR program require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the program. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's postive background check will result in the student being denied admission to the SUR program.
4. SUR 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 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.
5. 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 clinicals and/or the program.
6. A completed health form must be submitted to the SUR Director on the first day of class. In addition, students must comply with any additional health requirements of clinical agencies.
7. 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 of study.
8. A dismissal from the SUR program will result in a student being ineligible for readmission to the SUR program or any other Health Science program offered at Bevill State.

FIELD OF CONCENTRATION COURSES	**Semester Hours**
SUR 107, Surgical Anatomy & Physiology	3
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	**27**

CENTRAL STERILE SURGICAL INSTRUMENT TECHNICIAN

Short-term Certificate
Sumiton Campus

This ten-week course, offered only in the summer term, introduces students to the scientific principles that guide a central sterile surgical instrument technician (CSSIT) 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. However, neither is required for admission to this certificate program. 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.

Admission to this program requires the following:

- The applicant must contact the Program Director at 1-800-648-3271, extension 5569.
- Application process must be completed during Summer Registration.

1. Clinical agencies/facilities require the College to provide evidence that student participants are not under the influence of drugs or alcohol. Students will be required, at their own expense, to have an initial drug screen at a time and place determined by the faculty prior to entering clinicals. In addition, random drug screens will be conducted throughout the curriculum. If a drug screen is positive, the student will be immediately dismissed from the CSSIT course.
2. 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 CSSIT course immediately.
3. Certain clinical facilities utilized by the CSSIT course require criminal background checks/affidavits declaring that the student has no criminal history. Therefore, a signed affidavit or background check will be required prior to enrollment in the course. The cost of the background check/affidavit will be the responsibility of the student. Issues pertaining to a student's positive background check will result in the student being denied admission to the course.
4. CSSIT faculty reserves the right to require proof of a student's physical, mental, and/or emotional health at any time. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the course. 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.
5. 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 clinicals and/or the program.
6. A completed health form must be submitted to the course Director on the first day of class. In addition, students must comply with any additional health requirements of clinical agencies.

Career Technical Education

"Success is not measured by what you accomplish, but by the opposition you have encountered, and the courage with which you have maintained the struggle against overwhelming odds." – O. S. Marden

Believe. Achieve. Succeed.

FUTURE MADE VISIBLE

BEVILL STATE
COMMUNITY COLLEGE

CAREER TECHNICAL EDUCATION

The Career Technical Education 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 Existing 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 Technology (ACR); Business Office Management & Technology (OAD) with concentrations in Accounting, Administrative Assistant, Business Office Management, Legal Administrative Assistant, Medical Administrative Assistant, and Software Specialist; Child Development (CHD); Computer Science (CIS) with options in Programming and Information Technology; Drafting Design Engineering Technology (DDT); Electricity/Electronics Technology (ELT) with specializations in Electrical Technology, Electronic Controls and Industrial Systems Technology; Machine Tool Technology (MTT), 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 Technology (ACR), Automotive Body Repair Technology (ABR), Automotive Technology (AUM), Business Office Management & Technology (OAD) with concentrations in Accounting, Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant and Software Specialist; Child Development (CHD), Cosmetology (COS); Diesel Technology (DEM); Drafting Design Engineering Technology (DDT); Electricity/Electronics Technology (ELT) with specializations in Electrical Technology, Electronic Controls and Industrial Systems Technology; Machine Tool Technology (MTT); 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 (AUM), Business Office Management & Technology (OAD) with concentrations in Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant and Software Specialist; Child Development (CHD); Computer Science (CIS) with options in Information Technology, A+ Certification and MOS Certification Training; Cosmetology (COS) with options in Barbering, Cosmetology Instructor, and Cosmetology-Nail Technician; Diesel Technology (DEM), Drafting Design Engineering Technology (DDT), Electricity/Electronics Technology (ELT) with specializations in Industrial Systems Technology; Machine Shop Technology (MSP); Machine Tool Technology (MTT); Mining Technology (MNT); Truck Driver Training (TRK); and Welding Technology (WDT). In addition, certificates 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, Business Office Management & Technology, Child Development, Computer Science, Cosmetology and Nail Technician, Diesel Mechanics, Drafting Design Engineering Technology, Electrical Technology, Machine Shop Technology, Machine Tool Technology, Nursing Assistant, and Welding Technology.

Career Technical 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 & 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 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	12
Total Field of Concentration Credits	52
Total Credits	73

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

AIR-CONDITIONING & REFRIGERATION TECHNOLOGY
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 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	9
Total Field of Concentration Credits	43
Total Credits	55

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

AIR-CONDITIONING & REFRIGERATION TECHNOLOGY
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 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	9
Total Credits	25

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

AUTOMOTIVE BODY REPAIR TECHNOLOGY
Long-term Certificate
Sumiton Campus

This NATEF certified, 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 Repair	3
ABR 114, Non-Structural Panel Replacement	3
ABR 122, Surface Preparation	3
ABR 123, Paint Application and Equipment	3
ABR 151, Safety and Environmental Practices	3
ABR 154, Automotive Glass and Trim	3
ABR 156, Automotive Cutting & Welding	3
ABR 157, Automotive Plastic Repairs	3
ABR 213, Automotive Structural Analysis	3
ABR 214, Automotive Structural Repair	3
ABR 265, Paint Defects & Final Detail	3
ABR 267, Shop Management	3
WKO 104, Applied Technology IV	1
Specialization Elective (Advisor Approved)	6
Total Field Of Concentration Credits	43
Total Credits	54

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

AUTOMOTIVE BODY REPAIR TECHNOLOGY
Short-term Certificate
Sumiton Campus

This NATEF certified short-term certificate program 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 Repair	3
ABR 114, Non-Structural Panel Replacement	3
ABR 122, Surface Preparation	3
ABR 123, Paint Application and Equipment	3
ABR 151, Safety and Environmental Practices	3
ABR 156, Automotive Cutting & Welding	3
ABR 213, Automotive Structural Analysis	3
ABR 265, Paint Defects & Final Detail	3
WKO 104, Applied Technology IV	1
Total Credits	25

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

AUTOMOTIVE TECHNOLOGY
Long-term Certificate
Hamilton & Sumiton Campuses

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 110, Electrical and Electronic Systems I	3
AUM 121, Braking Systems	3
AUM 122, Steering and Suspension	3
AUM 124, Engine Repair I	3
AUM 130, Drive Train and Axles	3
AUM 210, Electrical and Electronic Systems II	3
AUM 239, Engine Performance	3
AUM 244, Engine Performance II	3
AUM 230, Auto Transmission and Transaxle	3
WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	18
Total Field of Concentration Credits	49
Total Credits	60

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

AUTOMOTIVE TECHNOLOGY
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. 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 110, Electrical and Electronic Systems I	3
AUM 124, Engine Repair I	3
AUM 130, Drive Train and Axles	3

9 credit hours are required from these six specific courses:

AUM 121, Braking Systems, or	
AUM 210, Electrical and Electronic Systems II	3
AUM 122, Steering and Suspension, or	
AUM 239, Engine Performance	3
AUM 220, Engine Repair II, or	
AUM 244, Engine Performance II	3
WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	3
Total Credits	25

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

BUSINESS OFFICE MANAGEMENT & TECHNOLOGY
(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	3
(It is recommended that OAD 131 be taken before ENG 101.)	
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
History or Social/Behavioral Science Elective	3
Total General Studies Credits	21

CORE COURSES FOR ALL OPTIONS

ACT 249, Payroll Accounting	3
BUS 241, Principles of Accounting I*	3
OAD 103, Intermediate Keyboarding**	3
OAD 125, Word Processing	3
OAD 131, Business English or	
ENG 102, English Composition II	3
OAD 138, Records/Information Management	3
Total Core Credits	18

**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.*

FIELD OF CONCENTRATION IN ACCOUNTING

ACT 246, Microcomputer Accounting	3
ACT 253, Individual Income Tax	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
OAD 133, Business Communications	3
ECO Elective	3
Total Field of Concentration Credits	27
Total Credits	66

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

FIELD OF CONCENTRATION IN ADMINISTRATIVE ASSISTANT

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 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 133, Business Communications	3
OAD 200, Machine Transcription	3
OAD 218, Office Procedures	3
OAD 248, Selected Topics	1
Total Field of Concentration Credits	25
Total Credits	64

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

FIELD OF CONCENTRATION IN BUSINESS OFFICE 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
BUS 175, Retailing or BUS 277, Management Seminar	3
OAD 133, Business Communications	3
ECO Elective	3
Total Field of Concentration Credits	27
Total Credits	66

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

FIELD OF CONCENTRATION IN LEGAL ADMINISTRATIVE ASSISTANT

BUS 263, Legal & Social Environment of Business	3
OAD 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 133, Business Communications	3
OAD 200, Machine Transcription	3
OAD 202, Legal Transcription	3
OAD 203, Legal Office Procedures	3
OAD 248, Selected Topics	1
Total Field of Concentration Credits	25
Total Credits	64

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

FIELD OF CONCENTRATION IN MEDICAL ADMINISTRATIVE ASSISTANT

OAD 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 133, Business Communications	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
OAD 248, Selected Topics	1
Total Field of Concentration Credits	28
Total Credits	67

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

FIELD OF CONCENTRATION IN SOFTWARE SPECIALIST

ACT 246, Microcomputer Accounting	3
CIS 148, Post Advanced Microcomputer Applications or 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
OAD 126, Advanced Word Processing	3
OAD 104, Advanced Keyboarding or OAD 218, Office Procedures	3
OAD 133, Business Communications	3
OAD 248, Selected Topics	1
Total Field of Concentration Credits	28
Total Credits	67

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

BUSINESS OFFICE MANAGEMENT & TECHNOLOGY (Office Administration)

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 241, Principles of Accounting I*	3
OAD 103, Intermediate Keyboarding**	3
OAD 125, Word Processing	3
OAD 138, Records/Information Management	3
Total Core Credits	15

**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.*

FIELD OF CONCENTRATION IN ACCOUNTING

ACT 253, Individual Income Tax	3
ACT 246, Microcomputer Accounting	3
BUS 146, Personal Finance	3
BUS 242, Principles of Accounting II	3
BUS 263, Legal & Social Environment of Business	3
BUS 275, Principles of Management	3
CIS 147, Advanced Microcomputer Applications	3
OAD 130, Electronic Calculations	3
OAD 133, Business Communications	3
Total Field of Concentration Credits	27
Total Credits	54

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

FIELD OF CONCENTRATION IN ADMINISTRATIVE ASSISTANT

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 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 133, Business Communications	3
OAD 200, Machine Transcription	3
OAD 218, Office Procedures	3
OAD 248, Selected Topics	1
Total Field of Concentration Credits	25
Total Credits	52

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

FIELD OF CONCENTRATION IN LEGAL ADMINISTRATIVE ASSISTANT

BUS 263, Legal & Social Environment of Business	3
OAD 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 133, Business Communications	3
OAD 200, Machine Transcription	3
OAD 202, Legal Transcription	3
OAD 203, Legal Office Procedures	3
OAD 248, Selected Topics	1
Total Field of Concentration Credits	25
Total Credits	52

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

FIELD OF CONCENTRATION IN MEDICAL ADMINISTRATIVE ASSISTANT

OAD 104, Advanced Keyboarding	3
OAD 126, Advanced Word Processing	3
OAD 130, Electronic Calculations	3
OAD 133, Business Communications	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
OAD 248, Selected Topics	1
Total Field of Concentration Credits	28
Total Credits	55

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

FIELD OF CONCENTRATION IN SOFTWARE SPECIALIST

ACT 246, Microcomputer Accounting	3
CIS 147, Advanced Microcomputer Applications	3
CIS 148, Post Advanced Microcomputer Applications or 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
OAD 104, Advanced Keyboarding or OAD 218, Office Procedures	3
OAD 126, Advanced Word Processing	3
OAD 133, Business Communications	3
OAD 248, Selected Topics	1
Total Field of Concentration Credits	31
Total Credits	58

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

BUSINESS OFFICE MANAGEMENT & TECHNOLOGY (Office Administration)
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.

NOTE: *Students must place in college-level courses (ENG 101 & MTH 100) or must complete the appropriate developmental courses (ENG 093 or COM 100 & MTH 098 or MAH 101) before a short-term Business Office Management and Technology certificate will be awarded.*

FIELD OF CONCENTRATION IN ADMINISTRATIVE ASSISTANT

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 248, Selected Topics	1
Total Credits	25

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

FIELD OF CONCENTRATION IN LEGAL ADMINISTRATIVE ASSISTANT

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 248, Selected Topics	1
Total Credits	25

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

FIELD OF CONCENTRATION IN MEDICAL ADMINISTRATIVE ASSISTANT

CIS 146, Microcomputer Applications	3
OAD 104, Advanced Keyboarding***	3
OAD 125, Word Processing	3
OAD 138, Records Management	3
OAD 200, Machine Transcription	3
OAD 211, Medical Terminology	3
OAD 212, Medical Transcription	3
OAD 214, Medical Office Procedures	3
OAD 248, Selected Topics	1
Total Credits	25

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

FIELD OF CONCENTRATION IN SOFTWARE SPECIALIST

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 248, Selected Topics	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)
(WorkKeys 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.*

CHILD DEVELOPMENT*
Associate in Applied Science Degree
All Locations

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. All students enrolled in the CHD program will require a criminal background check prior to enrollment. The cost of the background check will be the responsibility of the student. Issues pertaining or resulting in positive findings in the background check will result in the student being denied enrollment. The CHD program of study also requires a drug screening. The cost is the responsibility of the student.

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
BUS 275, Principles of Management or BUS 279, Small Business Management or CHD 208, Administration of Child Development Programs	3
BIO 103, Principles of Biology I	4
HIS/PSY/Social Science Elective	3
MUS 115, Fundamentals of Music or MUS 101, Music Appreciation or ART 100, Art Appreciation	3
PSY 200, General Psychology	3
EMS 100, Cardiopulmonary Resuscitation or current CPR card upon Graduation	1
HED 230, Safety & First Aid or HED 231 First Aid	3
Total General Studies Credit	34/35

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 Development	3
CHD 204, Methods & Materials for Teaching Children	3
CHD 205, Program Planning for Educ Young Children	3
CHD 206, Children's Health and Safety	3
CHD 209, Infant & Toddler Education Programs	3
CHD 210, Educating Exceptional Young Children	3
CHD 214, Families & Communities in Early Care & Educ Prog	3
CHD 215, Supervised Prac Exp, Early Childhood Educ	3
Total Field of Concentration Credits	33
Total Credits	67/68

(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.*

CHILD DEVELOPMENT
Long-term Certificate
All Locations

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 Dev. Principles	3
CHD 202, Children's Creative Experiences	3
CHD 203, Children's Literature & Language Development	3
CHD 204, Methods & Materials for Teaching Children	3
CHD 205, Program Planning for Educ Young Children	3
CHD 206, Children's Health and Safety	3
CHD 214, Families & Communities	3
CHD 215, Supervised Prac Exp, Early Childhood Educ	3
EMS 100, Cardiopulmonary Resuscitation or current CPR card upon Graduation	1
Total Field of Concentration Credits	28
Total Credits	41

(PSY 100 is a prerequisite for this certificate.)

CHILD DEVELOPMENT
Short-Term Certificate
All Locations

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 & Educ of Children	3
CHD 201, Child Growth and Dev. Principles	3
CHD 202, Children's Creative Experiences	3
CHD 203, Children's Literature & Language Development	3
CHD 204, Methods & Materials for Teaching Children	3
CHD 205, Program Planning for Educ Young Children	3
CHD 206, Children's Health and Safety	3
CHD 215, Supervised Prac Exp, Early Childhood Educ	3
EMS 100, Cardiopulmonary Resuscitation or current CPR card upon Graduation	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
OAD 133, Business Communications	3

SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications or higher	3
CIS 146, Microcomputer Applications (CORE)	3
Humanities/Fine Arts Elective	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

INFORMATION TECHNOLOGY OPTION
FIELD OF CONCENTRATION COURSES

OAD 131, Business English	3
CIS 147, 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)	12
Total Field of Concentration Credits	34
Total Credits	67

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

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.)
(WorkKeys pre-assessment is required.)

COMPUTER SCIENCE
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.)
(WorkKeys pre-assessment is required.)

COMPUTER SCIENCE
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.)

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 students with the basic knowledge and skills necessary for entrance into the cosmetology career field. Upon completion of the long-term certificate, the student will be eligible to take the Alabama Board of Cosmetology Examination, which consists of both written and practical application exams.

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/BAR 110, Introduction to Cosmetology	3
COS 112/BAR 113, Introduction to Cosmetology Lab	3
COS 113/BAR 120, Theory of Chemical Services	3
COS 114/BAR 121, Chemical Services Lab	3
COS 115/BAR 122, Hair Coloring Theory	3
COS 116/BAR 124, Hair Coloring Lab	3
COS 117, Basic Spa Techniques	3
COS 118, Basic Spa Techniques Lav	3
Specialization Electives (Advisor Approved)	18
Total Field of Concentration Credits	42
Total Credits	53

(PSY 100 is a prerequisite for this certificate.)

BARBERING
Short-term Certificate
Hamilton Campus
A short-term certificate in barbering is available on the Hamilton Campus, with an emphasis in men's hair cutting techniques.

FIELD OF CONCENTRATION COURSES

BAR 110/COS 111, Orientation to Barbering	3
BAR 113/COS 112, Barber Styling Lab	3
BAR 115, Hair Cutting Basics	4
BAR 122/COS 115, Hair Coloring Chemistry	3
BAR 124/COS 116, Hair Coloring Methodology	3
Specialization Electives (Advisor Approved)	9
Total Credits	25

(PSY 100 is a prerequisite for this certificate.)

COSMETOLOGY INSTRUCTOR TRAINING
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.

FIELD OF CONCENTRATION COURSES

COS 119, Business of Cosmetology	3
COS 150, Manicuring	3
COS 151, Nail Care	3
COS 152, Nail Care Applications	3
COS 153, Nail Art or COS 111, Introduction to Cosmetology	3
COS 154, Nail Art Applications	3
COS 167, State Board Review or COS 190 or COS 191, CO-OP	3
COS 169, Skin Functions or COS 118, Basic Spa Techniques Lab	3
COS 161, Special Topics	1
Total Credits	25

(PSY 100 is a requirement for this certificate.)

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 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	21
Total Field of Concentration Credits	43
Total Credits	54

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

DIESEL TECHNOLOGY
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, Equipment Safety & Mechanical Fundamentals	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 191, Special Projects in Diesel Mechanics	3
WKO 104, Applied Technology IV	1
Total Credits	25

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

DRAFTING DESIGN ENGINEERING 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
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
Humanities/Fine Arts 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 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.)
(WorkKeys pre-assessment is required.)

DRAFTING DESIGN ENGINEERING TECHNOLOGY
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 draftsman 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 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.)
(WorkKeys pre-assessment is required.)

DRAFTING DESIGN ENGINEERING TECHNOLOGY
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 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	9
Total Credits	25

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

ELECTRICITY/ELECTRONICS TECHNOLOGY
Associate in Applied Science Degree
Fayette, Hamilton & Sumiton Campuses

This Electricity/Electronics Technology program provides instruction and skills development in the rapidly growing, related fields of electricity and electronics and industrial systems. Students will be exposed to a common core of courses and will choose an area of specialization in either electrical technology, electronic controls technology, or industrial systems technology. Successful completion of the program prepares the student for entry level employment in a variety of related fields.

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

CORE COURSES FOR ALL OPTIONS

ELT 108/ILT 160, DC Fundamentals	3
ELT 109/ILT 161, AC Fundamentals	3
ILT 117, Construction Wiring	3
ILT 118, Construction Wiring NEC	3
ELT 221/ILT 162, Electronics for Electricians	3
ELT 206, OSHA Safety Standards	3
WKO 104, Applied Technology IV	1
Total Core Credits	19

CONCENTRATION ELECTIVES FOR ALL OPTIONS

ELT209/ILT 209, Motor Controls I	3
ELT 212, Motor Controls II	3
ILT 194/ELT 231, Programmable Logic Controllers I	3
ILT 222/ELT 232, Programmable Logic Controllers II	3
ELT 117/ILT 167, AC/DC Machinery	3
ELT 241/ILT 231 National Electrical Code	3
Total Technical Elective Credits	18

SPECIALIZATION ELECTIVES
(Twelve credit hours minimum from electives listed below)

Specialization Electives (Advisor Approved)	12
Total Field of Concentration Credits	49
Total Credits	70

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

ELECTRICAL TECHNOLOGY SPECIALIZATION OPTION

ELT 192, Practicum/Internship/Co-op	1
ELT 193, Practicum/Internship/Co-op	2
ELT 195, Practicum/Internship/Co-op	4
ELT 213, Industrial Equipment	3
ELT 214, Hydraulics	3
ELT 215, Pneumatics	3
ELT 242, Journeyman Master Prep Exam	3
ELT 243, Electrical Cost Estimating	3
ELT 244, Conduit Bending and Installation	3

ELT 245, Electrical Grounding Systems	3
ILT 166, Motors and Transformers	3
ILT 169, Hydraulics and Pneumatics	3

ELECTRONIC CONTROLS SPECIALIZATION OPTION

ILT 108, Introduction to Instruments & Process Control	3
ILT 109, Blueprint Reading	3
ILT 135, Local Area Networks	3
ILT 145, Advanced Local Area Networks	3
ILT 163, Digital Fundamentals	3
ILT 166, Motors and Transformers	3
ILT 169/INT 118, Hydraulics and Pneumatics	3
ILT 198, Electronic Circuits	3
ILT 216, Industrial Robotics	3
ILT 220, Electro-Optics	3
ILT 224, Electronic Communication	3
ILT 229, PC Repair	3
ILT 269, Intro to Networking	3
ILT 270, Intro to Networking Lab	2
ILT 291, Cooperative Education	3
ILT 292, Cooperative Education	3
ILT 293, Cooperative Education	3

INDUSTRIAL SYSTEMS TECHNOLOGY SPECIALIZATION OPTION

INT 117, Fundamentals of Industrial Mechanics	3
INT 126, Preventative Maintenance	3
INT 234, Principles of Ind. Maint. Welding & Metal Cutting Techniques	3
ACR 111, Principles of Refrigeration	3
ACR 113, Refrigerant Piping	3
ACR 147, Refrigerant Transition and Recovery	3
ACR 210, Troubleshooting HVACR	3
ELT 114, Residential Wiring	3
ELT 192, Practicum/Internship/Co-op	1
ELT 193, Practicum/Internship/Co-op	2
ELT 213, Industrial Equipment	3
ELT 242, Journeyman Master Test Prep	3
ELT 243, Cost Estimating	3
ILT 109, Electrical Blueprint Reading	3
ILT 121, Semiconductors	3
ILT 163, Digital Electronics	3
ILT 169/INT 118, Hydraulics and Pneumatics	3
ILT 198, Electronic Circuits	3
ILT 291, Cooperative Education	3
ILT 292, Cooperative Education	3
ILT 293, Cooperative Education	3

ELECTRICITY/ELECTRONICS TECHNOLOGY

Long-term Certificate

Fayette, Hamilton & Sumiton Campuses

The long-term certificate provides instruction in the related fields of electricity and electronics and industrial systems. Students will be exposed to a common core of courses and will then choose a desired area of specialization in either electrical technology, electronic controls technology, or industrial systems technology This certificate program will enable the student to enter the work place in a relatively short period of time.

GENERAL STUDIES COURSES	**Semester Hours**
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
MTH 100, Intermediate College Algebra, or MTH 112, Precalculus Algebra, or MTH 116, Mathematical Applications	3
Total General Studies Credits	12

CORE COURSES FOR ALL OPTIONS

ELT 108/ILT 160, DC Fundamentals	3
ELT 109/ILT 161, AC Fundamentals	3
ILT 117, Construction Wiring	3
ILT 118, Construction Wiring NEC	3
ELT 221/ILT 162, Electronics for Electricians	3
ELT 206, OSHA Safety Standards	3
WKO 104, Applied Technology IV	1
Total Core Credits	19

CONCENTRATION ELECTIVES FOR ALL OPTIONS

ELT209/ILT 209, Motor Controls I	3
ELT 212, Motor Controls II	3
ILT 194/ELT 231, Programmable Logic Controllers I	3
ILT 222/ELT 232, Programmable Logic Controllers II	3
ELT 117/ILT 167, AC/DC Machinery	3
ELT 241/ILT 231 National Electrical Code	3
Total Concentration Elective Credits	18

SPECIALIZATION ELECTIVES

(Six credit hours minimum from electives listed below)

Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	43
Total Credits	55

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

ELECTRICAL TECHNOLOGY SPECIALIZATION OPTION

ELT 192, Practicum/Internship/Co-op	1
ELT 193, Practicum/Internship/Co-op	2
ELT 195, Practicum/Internship/Co-op	4
ELT 213, Industrial Equipment	3
ELT 214, Hydraulics	3
ELT 215, Pneumatics	3
ELT 242, Journeyman Master Prep Exam	3
ELT 243, Electrical Cost Estimating	3
ELT 244, Conduit Bending and Installation	3
ELT 245, Electrical Grounding Systems	3
ILT 166, Motors and Transformers	3
ILT 169, Hydraulics and Pneumatics	3

ELECTRONIC CONTROLS SPECIALIZATION OPTION

ILT 108, Introduction to Instruments & Process Control	3
ILT 109, Blueprint Reading	3
ILT 135, Local Area Networks	3
ILT 145, Advanced Local Area Networks	3
ILT 163, Digital Fundamentals	3
ILT 166, Motors and Transformers	3
ILT 169/INT 118, Hydraulics and Pneumatics	3
ILT 198, Electronic Circuits	3
ILT 216, Industrial Robotics	3
ILT 220, Electro-Optics	3
ILT 224, Electronic Communication	3
ILT 229, PC Repair	3
ILT 269, Intro to Networking	3
ILT 270, Intro to Networking Lab	2
ILT 291, Cooperative Education	3
ILT 292, Cooperative Education	3
ILT 293, Cooperative Education	3

INDUSTRIAL SYSTEMS TECHNOLOGY SPECIALIZATION OPTION

INT 117, Fundamentals of Industrial Mechanics	3
INT 126, Preventative Maintenance	3

INT 234, Principles of Ind. Maint. Welding & Metal Cutting Techniques	3
ACR 111, Principles of Refrigeration	3
ACR 113, Refrigerant Piping	3
ACR 147, Refrigerant Transition and Recovery	3
ACR 210, Troubleshooting HVACR	3
ELT 114, Residential Wiring	3
ELT 192, Practicum/Internship/Co-op	1
ELT 193, Practicum/Internship/Co-op	2
ELT 213, Industrial Equipment	3
ELT 242, Journeyman Master Test Prep	3
ELT 243, Cost Estimating	3
ILT 109, Electrical Blueprint Reading	3
ILT 121, Semiconductors	3
ILT 163, Digital Electronics	3
ILT 169/INT 118, Hydraulics and Pneumatics	3
ILT 198, Electronic Circuits	3
ILT 291, Cooperative Education	3
ILT 292, Cooperative Education	3
ILT 293, Cooperative Education	3
Specialization Electives (Advisor Approved)	6
Total Field of Concentration Credits	43
Total Credits	55

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

ELECTRICITY/ELECTRONICS TECHNOLOGY
Short-term Certificate
Fayette, Hamilton & Sumiton Campuses

The short-term certificate enables the student to develop basic skills and enter the job market very quickly.

CORE COURSES

ELT 108/ILT 160, DC Fundamentals	3
ELT 109/ILT 161, AC Fundamentals	3
ILT 117, Construction Wiring	3
ILT 118, Construction Wiring NEC	3
ELT 221/ILT 162, Electronics for Electricians	3
ELT 206, OSHA Safety Standards	3

CONCENTRATION ELECTIVES

(Advisor Approved from the list below)	*6*
ELT 117/ILT 167, AC/DC Machinery	3
ELT209/ILT 209, Motor Controls I	3
ELT 212, Motor Controls II	3
ELT 241/ILT 231 National Electrical Code	3
ILT 194/ELT 231, Programmable Logic Controllers I	3
ILT 222/ELT 232, Programmable Logic Controllers II	3
WKO 104, Applied Technology IV	1
Total Core Credits	25

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

INDUSTRIAL SYSTEMS TECHNOLOGY
Short-term Certificate
Fayette, Hamilton & Sumiton Campuses

The short-term certificate enables the student to develop basic skills and enter the job market very quickly.

CORE COURSES

ELT 108/ILT 160, DC Fundamentals	3
ELT 109/ILT 161, AC Fundamentals	3
ILT 118, Construction Wiring NEC	3
ELT 209/ILT 209, Motor Controls I	3

CONCENTRATION ELECTIVES

(Advisor Approved from the list below)	*12*
ELT 212, Motor Controls II	3
ELT 232, Programmable Logic Controllers II	3
ELT 241/ILT 231, National Electrical Code	3
ILT 117, Construction Wiring	3
INT 118, Principles of Industrial Mechanics I	3
INT 126, Preventative Maintenance	3
ILT 169, Fundamentals of Industrial Hydraulics and Pneumatics	3
ILT 194/ELT 231, Programmable Logic Controllers I	3
INT 234, Principles of Industrial Maintenance Welding & Metal Cutting Techniques	3
WKO 104, Applied Technology IV	1
Total Core Credits	25

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

MACHINE SHOP TECHNOLOGY
Short-term Certificate
Hamilton & Sumiton Campuses

The machine shop technology program is designed for those without a high school diploma and provides preparation for jobs that involve shaping and producing metal parts on various machines such as lathes, milling machines, drill presses, and grinders.

FIELD OF CONCENTRATION COURSES

MSP 101, Basic Machining Technology	5
MSP 102, Intermediate Machining Technology	5
MSP 121, Basic Blueprint Reading for Machinists	2
MSP 131, Introduction to Metrology	2
WKO 104, Applied Technology IV	1
MSP Specialization Electives (Advisor Approved)	10
Total Credits	25

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

MACHINE TOOL TECHNOLOGY
Associate in Applied Science
Hamilton & Sumiton Campuses

The machine tool technology program prepares individuals for industrial jobs that shape and manufacture metal parts on machines such as manual and CNC lathes, grinders, drill presses, milling machines, EDM's, etc. Successful completion of the program prepares the student for entry level employment in a wide variety of related machining 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

FIELD OF CONCENTRATION COURSES

MTT 100, Machining Technology I or MTT 147 & 148, Intro to Machine Shop I & Lab	6
MTT 103, Machining Technology II or MTT 149 & 150, Intro to Machine Shop II & Lab	6
MTT 121, Basic Blueprint Reading for Machinists	3

MTT 127, Introduction to Metrology	3
WKO 104, Applied Technology IV	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.)
(WorkKeys pre-assessment is required.)

MACHINE TOOL TECHNOLOGY
Long-term Certificate
Hamilton & Sumiton Campus

The long-term certificate program prepares individuals for jobs that shape and manufacture metal parts on machines such as manual and CNC lathes, grinders, drill preses, milling machines, EDM's, etc. Successful comopletion of the program prepares the student for entry level employment in the machining field.

GENERAL STUDIES COURSES	Semester Hours
ENG 101, English Composition I	3
SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
MTH 100, Intermediate College Algebra or MTH 112, Precalculus Algebra, or MTH 116, Mathematical Applications	3
Total General Studies Credits	12

FIELD OF CONCENTRATION COURSES

MTT 100, Machining Technology I or MTT 147 & 148, Intro to Machine Shop I & Lab	6
MTT 103, Machining Technology II or MTT 149 & 150, Intro to Machine Shop II & Lab	6
MTT 121, Basic Blueprint Reading for Machinists	3
MTT 127, Metrology	3
WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	27
Total Field of Concentration Credits	46
Total Credits	58

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

MACHINE TOOL TECHNOLOGY
Short-term Certificate
Basic Machining Technology
Hamilton & Sumiton Campuses

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

FIELD OF CONCENTRATION COURSES

MTT 100, Machining Technology I or MTT 147 & 148, Intro to Machine Shop I & Lab	6
MTT 103, Machining Technology II or MTT 149 & 150, Intro to Machine Shop II & Lab	6
MTT 121, Basic Blueprint Reading for Machinists	3
MTT 127, Metrology	3
WKO 104, Applied Technology IV	1
Specialization Electives (Advisor Approved)	6
Total Credits	25

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

MACHINE TOOL TECHNOLOGY
Short-term Certificate
Computer Numerical Control
Hamilton & Sumiton Campuses

This second short-term certificate in machine tool technology is designed for the student who has completed the Basic Machining Technology short-term certificate or who possesses machining skills developed through applicable experience in the field or a related field, as verified by the program advisor.

FIELD OF CONCENTRATION COURSES

MTT 109, Orientation To Computer Assisted Manufacturing	3
MTT 139, Basic Computer Numerical Control	3
WKO 104, Applied Technology IV	1
CNC Specialization Electives (Advisor Approved)	18
Total Credits	25

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

MINING TECHNOLOGY
Short-term Certificate
Sumiton Campus

This mining short-term certificate program prepares students with basic knowledge and skills as well as meeting Mine Safety and Health Administration requirements for entrance into the mining industry. The short-term certificate is designed to prepare graduates for quick entry into the mining industry.

FIELD OF CONCENTRATION COURSES	Semester Hours
MNT 111, Mining Law	3
MNT 115, Introduction to Mine Technology	3
MNT 135, First Responder	3
MNT 142, Electricity for Mining I (DC)	3
MNT 144, Electricity for Mining II (AC)	3
MNT 155, Ventilation/Roof Support Systems	3
MNT 190, Surface Equipment Simulator	1
WDT 108, SMAW Fillet/OFC	3
WDT 122, SMAW Fillet/OFC Lab	3
Total Credits	25

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

OFFICE ADMINISTRATION - see Business Office Management & Technology

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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. Paralegals may not provide legal services directly to the public except as permitted by law.

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

OAD 103, Intermediate Keyboarding**	3
OAD 104, Advanced 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 & Social Environment	3
PRL 160, Criminal Law & Procedures	3
PRL 210, Introduction to Real Property Law	3
PRL 230, Domestic Law	3
PRL 240, Wills, Estates, & Trusts	3
PRL 262, Civil Law & Procedures	3
PRL 282, Law Office Management & Procedures or OAD 203, Legal Office Procedures	3
PRL 291 Paralegal Internship*	3
Total Field of Concentration Courses	39
Total Credits	66

**PRL 291 is designed to be taken during the last two semesters of the program.*
***OAD 101 Beginning Keyboarding is required unless one year of typing or equivalent skills possessed.*
(PSY 100 is a prerequisite for this degree.)

PARALEGAL
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 104, Advanced 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 & Social Environment	3
PRL 160, Criminal Law & Procedures	3
PRL 210, Introduction to Real Property Law	3
PRL 230, Domestic Law	3
PRL 240, Wills, Trusts & Estates	3
PRL 262, Civil Law & Procedures	3
PRL 282, Law Office Management & Procedures or OAD 203, Legal Office Procedures	3
PRL 291 Paralegal Internship*	3
Total Field of Concentration Courses	39
Total Credits	51

**PRL 291 is designed to be taken during the last two semesters of the program.*
***OAD 101 Beginning Keyboarding required unless one year of typing or equivalent skills possessed.*
(PSY 100 is a prerequisite for this certificate.)

TRUCK DRIVER TRAINING
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, Hamilton & 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 104, Applied Technology IV	1
Total Field of Concentration Credits	43
Total Credits	54

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

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

FIELD OF CONCENTRATION COURSES

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 104, Applied Technology IV	1
Total Credits	25

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

OTHER TRAINING

Bevill State offers other programs that prepare students with the knowledge and skills to enter the workforce. The following includes programs for which Bevill State awards a certificate of completion and additional skills training.

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.*

COMPUTER AND OFFICE CAREERS CERTIFICATE

Jasper Campus

This multi-task program prepares students for entry level positions in business, retrains displaced workers, or provides additional training for employees. 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.

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

"Success means having the courage, the determination, and the will to become the person you believe you were meant to be." – G. Sheehan

Believe. Achieve. Succeed.

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
CRJ	Criminal Justice
DEM	Diesel Mechanics
DDT	Drafting Design Engineering Technology
ECO	Economics
ELT	Electrical Technology
EMP	Emergency Medical Technology (Paramedic)
EMS	Emergency Medical Technology (Technician)
EGR	Engineering
ENG	English
GEO	Geography
HED	Health Education
ASC	Heating and Air Conditioning
HIS	History
HEC	Home Economics
HUM	Humanities
ILT	Industrial Electronics Technology
IMT	Industrial Mechanics Technology
INT	Industrial Maintenance Technology
IDS	Interdisciplinary Studies
MSP	Machine Shop Technology
MTT	Machine Tool Technology
MCM	Mass Communication
MTH	Mathematics
MNT	Mining Technology
MUS	Music
MUL	Music Ensemble
MUP	Music Performance
NUR	Nursing (ADN)
NAS	Nursing (Nurse Assistant/Aide)
OAD	Office Administration (Business Office Management & Technology courses)
PRL	Paralegal
PHL	Philosophy
PED	Physical Education
PHS	Physical Science
PHY	Physics
POL	Political Science
PSY	Psychology
RDG	Reading
REL	Religion
SOC	Sociology
SPA	Spanish
SPH	Speech
SUR	Surgical Operating Room Technician
TRK	Truck Driver Training
WDT	Welding
WKO	WorkKeys

COURSE DESCRIPTIONS

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.

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 (3-0-3)
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 (0-6-3)
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)
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)
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 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, panel preparation, sheet metal repairs, and materials. CORE

ABR 114 NON-STRUCTURAL PANEL REPLACEMENT (1-5-3)
Students are introduced to the principles of non-structural panel replacement. Topics include replacement and alignment of bolt on panels, full and partial panel replacement procedures, and attachment methods. CORE

ABR 122 SURFACE PREPARATION (1-5-3)
This course introduces students to methods of surface preparation for vehicular refinishing. Topics include sanding techniques, metal treatment, selection of undercoats, and proper masking procedures. CORE

ABR 123 PAINT APPLICATION & EQUIPMENT (1-5-3)
This course introduces students to methods of paint application and equipment used for vehicular refinishing. Topics include spray gun and related equipment use, paint mixing, matching, and applying the final topcoat. CORE

ABR 151 SAFETY & ENVIRONMENTAL PRACTICES (3-0-3)
This course is designed to instruct the student in safe work practices. Topics includes OSHA requirements, the right to know laws, EPA regulations as well as state and local laws. CORE

ABR 154 AUTOMOTIVE GLASS & TRIM (1-5-3)
This course is a study of automotive glass and trim. Emphasis is placed on removal and replacement of structural and nonstructural glass and automotive trim. Upon completion, students should be able to remove and replace automotive trim and glass. CORE

ABR 156 AUTOMOTIVE CUTTING & WELDING (1-5-3)
Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc, 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. CORE

ABR 157 AUTOMOTIVE PLASTIC REPAIRS (1-5-3)
This course provides instruction in automotive plastic repairs. Topics include plastic welding (airless, hot and chemical), use of flexible repair fillers, 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 181-182 SPECIAL TOPICS IN AUTO BODY (0-2--0-6--1-2)
This course 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 213 AUTOMOTIVE 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. CORE

ABR 214 AUTOMOTIVE 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. CORE

ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS (1-5-3)
This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.

ABR 224 AUTOMOTIVE ELECTRICAL COMPONENTS (1-5-3)
This course provides instruction in collision related electrical repairs and various restraints systems, including seat belts, seat belt tensioners, and airbags. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, use of wiring diagrams, airbag modules, and impact sensors.

ABR 255 STEERING AND SUSPENSION (1-5-3)
This course introduces students to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles.

ABR 258 HEATING & A/C IN COLLISION REPAIR (1-5-3)
This course is a study of automotive air conditioning, heating, and cooling systems. Topics include automotive air conditioning, heating and cooling systems theory, component replacement and system service.

ABR 265 PAINT DEFECTS & FINAL DETAIL (1-5-3)
This course introduces students to methods of identifying paint defects, causes, cures, and final detailing. Students learn to troubleshoot and correct paint imperfections. CORE

ABR 266 ALUMINUM WELDING IN COLLISION REPAIR (1-5-3)
This course covers the principles and techniques of aluminum GMA (MIG) welding. Students learn to set up and tune a welding machine, address safety issues, perform proper welding techniques, prepare metal surfaces, and identify and correct weld defects.

ABR 267 SHOP MANAGEMENT (1-5-3)
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 281 SPECIAL TOPICS IN AUTO BODY (0-3--0-9--0-3)
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 291-293 AUTO BODY CO-OP (0--0-15--1-3)
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 AUTOMOTIVE FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (1-5-3)
This course provides basic instruction in Fundamentals of Automotive Technology. CORE

AUM 110 ELECTRICAL AND ELECTRONIC SYSTEMS I (1-5-3)
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. 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, charging and lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications.

AUM 121 BRAKING SYSTEMS (1-5-3)
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. CORE

AUM 122 STEERING & SUSPENSION (1-5-3)
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. CORE

AUM 124 ENGINE REPAIR I (1-5-3)
This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. CORE

AUM 130 DRIVE TRAIN & AXLES (1-5-3)
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. CORE

AUM 133 MOTOR VEHICLE AIR CONDITIONING (1-5-3)
This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

AUM 150 DEALERSHIP WORK EXPERIENCE (0-10-2)
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.

AUM 181 SPECIAL TOPICS (0-1--0-3--1)
These courses are designed to allow the student 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 or related area in automotive mechanics. 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.

AUM 182 SPECIAL TOPICS (0-2--0-6--2)
These courses are designed to allow the student 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, or related area in automotive mechanics. 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.

AUM 191 CO-OP (0-2--0-15--2)
These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

AUM 210 ELECTRICAL & ELECTRONIC SYSTEMS II (1-5-3)
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of electrical systems, subsystems, and components. CORE

ASE 211 ADVANCED ELECTRONICS (1-5-3)
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.

AUM 220 ENGINE REPAIR II (1-5-3)
This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

AUM 224 MANUAL TRANSMISSION & TRANSAXLE (1-5-3)
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability.

AUM 230 AUTO TRANSMISSION & TRANSAXLE (1-5-3)
This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. CORE

AUM 239 ENGINE PERFORMANCE (1-5-3)
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. CORE

AUM 244 ENGINE PERFORMANCE II (1-5-3)
This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and driveability. CORE

AUM 246 AUTOMOTIVE EMISSIONS (1-5-3)
This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

AUM 250 DEALERSHIP WORK EXPERIENCE (0-10-2)
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.

AUM 251 DEALERSHIP WORK EXPERIENCE (0-15-3)
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 15 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.

AUM 261 DEALERSHIP WORK EXPERIENCE (0-15-3)
At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 15 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.

AUM 281 SPECIAL TOPICS (0-3--0-15--0-3)
These courses are designed to allow the student 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 or related area in automotive mechanics. 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.

AUM 291 CO-OP (0-3--0-15--0-3)
These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

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.

BASIC STUDY SKILLS

BSS 090 BASIC STUDY SKILLS (1-3--0--1-3)
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)
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.

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 & 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.

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
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 sem. 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 (3-0-3)
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 (2-2-3)
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)
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 214 FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS (3-0-3)
This course provides students with information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study and practice techniques for developing these important relationships and effective communication skills.

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)
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 (3-0-3)
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 (3-0-3)
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC^3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.

CIS 147 ADVANCED MICRO APPLICATIONS (3-0-3)
PREREQUISITE: Grade "C" or better in CIS 146.
This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and 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. This course will help prepare students for the MOS certification.

CIS 148 POST ADVANCED MICROCOMPUTER APPLICATIONS (3-0-3)
PREREQUISITE: Grade "C" or better in CIS 147.

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 151 GRAPHICS FOR THE WORLD WIDE WEB (3-0-3)
This course will provide an overview to the theory, tools and techniques necessary for creating high-quality graphics using design software tools. This course may be substituted with CAT 150, Imaging I: Principles of Photography and Introduction to Photoshop and CAT 180, Imaging II: Techniques of Photoshop and Painter or equivalent.

CIS 160 MULTIMEDIA FOR THE WORLD WIDE WEB (3-0-3)
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page and utilizing multimedia.

CIS 185 COMPUTER ETHICS (3-0-3)
This course will survey the various issues surrounding computer ethics.

CIS 191 INTRODUCTION TO PROGRAMMING CONCEPTS (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 languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures and simple data structures are introduced. Students are expected to write programs as part of this course.

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 (3-0-3)
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)
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, browsers, commercial information services and the use of appropriate editors or software to introduce construction of Web environments.

CIS 207 INTRODUCTION TO WEB DEVELOPMENT (3-0-3)
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 (3-0-3)
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 (3-0-3)
PREREQUISITE: Grade "C" or better in a programming language or CIS 207 or CIS 208 or instructor approval.
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 PROGRAMMING (3-0-3)
This course emphases 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 areas. 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 (3-0-3)
PREREQUISITE: Grade "C" or better in CIS 212
This course is a continuation of CIS 212, Visual Basic Programming.

CIS 222 DATABASE MANAGEMENT SYSTEMS (3-0-3)
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 249 MICROCOMPUTER OPERATING SYSTEMS (3-0-3)
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 (3-0-3)
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 252 ADVANCED C++ PROGRAMMING (3-0-3)
PREREQUISITE: Grade "C" or better in CIS 251.
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 261 COBOL PROGRAMMING (3-0-3)
PREREQUISITE: Previous computer science course or equivalent.
This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 268 SOFTWARE SUPPORT (3-0-3)
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 239, Networking Software. CORE

CIS 269 HARDWARE SUPPORT (3-0-3)
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 240, Networking Hardware. CORE

CIS 273 INTRODUCTION TO NETWORK COMMUNICATION (3-0-3)
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 199. Additionally, CISCO I may be used as a suitable substitute for this course. However, CIS 273 will not substitute for CISCO I.

CIS 276 SERVER ADMINISTRATION (3-0-3)
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)
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)
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 (3-0-3)
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.

CIS 284 CIS INTERNSHIP (0-15-3)
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 (3-0-3)
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. 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 (3-0-3)
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)
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.

COMPUTERIZED NUMERICAL CONTROL

CNC 101 INTRODUCTION TO CNC (2-8-6)
This is an introductory course with emphasis placed in the basic concepts and terminology of numerical control. Topics include Cartesian coordinate system, CNC principles and machine capabilities. Student will gain an understanding of CNC machine tools and their usage.

CNC 102 CNC TURNING OPERATIONS (3-6-6)
This course is a study introducing the student to two-axis part programming. Applications of graphics programming and lathe set-up are also included. Students will learn to write CNC Turning programs, set-up and operate the CNC lathe.

CNC 103 MANUAL PROGRAMMING (2-8-6)
This course will emphasize calculations for CNC machine tools. Topics will include G & M codes, radius programming and cutter compensations. Students will learn to write a variety of CNC programs which can be used on the job as reference programs.

CNC 104 CNC MILLING OPERATIONS (3-6-6)
This is a course in programming and operations of the CNC Milling Machines. Applications include maintenance, safety, and production of machine parts through programming, set-up and operation. Students will learn to produce finished parts on the CNC milling machines.

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 INTRODUCTION TO COSMETOLOGY (3-0-3)
COREQUISITE: COS 112/BAR 113
This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. CORE

COS 112 INTRODUCTION TO COSMETOLOGY LAB (0-9-3)
COREQUISITE: COS 111/BAR 110
In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on sterilization, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice concepts learned in the theory component from COS 111. CORE

COS 113 THEORY OF CHEMICAL SERVICES (3-0-3)
During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics. CORE

COS 114 CHEMICAL SERVICES LAB (0-9-3)
During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting. CORE

COS 115 HAIR COLORING THEORY (3-0-3)
In this course, 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. Upon completion, the student will should be able to identify all classifications of haircoloring and the effects on the hair. CORE

COS 116 HAIR COLORING LAB (0-9-3)
In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening. CORE

COS 117 BASIC SPA TECHNIQUES (3-0-3)
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, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. CORE

COS 118 BASIC SPA TECHNIQUES LAB (0-9-3)
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, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. CORE

COS 119 BUSINESS OF COSMETOLOG (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. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

COS 123 COSMETOLOGY SALON PRACTICES (0-9-3)
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.

COS 125 CAREER AND PERSONAL DEVELOPMENT (3-0-3)
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.

COS 133 SALON MANAGEMENT TECHNOLOGY (1-6-3)
This course is designed to develop 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. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

COS 134 ADVANCED ESTHETICS (1-6-3)
This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.

COS 135 ADVANCED ESTHETICS APPLICATIONS (0-9-3)
This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the esthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment and product, and demonstrate facials using any of the eight functions of the facial machine.

COS 141 APPLIED CHEMISTRY FOR COSMETOLOGY (0-9-3)
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. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure.

COS 142 APPLIED CHEMISTRY FOR COSMETOLOGY LAB (0-9-3)
This course provides practical applications of the knowledge and skin learned in reference to chemical reactions, as well as the chemical application to the hair and skin. Emphasis is placed on knowledge of basic chemistry, ph scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed service.

COS 143 SPECIALTY HAIR PREPARATION TECHNIQUES (1-6-3)
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. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

COS 144 HAIR SHAPING AND DESIGN (1-6-3)
In this course, 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. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

COS 145 HAIR SHAPING LAB (0-9-3)
This covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

COS 146 HAIR ADDITIONS (1-6-3)
This course focuses on the practice of adding artificial hair. Topics include hair extensions, weaving, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for attaching human and synthetic hair.

COS 150 MANICURING (1-6-3)
This course focuses on the theory and practice of nail care. Topic include sanitation nail structure, nail disorders and diseases, manicuring, pedicuring, nail wrapping, sculptured nails and acrylic overlays.

COS 151 NAIL CARE (1-6-3)
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. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.

COS 152 NAIL CARE APPLICATIONS (0-9-3)
This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.

COS 153 NAIL ART (1-6-3)
This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.

COS 154 NAIL ART APPLICATIONS (0-9-3)
This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and nail art.

COS 156 CAREER AND PERSONAL DEVELOPMENT (3-0-3)
This course is designed to focus on personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and setting goals. Upon completion, the student should be able to list types of communication skills, state personal goals, and develop a continuing education plan.

COS 158 EMPLOYABILITY SKILLS (3-0-3)
This course provides the study of marketable skills to prepare the student to enter the world of work. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.

COS 161 SPECIAL TOPICS IN COSMETOLOGY (1-0-1)
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 162 SPECIAL TOPICS IN COSMETOLOGY (0-9-3)
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 163 FACIAL TREATMENTS (1-6-3)
This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will able to apply facial treatments according to skin type.

COS 164 FACIAL MACHINE (0-9-3)
This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparants, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

COS 165 RELATED SUBJECTS ESTHETICIANS (0-9-3)
This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

COS 167 STATE BOARD REVIEW (1-6-3)
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 (1-6-3)
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.

COS 169 SKIN FUNCTIONS (0-9-3)
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.

COS 181 SPECIAL TOPICS (3-0-3)
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

COS 182 SPECIAL TOPICS (0-9-3)
This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, students should have developed new skills in areas of specialization for the cosmetology profession.

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

COS 191 CO-OP (0-15-3)
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.

COS 291 CO-OP (0-15-3)
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)
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. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans. CORE

CIT 212 TEACHER MENTORSHIP (0-9-3)
This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods. CORE

CIT 213 LESSON PLAN DEVELOPMENT (3-0-3)
This course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, students should be able to write daily lesson plans and demonstrate the four-step teaching method. CORE

CIT 221 LESSON PLAN IMPLEMENTATION (0-9-3)
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. Upon completion, students should be able to prepare and present a lesson using the four step teaching method. CORE

CIT 222 INSTRUCTIONAL MATERIALS AND METHODS (3-0-3)
This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use. CORE

CIT 223 INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS (0-9-3)
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. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan. CORE

CRIMINAL JUSTICE

CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)
This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 110 INTRODUCTION TO LAW ENFORCEMENT (3-0-3)
This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

CRJ 150 INTRODUCTION TO CORRECTIONS (3-0-3)
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceraton and some of its alternatives are considered.

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 EQUIPMENT SAFETY AND MECHANICAL FUNDAMENTALS (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 123 PNEUMATIC AND HYDRAULICS (1-4-3)
This course provides instruction in the identification and repair of components found in hydraulic and pneumatic systems. Topics include schematics and symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, students should be able to diagnose, adjust, and repair hydraulic and pneumatic system components.

DEM 124 ELECTRONIC ENGINE SYSTEMS (1-4-3)
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 (1-4-3)
This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, and friction clutches, mechanical transmission power components, and hydraulics. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions. CORE

DEM 126 ADVANCED ENGINE ANALYSIS (1-4-3)
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 128 HEAVY VEHICLE DRIVE TRAIN LAB (0-3-3)
This lab provides reinforcement of material covered in DEM 116 or DEM 125. The students will apply the knowledge they learned on driveshafts, power take-offs, standard transmissions, fluid drives, torque converters, clutch assemblies, drive axles, and special drives through experiential learning techniques. Upon completion, student should be able to diagnose, inspect, remove, repair or replace, and install heavy vehicle drive train components.

DEM 130 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. CORE

DEM 135 HEAVY VEHICLE STEERING AND SUSPENSION (1-4-3)
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles. CORE

DEM 137 HEATING AND A/C SYSTEMS (1-5-3)
PREREQUISITE: 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 191 SPECIAL PROJECTS IN DIESEL MECHANICS (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 DESIGN ENGINEERING 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 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 (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 124 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 (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 MACHINE DRAFTING BASICS (1-4-3)
PREREQUISITE: DDT 104, DDT 111, DDT 124 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 ARCHITECTURAL DRAFTING (1-4-3)
PREREQUISITE: DDT 104, DDT 111, DDT 124 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 124 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 104, DDT 111, DDT 124.
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 104, DDT 111, DDT 124, 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 104, DDT 111, DDT 124, 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 104, DDT 111, DDT 124 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 104, DDT 111, DDT 124 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 104, DDT 111, DDT 124 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 104, DDT 111, DDT 124.
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 104, DDT 111, DDT 124, 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 104, DDT 111, DDT 124, 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 104, DDT 111, DDT 124, 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 104, DDT 111, DDT 124, DDT 128 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 104, DDT 111, DDT 124.
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 (2-2-3)
PREREQUISITE: DDT 104, DDT 111, DDT 124 or advisor approval.
This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

DDT 232 CAD CUSTOMIZATION (2-4-4)
PREREQUISITE: DDT 104 and DDT 127 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 THREE-DIMENSIONAL MODELING (1-4-3)
PREREQUISITE: DDT 104 and DDT 127 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 working drawings from 3D models.

DDT 235 SPECIALIZED CAD (1-4-3)
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 104, DDT 111, DDT 124.
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 104 and DDT 127 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 104, DDT 111, DDT 124, DDT 127, DDT 128, 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 (2-2-3)
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 (2-2-3)
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 (2-2-3)
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)
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)
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)
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 ESTIMATING (3-0-3)
PREREQUISITE: ELT 111, ELT 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 RESPONDER, 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 116 EMS BASIC THEORY AND LAB (6-3-0-9)
PREREQUISITE: Admission to the EMT-Basic Program.
This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician – Basic National Standard Curriculum.

EMS 117 EMS BASIC CLINICAL COMPETENCIES (0-0-1-1)
PREREQUISITE: Admission to the EMT-Basic Program.
This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps students prepare for the National Registry Exam.

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.

EMS 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)
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

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

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)
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 (3-0-3)
This course provides a study of 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 108 INTRODUCTION TO INSTRUMENTS AND
PROCESS CONTROL (2-2-3)
This course is an introductory study of the control devices and methods used in industry for the control and transmission of information pertaining to process variables. This study includes an introduction to instrumentation and control mathematics. This course also provides instruction in the fundamental concepts of pressure, force, weight, motion, liquid level, fluid flow and temperature.

ILT 109 ELECTRICAL BLUEPRINT READING I (3-0-3)
This course will enable the student to obtain to a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system. CORE

ILT 117 PRINCIPLES OF CONSTRUCTION WIRING (1-4-3)
The course provides a study of the technical skills required to safely perform electrical wiring installations. Topics include methods of wiring residential, commercial, and industrial locations. Upon completion, students should be able to apply safe wiring skills to residential, commercial, and industrial applications.

ILT 118 CONSTRUCTION WIRING NEC (1-4-3)
This course provides a study of the codes that are required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial, and industrial applications.

ILT 121 SEMICONDUCTOR ELECTRONIC CIRCUITS II (3-0-3)
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, thyristors, optoelectronics devices, and integrated circuits.

ILT 135 LOCAL AREA NETWORKS (LANS) (2-2-3)
This course provides the student with knowledge of planning, installation, maintenance, and administration of local area networks. Upon completion of this course, students should be able to install and setup a basic local area network.

ILT 145 ADVANCED LOCAL AREA NETWORKS (LANS) (2-2-3)
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 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 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 166 MOTORS AND TRANSFORMERS I (2-2-3)
This course covers motor operations, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab includes testing test motors, transformer types, and input and output voltages. Upon completion, students should be able to test motors and transformers and to determine input and output variables.

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 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 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.

ILT 216 INDUSTRIAL ROBOTICS (3-0-3)
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 (3-0-3)
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 (3-0-3)
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 (3-0-3)
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 (3-0-3)
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 231 NATIONAL ELECTRIC CODE (3-0-3)
This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

ILT 269 INTRODUCTION TO NETWORKING (3-0-3)
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)
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.

ILT 291-293 COOPERATIVE EDUCATION (0-15-3)
This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

INDUSTRIAL MAINTENANCE TECHNOLOGY

INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS (1-4-3)
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 (1-4-3)
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 (2-2-3)
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)
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)
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 SHOP TECHNOLOGY

MSP 101 BASIC MACHINING TECHNOLOGY (1-8-5)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathers, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. NDC

MSP 102 INTERMEDIATE MACHINING TECHNOLOGY (1-8-5)
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. NDC

MSP 103 ADVANCED MACHINING TECHNOLOGY (1-8-5)
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. NDC

MSP 104 BASIC MACHINING CALCULATIONS (1-2-2)
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. NDC

MSP 105 LATHES (1-4-3)
This course covers the operation and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safely operate an engine lathe using appropriate attachments. NDC

MSP 107 Milling Machines (1-4-3)
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.

MSP 110 HANDBOOK FUNCTIONS (3-0-3)
This course covers the use of the machining handbook. Topics include formulas, tables and usage. Upon course completion, students will be able to use the machinery handbook in making calculations and setups of machine tools.

MSP 111 INTRODUCTION TO COMPUTER NUMERICAL CONTROL (1-2-2)
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic

applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. NDC

MSP 112 BASIC COMPUTER NUMERICAL CONTROL TURNING (1-4-3)
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. NDC

MSP 113 BASIC COMPUTER NUMERICAL CONTROL MILLING (1-4-3)
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. NDC

MSP 114 ADVANCED LATHES (2-6-5)
This course provides in-depth information on all thread forms including v-form, straight threads, ACME, metric, whitworth, buttress, and multiple lead threads. Thread terminology, specifications, fits and identification of symbols are all covered and information on knurling tools taper attachments, tail offsets, and compound adjustments is provided. Hands on experience in cutting non-v-form standard threads including ACME, metric, whitworth, buttress, and multiple lead threads.

MSP 115 ADVANCED MILLING MACHINES (2-6-5)
This course provides additional information on milling setups including rotary tables, boring, dovetail machining and dividing head work. Student obtain hands-on experience in the setup and use of these and other milling accessories.

MSP 120 INTERMEDIATE BLUEPRINT READING (1-2-2)
This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.

MSP 121 BASIC BLUEPRINT READING FOR MACHINISTS (1-2-2)
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. NDC

MSP 122 MILLING MACHINES (1-4-3)
This course provides instruction and practice in the use of milling machines. Emphasis is place on the construction, operation and maintenance of milling machines. Upon completion, students should be able design, cut, and manufacture tools and fixtures. NDC

MSP 124 ADVANCED BLUEPRINTING (2-0-2)
This course provides basic blueprint reading theory and practice for machining and welding trades. Three dimensional comprehension and dimensioning practices are the primary concern of this course.

MSP 127 CAM (2-8-6)
This course provides basic introduction to computer assisted programming. This includes geometry construction, tool paths, and post processing.

MSP 131 INTRODUCTION TO METROLOGY (1-2-2)
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring
instruments. NDC

MSP 132 GRINDING MACHINES (1-4-3)
This course provides instruction and practice in the use of grinding machines. Emphasis is placed on construction, operation, and maintenance of grinding machines. Upon completion, students should be able to perform essential procedures on grinding machines. NDC

MSP 134 HEAT TREATMENT (1-4-3)
This course is a study of the principles and safety employed in the heart treatment of metals. Emphasis is placed on the properties of various metals and the effect of heat treatment on these metals. Upon completion, students should be able to use an electric furnace to harden, anneal, normalize, electro-discharge machines.

MSP 135 MILLWRIGHT WORK (2-4-4)
This course provides information on welding, machine installation, couplings, precision measurement, belts, with an overview of the safety requirements for most industrial situations.

MSP 136 MACHINE REPAIR (1-4-3)
This course provides information for students that plan to enter the field of machine tool maintenance. Concentrating on power transmission through various mechanical means and the disassembly and repair of these machines provides the students with the experience needed to repair many types of machines.

MSP 137 ADVANCED CAM (2-4-4)
This course provides expanded views of CNC mill and lathe operations. With in-depth instruction in the use of Computer Aided Machining (CAM) software to provide multiple axis part programs for the CNC mill, using Master CAM Software.

MSP 142 ADVANCED MACHINING CALCULATIONS (1-2-2)
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. NDC

MSP 143 GEOMETRIC DIMENSIONING AND TOLERANCING (3-0-3)
This course serves as an introduction to geometric dimensioning and tolerancing for students who are pursuing careers in manufacturing technology or other related fields. Topics covered include fundamentals of symbols, terms used in application, positional tolerance-coaxial applications, data frame and conversion tables.

MSP 154 METALLURGY (2-2-3)
This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching senescing, and other processes concerning metallurgical transformations. Upon completion, student should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals. NDC

MSP 157 TOOLMAKERS TECHNOLOGY (1-4-3)
This course covers the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datum's, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards.

MSP 171 INTERMEDIATE BLUEPRINT READING (1-2-2)
This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views. NDC

MSP 181, 182, 281, 282 SPECIAL TOPICS IN MACHINE SHOP TECHNOLOGY (1-2-2) (0-4-2)
This course is a guided independent study of special projects in Machine Shop Technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. NDC

MSP 212 COMPUTER NUMERICAL CONTROL LAB (0-6-3)
This course introduces the programming, set-up and operation of CNC turning centers and CNC machining center. Topics include programming formats, control functions, program editing, parts production, and inspection. Upon completion students should be able to manufacture simple parts using CNC turning centers and CNC machining center.

MSP 214 ELECTRO-DISCHARGE MACHINE (1-4-3)
This course is a study of the history, types and operation of the electro-discharge machine. Emphasis is placed on hardware, flushing electrode material, and the electrical setting parameters and their effects. Upon completion, students should be able to perform the essential procedures on electro-discharge machines. NDC

MSP 215 PRINCIPLES OF INSPECTION (1-2-2)
This course introduces the student to inspection processes including the coordinate measurement machine. Topics covered include open inspection procedures and coordinate measurement machine techniques. Upon completion, the student will be able to verify part dimensions, location, and orientation of finished product. NDC

MSP 221 ADVANCE BLUEPRINT READING (1-2-2)
This course provides basic blueprint reading theory and practice for machining and welding trades. Three dimensional comprehension and dimensioning practices are the primary concern of this course.

MSP 291-292 CO-OP IN MACHINE SHOP TECHNOLOGY (0-2-1)
Students work on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting. NDC

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, saws, milling machines, grinding machines, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, grinding, drilling, sawing, turning, and milling. This course is aligned with NIMS certification standards. MTT 147/148 are suitable substitutes for this course. 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 intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning and milling. This course is aligned with NIMS certification standards. MTT 149/150 are suitable substitutes for MTT 103. 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. This course is aligned with NIMS certification standards.

MTT 108 MACHINE 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. This course is aligned with NIMS certification standards.

MTT 109 ORIENTATION TO COMPUTER ASSISTED MANUFACTURING (3-0-3)
This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining processes.

MTT 110 INTRODUCTION TO INJECTION MOLDING (3-0-3)
Students learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.

MTT 111 INTRODUCTION TO INJECTION MOLDING LAB (0-6-3)
Students learn to safely operate an injection molding machine. Students learn to properly startup, set machine controls and shutdown a molding machine.

MTT 112 INJECTION MOLD DESIGN (3-0-3)
Students learn to identify the components of an injection mold such as mold base, sprue bushing, runner system, gates, vents, cavities, inserts and ejection system. Students learn the purpose of each component of an injection mold. Students learn common materials used to build an injection mold.

MTT 113 INJECTION MOLD DESIGN LAB (0-6-3)
Students demonstrate proper and safe techniques to build components of an injection mold such as sprue bushings, runner systems, gates, vents, cavities, inserts and ejection systems.

MTT 121 BASIC PRINT READING FOR MACHINISTS (3-0-3)
This course covers the basic principles of print reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. This course is aligned with NIMS certification standards. This course is also taught as CNC 121 and MSP 121. CORE

MTT 123 ENGINE LATHE LAB I (0-6-3)
The student learns to safely operate an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in straight turning, facing, turning to the shoulder and tapers. This is an additional, optional lab for MTT 100.

MTT 124 ENGINE LATHE LAB II (0-6-3)
The student learns advanced operation of an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in advanced straight turning, facing, turning to the shoulder and tapers. This is an additional, optional lab for MTT 103.

MTT 127 METROLOGY (2-2-3)
This course covers 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. This course is aligned with NIMS certification standards. CORE

MTT 128 GEOMETRIC DIMENSIONING ABD TOLERANCING (3-0-3)
This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

MTT 129 LATHE OPERATIONS (2-8-6)
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. This course is aligned with NIMS standards.

MTT 130 MACHINING CALCULATIONS II (3-0-3)
This course emphasizes advanced calculations common to machining operations. Students use these calculations for advanced applications for machine setup and planning. Specific topics include positive and negative numbers, symbolism, and algebraic expressions and operations. At the conclusion of this course students will be able to apply advanced machine calculations to equipment setup and planning.

MTT 133 MILLING LAB II (2-8-6)
Students demonstrate proper and safe advanced techniques with prescribed accuracy in face milling, shoulder milling, fly cutting and horizontal plain milling.

MTT 134 LATHE OPERATIONS I (2-2-3)
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and

inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. This course is aligned with NIMS standards.

MTT 135 LATHE OPERATIONS I LAB (0-6-3)
This course includes more advanced lathe practices such as set-up procedures, work planning, inner- and outer-diameter operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced lathe techniques. This course is aligned with NIMS standards.

MTT 136 MILLING OPERATIONS (2-8-6)
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual milling techniques (vertical and horizontal/universal) to produce machine tool projects. MTT 137/138 are suitable substitutes for this course. This course is aligned with NIMS certification standards.

MTT 137 MILLING I (2-2-3)
This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects. MTT 137/138 are suitable to substitute for MTT 136. This course is aligned with NIMS certification standards.

MTT 138 MILLING I LAB (0-6-3)
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 137/138 are suitable substitutes for MTT 136. This course is aligned with NIMS certification standards.

MTT 139 BASIC COMPUTER NUMERICAL CONTROL (2-2-3)
This course introduces the concepts and capabilities of computer numeric control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine. This course is aligned with NIMS certification standards. This course is also taught as CNC 139.

MTT 140 BASIC COMPUTER NUMERICAL CONTROL
TURNING PROGRAMMING I (1-4-3)
This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

MTT 141 BASIC COMPUTER NUMERIC CONTROL
MILLING PROGRAMMING I (1-4-3)
This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

MTT 142 ADVANCED MACHINING CALCULATIONS (2-2-3)
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MTT 144 ELECTRICAL DISCHARGE MACHINING I (1-4-3)
This course introduces the student to the concepts of Electrical Discharge Machining (EDM) and the importance of EDM is an industrial setting. Emphasis is placed on safety procedures and machinist responsibility in the setup and operation of EDM machines and electrode selection. Upon completion, students should be able to produce basic machine products using both the wire-type and plunge-type EDM machines. This course is aligned with NIMS certification standards.

MTT 145 DRILL PRESSES AND POWER SAWS I (2-8-6)
This course provides instruction in all types of drilling machines and power saws. This course is aligned with NIMS certification standards.

MTT 146 PRECISION GRINDING MACHINES 1 (2-8-6)
This course includes more advanced precision grinder practices such as set-up procedures; work planning; surface, cylindrical, and tool and cutter grinding operations, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards

MTT 147 INTRODUCTION TO MACHINE SHOP I (2-2-3)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, 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. MTT 100 is a suitable substitute for MTT 147/148. CORE

MTT 148 INTRODUCTION TO MACHINE SHOP I LAB (0-6-3)
This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, 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. MTT 100 is a suitable substitute for MTT 147/148. This course is aligned with NIMS standards. CORE

MTT 149 INTRODUCTION TO MACHINE SHOP II (2-2-3)
This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup 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 intermediate level procedures of precision grinding, measuring, layouts, drilling, sawing, turning, and milling. MTT 149/150 are suitable substitutes for MTT 103. This course is aligned with NIMS certification standards.

MTT 150 INTRODUCTION TO MACHINE SHOP II LAB (0-6-3)
This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup 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 intermediate level procedures of precision grinding, measuring, layouts, drilling, sawing, turning, and milling. MTT 149/150 are suitable substitutes for MTT 103. This course is aligned with NIMS certification standards. CORE

MTT 154 METALLURGY (2-2-3)
This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MTT 157 TOOLMAKERS TECHNOLOGY (1-4-3)
This course covers the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datums, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards.

MTT 158 DIE FUNDAMENTALS (2-2-3)
The purpose of this course is to teach the general fundamentals of

stamping. Topics include the dangers of a press operation, the primary components of presses and their functions, the operations of various types of dies, various stamping production methods, and the numerous components used to make up various dies. Upon completion students should be completely familiar with stamping operations and have a fundamental knowledge of how dies are constructed and how they shape material.

MTT 159 BASIC FORMABILITY (2-2-3)
This course is designed to introduce the basic manufacturing processes used to form various materials into those needed for manufacturing. Topics include safety, commonly used materials, the structure of materials, various manufacturing processes, the casting and molding process, forming, separating, conditioning, assembling, and finishing. Upon completion students should be well aware of the basic concept of formability, and the processes used to convert raw materials into manufactured products.

MTT 160 DIE CONSTRUCTION AND TRYOUT (1-2-3)
This course introduces the application and use of jigs 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.

MTT 161 DIE MAINTENANCE AND REPAIR (1-4-3)
This course serves as a follow on to MTT 160 Die Construction and Tryout. Emphasis is placed on safety, inspection, measurement, sharpening, grinding, disassembly, and the reassembly process. Upon completion the students should be able to safely inspect a die and perform the necessary functions to insure it is ready for use.

MTT 162 PRECISION GRINDING (2-2-3)
This course includes more advanced precision grinder practices such as set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards.

MTT 163 PRECISION GRINDING LAB (0-6-3)
This course provides practical application of the concepts and principles of precision grinding learned in MTT 162. Topics include set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards

MTT 171 INTERMEDIATE BLUEPRINT READING FOR MACHINISTS (3-0-3)
The purpose of this course is for students to further apply knowledge and skills with reading and interpreting blue prints for machining operations. Specific topics include: calculating missing dimensions from drawings, drawing different views of an object, knowledge of features and types of threads and fasteners used in mechanical objects, types of surface requirements on blueprints, and interpreting blueprints for casting and weldments.

MTT 181 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-4-3)
This course is a guided 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 182 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-4-3)
This course is a guided 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 183 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-4-3)
This course is a guided 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 202 MACHINE MAINTENANCE AND REPAIR (1-4-3)
This course covers preventive maintenance as well as repair of machine tools. Emphasis is placed on safety, disassembly and assembly of lathes, grinders, saws, and milling machines. Upon completion, students should be able to perform machine maintenance and repair of machine tools.

MTT 212 ADVANCED COMPUTER NUMERICAL CONTROL TURNING (1-4-3)
This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms.

MTT 213 ADVANCED COMPUTER NUMERICAL CONTROL MILLING (1-4-3)
This course details the use of canned cycles and subprograms in computer numerical control (CNC) milling programs. Upon completing this course, the student should be able to write CNC milling programs using canned cycles and subprograms.

MTT 218 COMPUTER INTEGRATED MANUFACTURING (CIM) (3-0-3)
This course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. Students cover the design requirements associated with such a cell (center), how a center is integrated into the full system, and the technician's role in the process improvement of not only the cell but the full CIM system. Related safety and inspection and process adjustment are also covered.

MTT 219 COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING (1-4-3)
This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC turning machine to produce a 2-1/2-axis part using CAM software. This course is aligned with NIMS certification standards.

MTT 220 COMPUTER NUMERICAL CONTROL GRAPHICS: MILLING (1-4-3)
This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) milling machine using computer assisted manufacturing (CAM) software. In addition, CNC milling machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC milling machine to produce a 2-1/2-axis part using CAM software. This course is aligned with NIMS certification standards.

MTT 221 ADVANCED BLUEPRINT READING FOR MACHINISTS (2-2-3)
This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints. This course is also taught as CNC 221 and MSP 221.

MTT 241 CNC MILLING LAB I (0-6-3)
This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

MTT 242 CNC MILLING LAB II (0-6-3)
This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC milling machine (including 4-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.

MTT 243 CNC TURNING LAB I (0-6-3)
This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

MTT 244 CNC TURNING LAB II (0-6-3)
This course covers advanced computer numeric control (CNC) turning machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a specified part. Related safety and inspection and process adjustment are also covered.

MTT 281 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-4-3)
This course is a guided 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 282 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-4-3)
This course is a guided 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 283 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY (1-4-3)
This course is a guided 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 291 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.

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.

MTT 293 COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY (0-10-2)
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.

MTT 294 COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY (0-5-1)
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 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: 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)
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: 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 111 MINING LAW (3-0-3)
This course introduces students to Federal and Alabama State Laws governing the operation of any underground coal mine. Intent and statement of the federal law governing surface and underground mining, specifically Parts 70 and 75 are covered in depth.

MNT 115 INTRODUCTION TO MINING TECHNOLOGY (3-0-3)
The purpose of this course is to provide students with an overview of the mining profession and to meet Mine Safety and Health Administration (MSHA) requirements for new miner underground and surface mining. This course teaches how to apply the principles and policies of mining methods, operation, and procedures in a controlled laboratory environment. At the conclusion of this course, students will have an understanding of underground and surface mining. Safety is emphasized throughout this course.

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 135 FIRST RESPONDER (3-0-3)
This course provides students with skills to perform basic first aid in a variety of emergency situations. Specific topics include assessing victims, basic life support, CPR certification, natural disaster response, and treating victims for various traumas. At the conclusion of this course, students will be able to provide basic life support for victims.

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 142 ELECTRICITY FOR MINING I (2-1-3)
This course provides students with fundamental knowledge of direct current (DC) electricity commonly associated with the mining industry. Topics include terms and symbols, general knowledge of electricity and electrical measurement, Ohm's and Power Law, types of electrical circuits, and common test equipment. At the conclusion of this couse, students will be able to analyze DC circuits using a variety of electrical test equipment.

MNT 144 ELECTRICITY FOR MINING II (2-1-3)
This course provides students with fundamental knowledge of Alternate Current (AC) electricity commonly associated with the mining industry. Topics include basic theory of AC, electrical motors and transformers. At the conclusion of this course, students will be able to perform routine maintenance on electrical motors and transformers.

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 155 VENTILATION/ROOF SUPPORT (3-0-3)
This course provides students with basic knowledge related to mine ventilation and roof support systems. Specific topics include types of mine ventilation systems, ventilation measurement devices and techniques, properties of mine gases, types of roof control systems, and federal and state laws for ventilation and roof support systems. At the conlcusion of this course, students will be able to develop a basic mine ventilation and roof support plan.

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 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.

MNT 190 SURFACE EQUIPMENT SIMULATOR (1-0-1)
This course introduces students to the fundamentals of becoming a surface mining equipment operator and is specifically designed for Caterpillar haul trucks, and D10 and D11 bulldoziers. Topics include orientation, control systems, preoperational checks, basic control and safety features. At the conclusion of this course, students will have a working knowledge of operating heavy equipment in the mining industry.

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 (3-3-0-4)
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. (*Will no longer be offered after Spring semester 2008.)

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 (3-0-12-6)
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 (2-0-3-4)
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 a 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 lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. 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 lab exercises. 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.

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 lab exercises. 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 advanced business documents.

OAD 130 ELECTRONIC CALCULATIONS (3-0-3)
This course is designed to teach the numeric touch system and problem-solving techniques. 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 communicate effectively.

OAD 133 BUSINESS COMMUNICATIONS (3-0-3)
PREREQUISITE: OAD 101, OAD 103, OAD 104, OAD 125, or CIS 146.
This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications.

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. 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 lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted.

OAD 203 LEGAL OFFICE PROCEDURES (3-0-3)
PREREQUISITE: OAD 103 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 lab exercises. 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. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. 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 lab exercises. Emphasis is on medical 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 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. Emphasis is on managing medical and insurance 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. 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 248 SELECTED TOPICS (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 or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and 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 (3-0-3)
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 (3-0-3)
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 (3-0-3)
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 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 240 WILLS, ESTATES, AND TRUSTS (3-0-3)
This course covers various types of wills, trusts, probate estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. CORE

PRL 262 CIVIL LAW AND PROCEDURE (3-0-3)
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 282 LAW OFFICE MANAGEMENT AND PROCEDURES (3-0-3)
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

PRL 291 PARALEGAL INTERNSHIP (0-15-3)
PREREQUISITE: Instructor permission, PRL 101, PRL 102.
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal field, including work in law offices, municipal courts, banks, insurance companies, and governmental agencies, and with district and circuit court judges. Upon course completion, students will be able to apply in real-work settings competencies obtained in the PRL curriculum.

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)
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)
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)
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)
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)
One hour weekly for problem solving.

PHY 217 RECITATION IN GENERAL PHYSICS WITH CAL II (1-0-1)
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)
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: 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.

SUR 107 SURGICAL ANATOMY & PHYSIOLOGY (3-0-3)
PREREQUISITE: Admission to the program and/or as required by the SUR Department.
This course is an overview of surgical anatomy and physiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

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 DRIVER TRAINING

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 (2-3-3)
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 (2-3-3)
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 (2-3-3)
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 (1-4-3)
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 116 GTAW STAINLESS PIPE (1-6-3)
This course is designed to provide the student with the practices and procedures of welding stainless steel pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gases, joint geometry, joint preparation, and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up to the applicable code.

WDT 119 GAS METAL ARC/FLUX CORED ARC WELDING THEORY (2-3-3)
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 (2-3-3)
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 (0-6-3)
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 (0-6-3)
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 (0-6-3)
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 (0-6-3)
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 155 GTAW CARBON PIPE LAB (0-6-3)
This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

WDT 156 GTAW STAINLESS PIPE LAB (0-6-3)
This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

WDT 157 CONSUMABLE WELDING PROCESSES (1-6-3)
This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals.

WDT 158 CONSUMABLE WELDING PROCESSES LAB (0-6-3)
This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using consumable welding processes according to AWS Codes and standards. This course supports CIP code 48.0508.

WDT 160 ROBOTICS LAB I (1-6-3)
This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs, and allocate a weave start.

WDT 166 FLUX CORE ARC WELDING (FCAW) (2-3-3)
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. This course supports CIP code 48.0508.

WDT 167 FLUX CORE ARC WELDING LAB (0-6-3)
This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards.

WDT 180 SPECIAL TOPICS (1-6-3)
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 181 SPECIAL TOPICS LAB (0-6-3)
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students needs.

WDT 182 SPECIAL TOPICS (1-4-3)
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 183 SPECIAL TOPICS (1-2-2)
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 184 SPECIAL TOPICS (0-2-1)
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 193 CO-OP (0-15-3)
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

WDT 217 SMAW CARBON PIPE (1-4-3)
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 codes.

WDT 218 CERTIFICATION (1-6-3)
This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various applicable welding code requirements.

WDT 219 WELDING INSPECTION & TESTING (3-0-3)
This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

WDT 221 PIPEFITTING AND FABRICATION (1-6-3)
This course provides the student with skills and practices necessary for fabricating pipe plans using pipe and fittings. Emphasis is placed on various pipe fittings to include various degree angles. Upon completion, students should be able to fit various pipe fittings, and cut and fabricate tees, and assorted angles.

WDT 223 BLUEPRINT READING FOR FABRICATION (1-4-3)
This course provides a student with advanced skills in identifying and interpreting lines, views, dimensions, notes, bill of materials, and the use of tools of the trade. Emphasis is placed on figuring dimensional tolerances, layout and fitting of different component parts. Upon course completion, a student should be able to interpret, layout, and fabricate from blueprints to given tolerances.

WDT 228 GAS TUNGSTEN ARC WELDING (2-3-3)
This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

WDT 229 BOILER TUBE (1-4-3)
This course is designed to provide the student with the practices and procedures of welding boiler tubes using the gas tungsten arc and shielded metal arc welding process to the applicable code. Emphasis is placed on tube fit-up, tube welding technique, and code requirements. Upon completion, students should be able to identify code requirements and tube welding technique.

WDT 257 SMAW CARBON PIPE LAB (0-6-3)
This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

WDT 258 CERTIFICATION LAB (0-6-3)
Prerequisite or Co-requisite: 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 the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements.

WDT 268 GAS TUNGSTEN ARC LAB (0-6-3)
This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

WDT 269 BOILER TUBE LAB (0-6-3)
This course is designed to provide the student with the skills in welding boiler tubes using the gas tungsten arc and shielded metal arc welding process using filler metals in the F6 and F4 groups to applicable code. Emphasis is placed on welding boiler tubes using the gas tungsten arc and shielded metal arc welding process in the 2G and 6G positions in accordance with the applicable code. Upon completion, students should be able to perform gas tungsten arc and shielded metal arc welding on boiler tubes with the prescribed filler metals in the 2G and 6G positions to the applicable code.

WDT 280 SPECIAL TOPICS (0-9-3)
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

WDT 281 SPECIAL TOPICS IN WELDING TECHNOLOGY (0-9-3)
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

WDT 282 SPECIAL TOPICS (0-9-3)
This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs.

WDT 291 CO-OP (0-15-3)
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

WDT 292 CO-OP (0-15-3)
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

WDT 293 CO-OP (0-5-1)
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

WDT 294 CO-OP (0-10-2)
These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

WORKKEYS

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.

College Personnel

"Success is not the key to happiness. Happines is the key to success. If you love what you are doing, you will be successful." – A. Schweitzer

Believe. Achieve. Succeed.

BEVILL STATE
COMMUNITY COLLEGE

PERSONNEL

Bevill State Community College is a part of the Alabama Community 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.

Bradley Byrne, Chancellor

ALABAMA STATE BOARD OF EDUCATION
Governor Bob Riley, President

First District .....Randy McKinney
Second District .....Betty Peters
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Seventh District .....Sandra Ray
Eighth District .....Dr. Mary Jane Caylor

COLLEGE ADMINISTRATION

MORRISON, NEAL; INTERIM PRESIDENT; A.S., Wallace State Community College; B.S., Athens State University; J.D., Birmingham School of Law.

ELLARD, MARK D.; VICE PRESIDENT OF FINANCE; C.P.A., B.S., University of Alabama; M.B.A., University of Alabama at Birmingham.

STEPHENSON, DEVIN; VICE PRESIDENT OF EXTERNAL AFFAIRS; A.S., Walker College; B.S., Birmingham Southern College; M.A., Ed.D, University of Alabama.

ROBERTS, ALICE; DEAN OF INSTRUCTION AND STUDENT SERVICES; A.S., Northeast Alabama State Junior College; B.S.N., University of Alabama in Huntsville; M.A., University of North Alabama; M.S.N., University of Alabama at Birmingham.

DOLLAR, JERRY; ASSOCIATE DEAN OF ACADEMIC TRANSFER; B.S., University of North Alabama; M.A.T., University of Montevallo.

FLEMING, SHERIE; INTERIM ASSOCIATE DEAN OF CAREER TECHNICAL EDUCATION; A.S., Bevill State Community College; B.S., M.B.A., University of Alabama at Birmingham.

BURROW, SUSAN; CAMPUS ASSOCIATE DEAN-HAMILTON CAMPUS; B.S.N., University of North Alabama; M.S.N., University of Alabama at Birmingham; C.R.N.P., University of Alabama at Birmingham.

CARLISLE, NANCY; CAMPUS ASSOCIATE DEAN-SUMITON CAMPUS; B.S., M.Ed., University of Alabama at Birmingham.

MOTT, PENNE; CAMPUS ASSOCIATE DEAN-JASPER CAMPUS; A.S., Walker College; B.S.N, M.S.N., C.F.N.P., University of Alabama at Birmingham.

WEAVER, MAX; CAMPUS ASSOCIATE DEAN-FAYETTE CAMPUS; B.A., Mississippi State University; M.A., University of West Alabama.

FACULTY/PROFESSIONAL STAFF

ADAIR, STEPHANIE; NURSING; A.D.N., Walker College; B.S.N., M.S.N., University of South Alabama.

ADKINS, MARCIA; ENGLISH/SPEECH; B.S., M.A., Ed.S., University of Alabama at Birmingham.

ALDRIDGE, PENNY; COMPUTER SERVICES ASSISTANT; A.A., Brewer State Junior College; B.S., University of Alabama.

ALEXANDER, DALE; NURSING; CHAIR, HEALTH SCIENCES-HAMILTON CAMPUS; A.D.N., William Rainey Harper College; B.S.N., University of North Alabama; M.S.N., C.R.N.A., F.N.P., University of Alabama at Huntsville.

ANDERSON, TERESA; NURSING; B.S.N., University of Alabama; M.S.N., University of Alabama at Huntsville.

ARNOLD, DANNY; DIRECTOR OF COMPUTER SERVICES/ TELECOMMUNICATIONS; Diploma, Walker State Technical College; A.A., Walker College; B.S., University of Alabama at Birmingham.

ATKINSON, DANIELLE; ORIENTATION COORDINATOR/WORK FORCE DEVELOPMENT INSTRUCTOR; A.S., Bevill State Community College; B.S., M.S., Faulkner University.

BALLINGER, TIFFANY; ENGLISH; A.A., Bevill State Community College; B.S., University of North Alabama; M.A., University of South Alabama.

BARBER, MARY ELIZABETH; ENGLISH; B.S., University of Alabama; M.A.E. University of Alabama at Birmingham.

BARNES, JUDITH; DIRECTOR, STUDENT SUPPORT SERVICES-HAMILTON CAMPUS; B.S., David Lipscomb College; M.A., University of Alabama.

BARNETT, KRISTI; ASSOCIATE DIRECTOR OF PLANNING, RESEARCH, AND INSTITUTIONAL EFFECTIVENESS; B.S., Auburn University; M.B.A. University of Alabama at Birmingham.

BARRY, STEPHANIE; PROJECT COORDINATOR, UPWARD BOUND-PICKENS COUNTY EDUCATIONAL CENTER; B.A., Mississippi State University; M.S., University of West Alabama.

BARTLETT, LORETTA; SPEECH; B.A., University of North Alabama; M.A., Memphis State University.

BEARDEN, JEREMY; ENGLISH; B.A., M.A., University of Alabama at Birmingham.

BELL, SPENCER; ACADEMIC ADVISOR/CAREER CENTER, STUDENT SUPPORT SERVICES-HAMILTON CAMPUS; B.A., Athens State University.

BLANTON, AL; HEAD MEN'S BASKETBALL COACH/PARALEGAL INSTRUCTOR; A.S., Walker College; B.A., Mississippi State University; J.D., University of Alabama.

BOBO, GLENN ALLEN; BIOLOGY/CHEMISTRY; CHAIR, GENERAL STUDIES-JASPER CAMPUS; A.S., Walker College; B.S., Samford University; M.A., University of Alabama at Birmingham.

BONTA, CRAIG; TELECOMMUNICATIONS SPECIALIST.

BOWEN, RHONDA; NURSING, B.S.N., University of North Alabama; M.S.N., University of Phoenix.

BREED, JOYCE; NURSING; B.S.N., University of Alabama; M.S.N., University of Alabama at Birmingham.

BROCK, CYRUS; ENGLISH; B.A., M.A., University of Alabama.

BROWN, KELVIN; AUTO BODY REPAIR & REFINISHING TECHNOLOGY; Diploma, Walker State Technical College.

BRYANT, CHAD; AUTOMOTIVE INSTRUCTOR; A.A.T., Lawson State Community College.

BURGETT, THOMAS; WAEM WIRED COMMUNITY ENTERPRISE-READY DEVELOPMENT FACILITATOR; B.S., Liberty University; J.D. Birmingham School of Law.

BURKE, DAVID; TRUCK DRIVER TRAINING; Certificate, Bevill State Community College.

BURLESON, EMILY; NURSING; A.S.N., Excelsior College; B.S.N., Faulkner University; M.S.N., University of Phoenix.

BUSH, SUZANNE; ASSISTANT TO THE DEAN OF STUDENT SERVICES; Diploma, Walker State Technical College; B.S., Birmingham-Southern College; M.A., University of Alabama.

CABANISS, REITHA; NURSING; A.S., Walker College; B.S.N., M.S.N., University of Alabama at Birmingham.

CARGILE, NED; BUSINESS/ECONOMICS; B.S., M.A., University of Alabama.

CAUDLE, KAREN; NURSING; A.S.N., Northwest Alabama State Junior College; B.S.N., University of North Alabama; M.S.N., University of Alabama in Huntsville.

CHAMBLEE, EMILY; HISTORY/PSYCHOLOGY/ POLITICAL SCIENCE; B.A., M.S., Ed.D., Mississippi State University.

CHILDERS, ROGER; NURSING; A.S., B.S., Samford University; M.S., University of Laverne; M.S.N., Troy State University; Ph.D., California Coast University.

CLARK, LINDA; LOCAL AREA COORDINATOR, ADULT EDUCATION-JASPER & SUMITON CAMPUSES; B.S., M.A. University of Alabama.

CLEMMONS, MICHELLE; COMPUTER TECHNICIAN/NETWORK MANAGER; A.A.S., Bevill State Community College; B.S., University of Phoenix.

CLEMONS, RANCE; TRUCK DRIVER TRAINING; Diploma, Walker State Technical College; B.S., Athens State University.

CLEVELAND, BRUCE; TRUCK DRIVER TRAINING; Diploma, Walker State Technical College.

COCKRELL, GRANT; COORDINATOR OF CHILD DEVELOPMENT PROGRAM/CARL HARE CHILD CARE CENTER; B.A., Auburn University; M.S., University of Alabama.

COLEMAN, ZONJA L.; MATHEMATICS; B.A., Talladega College; M.S., University of Alabama at Birmingham.

COLVIN, CHRISTOPHER; EMERGENCY MEDICAL TECHNICAIN PROGRAM COORDINATOR/FACULTY; A.A.S., Bevill State Community College; B.A., Trevecca Nazarene University.

CRAVEN, BONNIE; BUSINESS OFFICE MANAGEMENT & TECHNOLOGY; CHAIR, CAREER TECHNICAL EDUCATION-SUMITON & JASPER CAMPUSES; A.S., Walker College; A.A., University of Alabama at Birmingham; B.S., M.A., University of Alabama.

CRAWFORD, WAYNE; SCIENCE; B.S., M.A., Livingston University; M.S., Mississippi State University.

CROSBY, LAURA; MATHEMATICS; B.S., M.A., University of Alabama.

CRUMP, JERRY; BIOLOGY; B.S., M.S., University of Alabama; M.D., University of Alabama School of Medicine.

CUMMINGS, LESLIE; COLLEGE-WIDE DIVISION CHAIR FOR DISTANCE EDUCATION/PSYCHOLOGY; B.A., University of Alabama; M.S., Mississippi State University.

DEBRAY, EMILY; PSYCHOLOGY; B.A., Auburn University; M.S., Auburn University Montgomery.

DOTSON, DOLORES; NURSING; B.S.N., M.S.N. University of Alabama at Birmingham.

EARNEST, NANCY; BIOLOGY; B.S., M.S., University of Alabama.

EDDY, KIMBERLY; NURSING; B.S.N., University of North Alabama; M.S.N., University of Alabama.

ENNIS, KIM; ASSISTANT TO THE DEAN OF STUDENT SERVICES; A.S., Walker College; B.S., Birmingham-Southern College; M.A., Ph.D, University of Alabama at Birmingham.

ESTES, TIM; BIOLOGY; B.S., M.A., University of Alabama.

FORD, LARRY; MINE TECHNOLOGY; B.S., Athens State University.

FRANKS, SARA; DIRECTOR, STUDENT SERVICES-HAMILTON CAMPUS/DIRECTOR, UPWARD BOUND-HAMILTON CAMPUS; B.S., University of South Alabama; M.A., University of Alabama.

FREEMAN, TARSH; MATHEMATICS; B.A., M.A., University of Alabama.

GANN, BRIAN; DIRECTOR OF INSTITUTIONAL ADVANCEMENT/ INTERIM DIRECTOR OF PERSONNEL SERVICES; A.A., Bevill State Community College; B.A., University of Alabama.

GANN, JUDITH; MATHEMATICS; A.A., A.S., Bevill State Community College; B.S., M.A., University of North Alabama.

GANN, RUSSELL; WEBSITE COORDINATOR; A.A., UAB Walker College; B.A., Lee University.

GATES, CHARLES; BUSINESS AND INDUSTRY TRAINING COORDINATOR-FAYETTE & HAMILTON CAMPUSES; B.A., University of South Alabama; M.S.W., University of Alabama.

GATOR, TIQUA; CAREER ADVISOR; B.S., Alabama A & M.

GERMAN, LISA; MICROBIOLOGY, PHLEBOTOMY; B.S., University of Alabama at Birmingham; M.A., University of Alabama.

GORDON, CHRISTOPHER; MUSIC; B.M., M.M., University of Alabama.

GRAHAM, GINA GRACE; DIRECTOR, UPWARD BOUND-SUMITON CAMPUS/TESTING COORDINATOR-SUMITON CAMPUS; A.A.S., Bevill State Community College; B.A., Stillman College; M.A.E., University of Alabama at Birmingham.

GRAVITT, KRIS; MATHEMATICS/PSYCHOLOGY; A.S., Walker College; B.S., M.A., University of Alabama at Birmingham.

GREEN, ASHLEY, ELECTRONICS; A.A.S., Bevill State Community College.

GREEN, ROBEANA; DIRECTOR, STUDENT SERVICES-JASPER CAMPUS; B.S., M.A., University of North Alabama.

GROGAN, CHRISTOPHER; SPEECH; B.A., Auburn University; M.A., University of Montevallo.

GULSBY, JOSHUA; INTERIM HEAD MEN'S BASKETBALL COACH/WELLNESS CENTER ASSISTANT; B.S., University of South Alabama.

GURGANUS, PAT; COSMETOLOGY; Diploma, Walker State Technical College; B.S., Athens State University.

HAGOOD, MICHAEL; COMPUTER SCIENCE; B.S., M.E., University of Alabama; M.A.E., University of Alabama at Birmingham.

HALCOMB, LISA; NURSING; A.A.S., Itawamba Community College, M.S., Samford University.

HALE, CECELIA; SPEECH; B.A., M.A., University of Alabama.

HANES, MELISSA; DIRECTOR OF FINANCIAL SERVICES; Diploma, Walker State Technical College; A.S., Walker College; B.S., Samford University; M.A.E., University of Alabama at Birmingham.

HARDISON, BEVERLY; ENGLISH; A.A., Bevill State Community College; B.A., Mississippi University for Women; M.A.T., University of West Alabama.

HARRIS, KELLIE; PROJECT COORDINATOR, UPWARD BOUND-FAYETTE CAMPUS; B.S. Lubbock Christian University.

HARTLEY, DOUGLAS; PROJECT COORDINATOR, UPWARD BOUND-SUMITON CAMPUS; B.S., University of Montevallo.

HENEGAR, GINGER; EDUCATIONAL TALENT SEARCH OUTREACH ADVISOR; B.S., M.S., Mississippi State University.

HICKS, MICHAEL; MATHEMATICS; B.S., Northeast Louisiana University; M.S., Northwestern State University of Louisiana; M.A. University of Alabama.

HIGGINBOTHAM-WILSON, NITA; BIOLOGY; B.S., University of Alabama at Birmingham; M.A., University of Alabama.

HILLIS, JAY; PSYCHOLOGY/SPEECH; B.S., University of North Alabama; M.A., University of Alabama.

HOLLIMAN, SANDRA; WOMEN'S VOLLEYBALL COACH-FAYETTE CAMPUS; B.S., M.A., University of Alabama.

HOLLIS, TERESA; ACADEMIC ADVISOR, STUDENT SUPPORT SERVICES-FAYETTE CAMPUS; A.A., Bevill State Community College; B.A., University of North Alabama

HOLT, TIM; MACHINE TOOL TECHNOLOGY; A.A.S., Northwest Community College.

HOUSEL, TENZA; NURSING; B.S.N., M.S.N., University of Alabama.

HOWELL, PRENTICE; MACHINE TOOL TECHNOLOGY; A.A.S., Northwest Community College.

HOWELL, RICKEY; SOFTBALL COACH/P.E. INSTRUCTOR-SUMITON CAMPUS; A.A., Jefferson State Community College; B.S., Southern Christian University; M.S., Mississippi State University.

HOWTON, RUSSELL; ATHLETIC DIRECTOR; A.A., Bevill State Community College; B.S., University of North Alabama; M.S., Mississippi State University.

HULTGREN, LEISHA; ENGLISH; B.A., M.A.E., University of Alabama at Birmingham, M.A., National University.

INGLE, MAURICE; DRAFTING DESIGN ENGINEERING TECHNOLOGY; A.A.S., Bevill State Community College.

IRELAND, CHARLES A.; DIRECTOR OF WORKFORCE DEVELOPMENT AND TRAINING FOR EXISTING BUSINESS AND INDUSTRY; A.S., Community College of the Air Force; B.S., M.Ed., University of Southern Mississippi.

JACKSON, WANDA; DIRECTOR OF STUDENT SUPPORT SERVICES-FAYETTE CAMPUS; B.S., University of Alabama at Birmingham; M.L.S., University of Alabama.

JENKINS, DEWAYNE; AIR CONDITIONING/REFRIGERATION; A.A.S., Bevill State Community College.

JOHNSON, TERESA; CHEMISTRY/PHYSICS; CHAIR, GENERAL STUDIES-SUMITON CAMPUS; B.A., University of Montevallo; B.S., M.A., Ed.S., University of Alabama at Birmingham; Ed.D., NOVA Southeastern University.

JONES, ERNESTINE; NURSING; B.S.N., University of Alabama; M.S.N., University of Alabama.

KENNEDY, KIM; COMPUTER TECHNICIAN/NETWORK MANAGER; A.A.S., Bevill State Community College.

KIMBRELL, MIKE; DIESEL TECHNOLOGY; Diploma, Walker State Technical College.

KIMES, GERALD; MINE TECHNOLOGY; B.M.E., Birmingham-Southern College; M.M.E., University of Montevallo.

KOON, STEVEN; DIRECTOR, PICKENS COUNTY EDUCATIONAL CENTER; B.S., M.A., University of Alabama.

LACEY, JERRY; FACILITY PROJECT DIRECTOR; B.S., Alabama A & M College.

LANDERS, ROBERT; COMPUTER INFORMATION SYSTEMS; B.S., Athens State University; M.B.A., University of North Alabama.

LANGHAM, ED; BASEBALL COACH/MAINTENANCE-SUMITON CAMPUS; B.S., University of Alabama.

LAWRENCE, KAREN; EDUCATIONAL TALENT SEARCH ADVISOR-HAMILTON CAMPUS; B.S., Blue Mountain College; M.A.E., University of Alabama at Birmingham.

LAWRENCE, KIMBERLY; COMPUTER TECHNICIAN/TELECOMMUNICATION ASSISTANT; A.A.S., Bevill State Community College.

LAZARUS, ANGIE; ENGLISH; B.A., University of Alabama; M.A., Florida State University.

LIGHT, JOHN; COMPUTER TECHNICIAN/NETWORK MANAGER; Diploma, Walker State Technical College, A.A., Bevill State Community College; B.A., Stillman College.

LIGHT, SUZANNE; DIRECTOR, STUDENT SERVICES-SUMITON CAMPUS/DIRECTOR, EDUCATIONAL TALENT SEARCH; A.S., Bevill State Community College; B.A., Stillman College; M.A.E., University of Alabama at Birmingham.

LOLLAR, JEFFREY; MINING TECHNOLOGY.

LOVE, JAYNE; ADMINISTRATIVE ASSISTANT TO THE PRESIDENT; A.A.S., Bevill State Community College; B.A., Stillman College.

LOWERY, BRUCE; HISTORY; B.S., Auburn University; M.S., Jacksonville State University.

MADISON, JOSH; ELECTRONIC LEARNER/INSTRUCTIONAL DESIGNER; B.S., Troy State University; M.S., Regis University.

MARSHALL, JASON; WOMEN'S CROSS COUNTRY & TRACK COACH-HAMILTON CAMPUS; B.S., University of North Alabama.

MATHEWS, JAMES R.; ELECTRICITY; A.A.S., Bevill State Community College; B.S., University of Alabama at Birmingham.

MAY, JOEY; BASEBALL COACH/P.E. INSTRUCTOR-FAYETTE CAMPUS; B.S., M.S., University of Alabama.

MAYHALL, JONATHAN; PSYCHOLOGY; B.A., University of Alabama; M.A., University of Alabama at Birmingham.

MAYS, MELISSA; NURSING; A.D.N., Walker College; B.S.N., Wilmington College; M.S.N., University of South Alabama.

MCADAMS, DIXIE; COMPUTER INFORMATION SYSTEMS; A.S., Jefferson State Community College; B.S., Auburn University; M.A., University of Alabama at Birmingham.

MCCARLEY, LINDA; ACCOUNTING; A.S., Bevill State Community College; B.S., Auburn University; M.A., University of Alabama.

MCCARTY, RONALD; MINING TECHNOLOGY; B.S., University of Alabama at Birmingham.

MCDONALD, BRUCE; UNRESTRICTED FUNDS ACCOUNTANT; B.S., University of Alabama at Birmingham.

MCDONALD, NANCY; EXECUTIVE DIRECTOR-ADULT EDUCATION CONSORTIUM; B.S., M.A., University of Alabama.

MCMAHON, KAREN; NURSING; CHAIR, HEALTH SCIENCES-FAYETTE CAMPUS; B.S.N., Mississippi University for Women; M.S.N., University of South Alabama.

MCRAE, BELINDA; COMMUNITY LIASON/COORDINATOR OF CONTINUING EDUCATION-HAMILTON CAMPUS; B.S., M.A., Ed.S., University of North Alabama.

MEASEL, JOHN; COMPUTER INFORMATION SYSTEMS; B.A., University of Alabama; B.S., M.A., University of Alabama at Birmingham.

MERRY, LOIS; NURSING; A.A.N., Anoka Community College; B.S.N., M.S.N., University of Alabama at Birmingham.

MIDDLETON, SALLY; HEAD LIBRARIAN-FAYETTE CAMPUS; B.S., University of Southern Mississippi; M.L.S., University of South Florida.

MILLER, CAROLYN; MATHEMATICS; B.A., Birmingham Southern College; M.A., University of Alabama at Birmingham.

MOORE, BILL; MINING TECHNOLOGY; A.A.S., Walker State Technical College.

MORGAN, CAROL; RESTRICTED FUNDS ACCOUNTANT; Certificate, Walker State Technical College; A.S., Walker College; B.S., Birmingham-Southern College; M.P.A., University of Alabama at Birmingham.

MORMAN, SADERIA; EDUCATIONAL TALENT SEARCH ADVISOR-SUMITON CAMPUS; B.A., University of Alabama.

MORRIS, RON; ART; B.S., M.A., M.F.A., University of Alabama.

MYRICK, JOHN PAUL; HEAD LIBRARIAN - JASPER CAMPUS; B.A., University of Alabama at Birmingham; M.L.S., University of Alabama.

NELSON, JEFF; AUTOMOTIVE INSTRUCTOR; Certificate, Bessemer State Technical College; B.S., University of Alabama at Birmingham.

NEUMANN, LINDA; SURGICAL TECHNOLOGY; A.D.N., Northwest Community College.

NICHOLS, SHANNON; SECOND OPPORTUNITY SYSTEM-CAREER COACH; B.S., University of North Alabama.

NIXON, WADE; BUSINESS/ACCOUNTING/PSYCHOLOGY; B.S., M.B.A., University of North Alabama; M.A., Skidmore College; Ph.D., University of Mississippi.

PACE, DALE; CHEMISTRY; B.S., Ph.D., University of Alabama.

PAGE, CAROLINE; MATHEMATICS/HEALTH; B.S., M.A., University of North Alabama.

PAGE, JIMMIE SUE; EMERGENCY MEDICAL TECHNICIAN; A.A.S., E.M.T., Bevill State Community College.

PRICE, JIMMY; MEDICAL CONTINUING EDUCATION COORDINATOR; Certificate, University of Alabama.

QUESENBERRY, KARLA; WAEM WIRED COMMUNITY ENTERPRISE-READY DEVELOPMENT FACILITATOR; A.S. Bevill State Community College; B.A., University of Alabama.

RAMSEY, KRISTIE; COMPUTER INFORMATION SYSTEMS; B.S., Mississippi University for Women; M.S., Mississippi State University.

RAMSEY, TODD; ENGLISH; B.S., Towson State University; M.A., Kansas State University; Ph.D., University of Alabama.

REEVES, PATRICIA; NURSING; CHAIR, HEALTH SCIENCES-JASPER & SUMITON CAMPUSES; B.S., M.Ed., University of Mississippi; B.S.N., University of Alabama in Huntsville; M.S.N., University of Southern Mississippi.

REYNOLDS, EVERETT; WELDING TECHNOLOGY; Certificate, A.A., Bevill State Community College; B.A., Athens State University.

RICHARDSON, JONATHAN; HEAD WOMENS BASKETBALL COACH/WELLNESS ASSISTANT; B.S., M.S., Faulkner University.

RICHARDSON, MARY; MATHEMATICS; B.S., M.A.E., Ed.S., University of Alabama.

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

RIZZO, STEPHEN; DEVELOPMENTAL ENGLISH/MUSIC; B.A., Jacksonville State University; M.Ed., University of Alabama at Birmingham; M.M., Samford University.

ROBINSON, TIMOTHY; SECOND OPPORTUNITY SYSTEM CAREER COACH; A.A.S., Bevill State Community College.

ROWELL, HAROLD; MATHEMATICS; B.S., M.S., Jacksonville State University.

ROWLAND, ALLEN; HISTORY; B.S., University of Alabama; M.Ed., University of Montevallo; M.A., University of Alabama at Birmingham; Ph.D., University of Alabama.

RUSSELL, KENNETH; AMTC TRAINING COORDINATOR; B.S., Birmingham-Southern College.

RUTLEDGE, TAMMY; NURSING; A.D.N. Walker College; B.S.N. University of Phoenix.

SANDERS, TAMMY; HEAD LIBRARIAN-HAMILTON CAMPUS; B.S., M.L.S., University of Alabama.

SCHROEDER, DAVID; HISTORY; B.A., M.A., University of Wisconsin-Milwaukee; Ph.D., University of Alabama.

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

SIMS, JALAINE; TESTING COORDINATOR/ACADEMIC ADVISOR, STUDENT SUPPORT SERVICES-FAYETTE CAMPUS; B.S., University of North Alabama; M.A., University of Alabama.

SIZEMORE, DOUG; BIOLOGY; B.S., University of North Alabama; M.S., Samford University; M.A., University of Alabama at Birmingham; Ed.D., University of Alabama.

SKIPWITH, ARMIGENE; NURSING; B.S.N., Tuskegee Institute; M.S.N., Emory University.

SMITH, MARTHA; NURSING; A.D.N., Northwest Alabama Community College; B.S.N., University of North Alabama; M.S.N., University of Alabama.

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

SPANN, ROBIN; NURSING; A.A.S., Bevill State Community College; M.S., Samford University.

SPEER, CHARLOTTE; ENGLISH; B.S., Athens State University; M.A., University of Alabama at Birmingham.

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.

STONE, RICHIE; DRAFTING DESIGN ENGINEERING TECHNOLOGY; A.A.S., Northwest Community College; B.S., Athens State University.

STOWE, MELISSA; ASSISTANT TO THE DEAN OF STUDENT SERVICES; A.S., Northwest Community College; B.A., Stillman College; M.Ed., University of Alabama.

SUDDUTH, SANDRA; SECOND OPPORTUNITY SYSTEM-CAREER COACH; A.S., Walker College.

SULLIVAN, SAMUEL; DIRECTOR, STUDENT SERVICES-FAYETTE CAMPUS; B.S., University of Alabama.

SWINNEY, DONNA; PROJECT COORDINATOR, UPWARD BOUND - HAMILTON CAMPUS; A.A., Northwest Alabama Junior College; B.S., M.A., University of North Alabama.

SWINNEY, KENNETH; PHYSICS/ENGINEERING/MATHEMATICS-FAYETTE CAMPUS; B.S., Peabody College; M.S., Vanderbilt University.

SWINNEY, SANDRA; COORDINATOR, DEVELOPMENTAL MATHEMATICS-FAYETTE CAMPUS; A.S., Bevill State Community College; B.S., University of Alabama.

TAYLOR, GREG; BIOLOGY; CHAIR, GENERAL STUDIES-HAMILTON CAMPUS; A.S., Brewer State Junior College; B.S., M.A., Ed.D., University of Alabama.

TAYLOR, JOHN; COMPUTER TECHNICIAN/NETWORK MANAGER-FAYETTE CAMPUS; B.A., M.S., University of Alabama.

TERRY, SHERRY; DIRECTOR OF PUBLIC RELATIONS; A.S., Bevill State Community College; B.A., Stillman College; M.Ed., University of Alabama.

TRAWICK, HOLLY; ASSISTANT DIRECTOR OF PUBLIC RELATIONS; B.A., University of Alabama.

UHLMAN, ANNE PERRY; ACADEMIC ADVISOR, STUDENT SUPPORT SERVICES-FAYETTE CAMPUS; B.S., Judson College; M.A., University of South Alabama.

UMFRESS, DAVID; DRAFTING DESIGN ENGINEERING TECHNOLOGY; CHAIR, CAREER TECHNICAL EDUCATION-HAMILTON & FAYETTE CAMPUSES; B.S., M.Ed., Mississippi State University.

VANN, VALERIE; DIRECTOR OF NORTH ALABAMA SKILLS TRAINING CONSORTIUM; B.S., Ohio Wesleyan University; M.Ed., University of Alabama at Birmingham.

VANZANT, REBECCA; COMPUTER INFORMATION SYSTEMS; A.S., Walker College; B.S., Samford University; M.A., University of Alabama at Birmingham.

WALL, BENJAMIN R., JR.; BIOLOGY; B.A., Birmingham-Southern College; M.S., Ed.S., University of Alabama.

WALLACE, LINDA; BUSINESS OFFICE MANAGEMENT & TECHNOLOGY; B.S., M.A., University of Alabama.

WATT, WILLIAM; SPEECH/HISTORY; B.A., University of Montevallo; M.A., University of Alabama at Birmingham.

WEBB, TYRONE T.; ASSISTANT TO THE DEAN FOR LIBRARY/LEARNING RESOURCES; B.S., M.Ed., Alabama State University; M.L.S., University of Alabama.

WEBSTER, MARTHA; SECOND OPPORTUNITY SYSTEM COUNSELOR; B.S., University of North Alabama.

WELLS, WADE; MATHEMATICS; B.S., Pennsylvania State University; M.S., Middle Tennessee State University.

WHITEHEAD, LANA; UPWARD BOUND DIRECTOR-FAYETTE CAMPUS; B.S., M.L.S., University of Alabama.

WHITSON, STEFANIE; CAREER TRANSITIONS ADVISOR/ RECRUITER; B.S. University of Alabama.

WIGINTON, KATHY; BARBERING/COSMETOLOGY; Certificate, Northwest Community College.

WILHITE, CLINT; WELDING TECHNOLOGY; Diploma, Walker State Technical College; A.S., Wallace State Community College; B.A., Stillman College.

WILHITE, LISA; ACCOUNTING/BUSINESS; C.P.A., B.S., Birmingham Southern College; M.A.C., University of Alabama at Birmingham.

WILSON, MELINDA; WELLNESS CENTER COORDINATOR/ATHLETIC TRAINER; B.S., M.A., University of Alabama.

WOOD, WENDY; BUSINESS/ECONOMICS; A.S., Walker College; B.S., University of Alabama; M.B.A., University of Alabama at Birmingham.

WOOLDRIDGE, GAIL; TESTING COORDINATOR; ACADEMIC ADVISOR, STUDENT SUPPORT SERVICES-HAMILTON CAMPUS; B.S., Florence State College.

YEAGER, RICHARD; TRUCK DRIVER TRAINING; Diploma, Walker State Technical College; B.S., Athens State University.

SUPPORT PERSONNEL

ADAMS, AUTUMN; STUDENT SERVICES OFFICE ASSISTANT-SUMITON CAMPUS; A.A.S., Bevill State Community College.

ADAMS, SHARON; BUSINESS OFFICE PAYROLL ASSISTANT.

ALEXANDER, JOYCE; SECRETARY TO THE ASSOCIATE DEAN FOR HEALTH SCIENCES; A.A.S, A.S., A.A., Bevill State Community College; B.A., Stillman College.

ANDERSON, MICHELLE; SECRETARY TO THE CAMPUS ASSOCIATE DEAN-JASPER CAMPUS; Certificate, A.S., Bevill State Community College; A.S., Brewer State Junior College.

ASHBY, LISA; RECORDS ASSISTANT-JASPER CAMPUS; A.A.S., Bevill State Community College.

AVERY, PALMA; HOUSEKEEPING-HAMILTON CAMPUS

BARTON, SABRINA; ADMISSIONS/RECORDS OFFICER -SUMITON CAMPUS; A.S., Bevill State Community College.

BIRMINGHAM, LINDA; CASHIER/OFFICE MANAGER-HAMILTON CAMPUS; Diploma, Northwest State Technical College.

BOBO, JANET; CASHIER/OFFICE MANAGER-FAYETTE CAMPUS; A.A.S., Brewer State Junior College; B.S., University of Alabama.

BOYD, KATHY; ACCOUNTS PAYABLE CLERK; A.S., Bevill State Community College.

BRAKEFIELD, DONNA; SECRETARY TO THE ASSOCIATE DEAN FOR ACADEMIC TRANSFER.

BROWN, CINDY; BOOKSTORE MANAGER-JASPER CAMPUS; A.A.S., Bevill State Community College.

CARMICHAEL, CONNIE; MINING SECRETARY-SUMITON CAMPUS.

CLARK, AMBERLEY; ADMINISTRATIVE SECRETARY TO VICE PRESIDENT OF EXTERNAL AFFAIRS; A.S., Shelton State Community College; B.A., M.S., Mississippi State University.

COLEMAN, MARTHA; ADMISSIONS/RECORDS OFFICER-HAMILTON CAMPUS; Diploma, Northwest State Technical College.

CONNELL, CHRISTOPHER; MAINTENANCE-SUMITON CAMPUS.

CROWLEY, BETTY SUE; ADMINISTRATIVE ASSISTANT-ADULT EDUCATION.

DOSS, PATRICIA; TEACHER, CHILD DEVELOPMENT CENTER-HAMILTON CAMPUS.

DOZIER, MAXINE; EVENING LIBRARY ASSISTANT-FAYETTE CAMPUS.

DUREN, CARLA; SECRETARY TO THE CAMPUS ASSOCIATE DEAN-HAMILTON CAMPUS; B.S., University of North Alabama.

EARNEST, DIANE; STUDENT SERVICES OFFICE ASSISTANT-FAYETTE CAMPUS; A.A.S., Bevill State Community College.

EDWARDS, MARY; CHILD CARE CENTER SUPERVISOR-HAMILTON CAMPUS; Certificate, Bevill State Community College.

ENGLAND, SUZAN; TEACHER, CHILD DEVELOPMENT CENTER-JASPER CAMPUS.

FLOWERS, JANICE; HOUSEKEEPING-SUMITON CAMPUS.

FORD, JERRI; SECRETARY TO THE VICE PRESIDENT OF FINANCE; A.A.S., Southern Institute.

FREEMAN, LAVERNE; HOUSEKEEPING-FAYETTE CAMPUS.

GIBSON, CYNTHIA; HOUSEKEEPING-SUMITON CAMPUS.

GODFREY, ELAINE; HOUSEKEEPING-SUMITON CAMPUS.

GUTHRIE, RHONDA; SECRETARY TO THE CAMPUS ASSOCIATE DEAN-SUMITON CAMPUS; A.A.S., Bevill State Community College; B.S., Stillman College.

HANSON, JAMES; MAINTENANCE SUPERVISOR-FAYETTE CAMPUS.

HARRIS, MARY; LIBRARY TECHNICAL ASSISTANT-SUMITON CAMPUS; Certificate, Bevill State Community College.

HARVILL, PAT; TEACHER, CHILD DEVELOPMENT CENTER-JASPER CAMPUS; A.A.S., Bevill State Community College.

HENDON, KAREN; STUDENT SERVICES OFFICE ASSISTANT-JASPER CAMPUS; Certificate, Walker State Technical College.

HICKMAN, CHRISTY; TEACHER, CHILD DEVELOPMENT CENTER-HAMILTON CAMPUS.

HILL, RICHARD; MAINTENANCE-FAYETTE CAMPUS; A.A.S., Bevill State Community College.

HOLLOWAY, KAY; BOOKSTORE MANAGER-HAMILTON CAMPUS; B.S., University of Alabama.

JACKSON, JESSE; MAINTENANCE-HAMILTON CAMPUS; Certificate, Northwest Alabama Community College.

JENKINS, WENDY; SECRETARY TO THE ASSOCIATE DEAN OF CAREER TECHNICAL EDUCATION; A.A.S., Bevill State Community College.

JOHNSON, RAMMIE; BOOKSTORE MANAGER-FAYETTE CAMPUS; A.A.S., Northwest Alabama Technical College; B.A., Stillman College.

JOHNSTON, PAIGE; TEACHER, CHILD DEVELOPMENT CENTER-JASPER CAMPUS.

JOHNSTON, VICKY; STUDENT SERVICES ASSISTANT - JASPER CAMPUS; A.S., Bevill State Community College.

KENNEDY, JANA; TESTING COORDINATOR/CHEERLEADER SPONSOR-JASPER CAMPUS; A.S., UAB Walker College; B.S., University of Alabama at Birmingham.

KIMBRELL, MARTHA; ASSISTANT TO THE DIRECTOR OF PICKENS COUNTY EDUCATIONAL CENTER; A.S., Brewer State Junior College.

KINARD, MARY; SENIOR ASSISTANT TO THE PERSONNEL DIRECTOR; A.A.S., Bevill State Community College.

KIZZIRE, AMY; TEACHER, CHILD DEVELOPMENT CENTER-JASPER CAMPUS; Certificate, A.A.S., Bevill State Community College.

KNIGHT, NORMA; HOUSEKEEPING-HAMILTON CAMPUS.

LAIRD, AMANDA; SECRETARY, FEDERAL PROGRAMS-SUMITON CAMPUS; Certificate, Walker State Technical College.

LETSON, SHELBY; MAINTENANCE-JASPER CAMPUS.

LONG, GAIL; HOUSEKEEPING-JASPER CAMPUS.

MABURY, HOLLEY; SECRETARY TO THE CAMPUS ASSOCIATE DEAN-FAYETTE CAMPUS.

MANASCO, BENNY; SECURITY GUARD-JASPER CAMPUS.

MARTIN, CRAIG; MAINTENANCE-SUMITON CAMPUS.

MASSEY, BILL; MAINTENANCE SUPERVISOR-JASPER CAMPUS.

MCCUMBER, ROSCOE; MAINTENANCE-JASPER CAMPUS; A.A.S., Bevill State Community College.

MCLEMORE, SHIRLEY; SECRETARY, HEALTH SCIENCES-SUMITON CAMPUS; B.A., M.S., Faulkner University.

MURRAY, MARIE; RECORDS ASSISTANT-SUMITON CAMPUS; A.A.S., Bevill State Community College.

MURRAY, SHEILA; FINANCIAL AID OFFICER-HAMILTON CAMPUS; A.A.S., Northwest Alabama Community College.

NALLS, VANESSA; TEACHER, CHILD DEVELOPMENT CENTER-JASPER CAMPUS; A.A.S., Bevill State Community College.

PEOPLES, HOWARD; CUSTODIAN, AVC BUILDING-FAYETTE CAMPUS.

PERRY, BARRY; MAINTENANCE SUPERVISOR-HAMILTON CAMPUS.

PETERS, GAIL; LIBRARY TECHNICAL ASSISTANT-JASPER CAMPUS; B.S., Samford University; M.L.S., University of Alabama.

PHILLIPS, KENNY; MAINTENANCE-SUMITON CAMPUS.

PREUNINGER, JILL; LIBRARY TECHNICAL ASSISTANT - HAMILTON CAMPUS; B.S., University of Alabama.

PRICE, SHERRY; ADMINISTRATIVE ASSISTANT/RECORDS MANAGER, UPWARD BOUND-FAYETTE CAMPUS; B.S., University of Alabama.

RAGSDALE, WAYNE; MAINTENANCE SUPERVISOR -SUMITON CAMPUS.

ROBERTS, BETHANY; FINANCIAL AID OFFICER -FAYETTE CAMPUS; B.A., Mississippi State University.

ROSE, PAM; PURCHASING ASSISTANT; Diploma, Walker State Technical College.

ROWE, KERRY; MAINTENANCE-JASPER CAMPUS; Certificate, Walker State Technical College.

ROWLAND, JAN; CASHIER/BUSINESS OFFICE MANAGER-JASPER CAMPUS; A.S., UAB Walker College.

RUTLEDGE, AMANDA; RECORDS ASSISTANT-FAYETTE CAMPUS; A.A.S., Bevill State Community College.

RUTLEDGE, AMBER; CHILD DEVELOPMENT CENTER-JASPER CAMPUS; A.A., Bevill State Community College.

SADBERRY, DELOIS; HOUSEKEEPING-JASPER CAMPUS.

SAPPINGTON, SHELIA; ADMINISTRATIVE ASSISTANT/ADVISOR, STUDENT SUPPORT SERVICES-HAMILTON CAMPUS; Certificate, Mississippi State College for Women; A.S., Northwest Community College; B.S., Faulkner University.

SETTLE, SHERRY; ADMISSIONS/RECORDS OFFICER/CHEERLEADER SPONSOR-FAYETTE CAMPUS; A.A.S., Bevill State Community College.

SHEPHERD, THERESA; HOUSEKEEPING-JASPER CAMPUS.

SHERRILL, DUSTIN; GROUNDSKEEPER-FAYETTE CAMPUS.

SMITH, JANICE; SECRETARY TO THE DEAN OF INSTRUCTION AND STUDENT SERVICES.

STACKS, JANICE; UPWARD BOUND RECORDS MANAGER/TESTING ASSISTANT-SUMITON CAMPUS.

STEADMAN, BARBARA; PERSONNEL SERVICES ASSISTANT; A.A.S., Bevill State Community College.

SULLIVAN, DONNA; FINANCIAL AID OFFICER-JASPER CAMPUS; A.A.S., Bevill State Community College.

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

TAYLOR, MARIANNE; HOUSEKEEPING-FAYETTE CAMPUS.

TUNE, JEAN; SECRETARY, WORKFORCE DEVELOPMENT, TRAINING FOR EXISTING BUSINESS AND INDUSTRY AND WIRED DIVISION; Certificate, Bevill State Community College.

VINES, RENEE; STUDENT SERVICES OFFICE ASSISTANT/DANCE TEAM SPONSOR-HAMILTON CAMPUS; B.S., University of North Alabama; M.S., Mississippi State University.

WADSWORTH, JOAN; FINANCIAL AID OFFICER-SUMITON CAMPUS; A.A.S., A.S., A.A., Bevill State Community College; B.A., Stillman College.

WALLACE, BRENDA; TEACHER, CHILD DEVELOPMENT CENTER-HAMILTON CAMPUS.

WARREN, JANICE; SECRETARY, TRUCK DRIVER TRAINING-SUMITON CAMPUS; A.A.T., Bevill State Community College.

WATKINS, CHRISTIE; HOUSEKEEPING-FAYETTE CAMPUS.

WHISNANT, BRADLEY; MAINTENANCE-HAMILTON CAMPUS; A.A.S., Bevill State Community College.

WILLIAMS, CARRIE; SECRETARY FOR STUDENT SERVICES; B.S., University of North Alabama; M.A., University of Alabama at Birmingham.

WILLIAMS, PAT; BOOKSTORE MANAGER-SUMITON CAMPUS.

WILLIAMS, REGINA; ACCOUNTS PAYABLE CLERK-SUMITON CAMPUS.

WOLFE, ROBERT; HOUSEKEEPING-HAMILTON CAMPUS.

WYNN, MARIA; SECRETARY-COMPUTER SERVICES.

Student Handbook

"Believe and act as if it were impossible to fail." – C. F. Kettering

Believe. Achieve. Succeed.

FUTURE MADE VISIBLE

BEVILL STATE
COMMUNITY COLLEGE

Bevill State Community College
Student Handbook
2008-2009

The Student Handbook has been prepared 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.

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. Anyone who has a disability that might require special materials, services, or assistance, should contact Sam Sullivan (Fayette Campus), Sara Franks (Hamilton Campus), Robeana Green (Jasper Campus), or Suzanne Light (Sumiton Campus), at least 48 hours in advance. For TDD users in Alabama, the Alabama Relay Center is available by calling (800) 548-2546. All materials related to compliance with the Americans with Disabilities Act and Section 504 are maintained by the College coordinator, Suzanne Bush.

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. When classes are in session, the Office of Student Services' standard hours of operation are Monday-Thursday 7:30 a.m.-6:00 p.m. and Friday 7:30 a.m.-5:00 p.m. When classes are not in session, and the College is not closed for school holidays, the operating hours are Monday-Friday 7:30 a.m.-5:00 p.m. Special hours during semester registration and add/drop periods are posted as necessary.

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 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 student 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.

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 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 collection includes 135,000 books, eBooks, 190 current periodical titles, DVDs, videos, multimedia resources, and 95,000 government documents through the federal depository program. The library also provides access to more than 25 electronic databases, including more than 5,000 electronic journals through the Alabama Virtual Library. Study areas, group study rooms, and photocopiers are located in the libraries. The libraries use an automated library management system for all library functions: on-line public access catalog, circulation, and technical functions. Users also have access to the Internet, and through the Internet have access to the libraries on all campuses. Students can submit a request for materials from any campus and receive the items the next day. Materials not owned by Bevill State Community College LIbraries can be obtained through interlibrary loan at no cost to students. Librarians provide instruction in the use of print and electronic library resource, and all library staff members are available to assist patrons with research and information needs. Other services include reference assistance in person, telephone, and email, photocopying, and faxing. The libraries are located in the east wing of the Fayette Campus complex, in the Administration Building on the Hamilton Campus, on the first floor of Building 1200 of the Sumiton Campus, and in Irma D. Nicholson Library Building on the Jasper Campus.

Library hours are the same college-wide. The libraries are not open when the College is closed (as for holidays). Special hours in the regular schedule are posted as necessary.

Monday-Thursday: 7:30 a.m.-8:30 p.m.
Friday: 7:30 a.m.-3:30 p.m.
Closed: Saturday and Sunday

Telephone:
Fayette Campus - (205) 932-3221 ext. 5141
Hamilton Campus - (205) 921-3177 ext. 5356
Jasper Campus - (205) 387-0511 ext. 5748
Sumiton Campus - (205) 648-3271 ext. 5241

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 the inside rearview mirror. It is the student's responsibility to keep the hangtag available for use in the vehicle he/she parks on campus. The hangtag is designed to be moved from vehicle to vehicle. If a student loses his/her hangtag or if it is stolen, a replacement hangtag must be purchased. 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. If a student finds that his/her vehicle has been towed he/she should immediately contact the Campus Associate Dean's office for further information. 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/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, activities and deadlines. 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

STUDENT ORGANIZATIONS

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.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities such as dances, parties, trips 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 extracurricular activities may be obtained from the Office of Student Services. Approval for activities should follow established College procedures. (*See Procedures for Approval of Extracurricular and/or Fundraising 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.

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. They also conduct concerts for area community events and organizations. Students may receive scholarships and academic credit for participation.

BEVILL STATE OUTDOORSMEN CLUB

The goal of the Outdoorsmen Club is for all members to gain a greater respect, appreciation, and understanding of the outdoors and the steps necessary to preserve nature's outdoor resources. BSOC also provides a forum through which members can discuss ethics and safety of a responsible outdoorsman as well as Constitutional and related rights regarding all outdoor sports. Membership is open to any Bevill State student.

CAMPUS MINISTRIES/CROSS SEEKERS

As nondenominational religious organizations, Campus Ministries and Cross Seekers seek 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 is affiliated with Kiwanis International, Key Club, and Builder's Club.

COLLEGE DEMOCRATS AND COLLEGE REPUBLICANS

The purpose of these organizations is to promote voter registration and political awareness. Membership is open to any currently enrolled BSCC student.

DELTA RHO SIGMA

The purpose of the Delta Rho Sigma honorary is to support the success of pre-professional students from the two-year college. The honorary organization seeks to provide novel member opportunities for pre-professional service, leadership, and scholarship.

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.

NATIONAL TECHNICAL SOCIETY

The National Technical Society is an organization to honor student achievement and leadership, promote educational excellence and enhance career opportunities. The vision of this organization is to be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

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 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 EXTRACURRICULAR AND/OR FUNDRAISING ACTIVITIES
All extracurricular and/or fundraising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s). The following procedures are required in order to receive approval of activities other than on-campus, regularly scheduled meetings and fundraising activities:

1. At least one week prior to the activity submit a Request to Conduct an Extracurricular and/or Fundraising Activity to the Director of Student Services.
2. The Director of Student Services will forward the request to the Campus Associate Dean for review.
3. After the review of the request by the Campus Associate Dean, the Director of Student Services will make notification of the approval or disapproval with the reasons stated to the requester no later than five (5) days after 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 Administrative Office of Student Services, which will serve as the Dean of Student Services' designee for extracurricular and/or fundraising activities. The Administrative Office of Student Services will make the final decision on the appeal.

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. This policy also serves as the annual notification of students rights under FERPA, which is published annually in the College Catalog. It is the responsibility of the Office of Student Services to protect the privacy of student educational records. FERPA affords students the right to file a written complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Written complaints should be sent to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

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. 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. Records created and maintained by the college law enforcement unit (Director of Student Services and/or Campus Security staff) solely for the purpose of law enforcement are also excluded from a student's educational record and are therefore exempt from the privacy restrictions of FERPA.

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 and date 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 Student Services-Admissions

The Assistant to the Dean of 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 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 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 Student Services-Financial Assistance

The Assistant to the Dean of 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 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 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 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 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 Student Services-Admissions. A request for record amendment shall be answered by the Assistant to the Dean of 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 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 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:

- College officials, including administrators, division chairpersons, instructional staff, counselors, staff, and other members serving on various committees who have legitimate educational interests. Legitimate educational interest exists if the information requested is necessary to (a) perform appropriate tasks that are specified in job description or contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student's family.
- Officials of other schools, colleges, or school systems in which the student seeks enrollment.
- To state and local officials to whom information is specifically required to be reported or disclosed pursuant to tate statute adopted prior to November 19, 1974.
- To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody when only one parent declares the student as dependent, the College will grant equal access to the student's educational records upon demonstration of dependency as described above.
- 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.
- Persons or organizations providing financial assistance to students or to determine eligibility for financial assistance. ("financial assistance" does not include payments made by parents).
- Recognized educational accrediting organizations.
- 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.
- In response to judicial order, or pursuant to any lawfully issued subpoena.
- An institution is not required to obtain a subpoena to produce educational records of a student if the records produced are needed by the institution to proceed with legal action as plaintiff or to defend itself.
- 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 pursuant to the exceptions noted above. This record of disclosure will become a part of the educational record, subject to inspection and review. As a multi-campus institution there are situations which warrant a transfer of a student's permanent record to another campus. When deemed necessary the courier service personnel are requested by the transferring campus to hand deliver the records to the receiving campus Office of Student Services. The receiving campus then acknowledges the receipt by contacting the transferring campus Office of Student Services. The College ensures the security, confidentiality, and integrity of our student records.

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. On all campuses, the responsible person is the Campus Associate Dean. The Campus Associate Dean is responsible for performing periodic security checks of all College facilities. College personnel should report incidents to the Campus Associate Dean who will notify the appropriate College-wide administrator.

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 any College employee, upon awareness of any situation of a nature described above, immediately to 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 anyone suspects that a crime is being committed or has been committed, it should be reported to 9-1-1 when appropriate.

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.

PICKENS COUNTY EDUCATIONAL CENTER
205-367-8860

MOUNT OLIVE INSTRUCTIONAL SITE
800-648-3271 EXT. 5405

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, television, and e-mail accounts (when

available) provided to all currently enrolled students. If the emergency closure is due to inclement weather each student is expected to decide whether it is safe to travel to the College. Official 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
WCBI	Channel 4	Columbus

RADIO STATIONS

WDXB	102.5 - FM	Birmingham
WQEN	103.7 - FM	Birmingham
WLDX	99.0 - AM	Fayette
WJBB	92.7 - FM	Haleyville
WERH	92.1 - FM	Hamilton
WIXI	1360- AM	Jasper
WQJJ	97.7 - FM	Jasper
WJEC	106.5 - FM	Vernon
WKXM	97.7 - FM	Winfield
WTXT	98.1 - FM	Tuscaloosa

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.

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 must be submitted in the form of a written complaint to 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 (1-14) 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 class attendance of guests and family members of a student without permission of Campus Associate Dean;
5. Smoking, chewing, or dipping, or other use of tobacco products in College-owned or College-controlled property, except in designated areas;
6. 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;
7. Trespassing or unauthorized entry;
8. Publishing, aiding in publishing, circulating or aiding in circulating, anonymous publications or petitions;
9. 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;
10. Use of disruptive devices such as cell phones, pagers, 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. Cell phones, pagers, or other electronic communications devices must be in the off position during all classes and labs, and while in the library/learning resources center. Additionally, instant text messaging and use of camera phones is prohibited in these areas. (Emergency authorization for a cell phone to be placed in the silent mode must be approved by the instructor prior to the beginning of a class session.)
11. Display of pornographic or sexually explicit materials, including but not limited to: clothing, videos, magazines, books, posters, photographs, or computer screens.
12. Any form of gambling;
13. Failure to comply promptly with directions of College officials or law enforcement officers acting in the performance of their duties.
14. 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 (15-27) through an informal mutual agreement between the Director and the student/visitor.

15. Violation of published policy governing residence hall visitation and occupation.
16. Splicing into or otherwise tampering with existing electrical wiring or cable television connections or computer cables.
17. Excessive absences from residence hall meetings.
18. Possession of candles, incense, or other flame-emitting articles.
19. Possession of state, federal, local, or miscellaneous signs illegally obtained.
20. 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.
21. Possession of unapproved appliances.
22. Possession of paint-ball guns and equipment, dart boards and darts, or any type of potentially hazardous recreational game or equipment.
23. Solicitation and sales without permission from the Residence Hall Manager/Housing Personnel.
24. Possession of weight-lifting apparatus and waterbeds.
25. Playing musical instruments.
26. Leaving a student housing room door unlocked or leaving the room with excessive lights, radios, or other electrical appliances left on.
    NOTE: *A sanction will be issued to all residents of that room.*
27. Possession or display of empty alcoholic beverage containers in residence hall.

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 (28-49) 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. Excessive violations of the published student conduct code, residence hall visitation and occupation policies.
29. Forgery, alteration, or misuse of College documents, records, or identification;
30. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities on College premises by either Bevill State Community College or non-College persons or groups;
31. Destruction, damage, or misuse of College, public, or private property. (The student or organization is responsible for any damage done to College property);
32. 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;
33. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;
34. 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;
35. 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;

36. 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.;
37. Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, pellet guns, bows and arrows, knives or other dangerous devices;
38. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;
39. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;
40. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
41. Theft, accessory to theft, and/or possession of stolen property;
42. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
43. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
44. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and benefit from educational facilities;
45. 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;
46. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission;
47. Terrorist threat to Bevill State Community College or from College-owned or controlled property
48. Software tampering, espionage, sabotage, and criminal mischief.
49. 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 Director of Student Services 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, one (1) professional staff member, one (1) support staff member and one (1) student. The appropriate College-wide Student Services Administrator shall serve as the chairperson for each campus Student Disciplinary Committee.
3. The Campus Associate Dean shall appoint the Student Disciplinary Committee. The faculty and staff members shall serve a term of two years. Each year one faculty member and one staff member shall rotate off of 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. Committee substitutions may be necessary if a conflict arises in scheduling hearings in a timely manner.
4. The Chairperson will preside over all hearings and serve as a non-voting member of the committee. Any Committee member who has any personal interest or special information concerning a particular case should recuse themselves 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 Community College (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.

SANCTION WITHOUT HEARING BY STUDENT DISCIPLINARY COMMITTEE

In the event that a student wishes to waive the right to a hearing before the Student Disciplinary Committee, he/she must submit a written admission of guilt to the Director of Student Services. The Director of Student Services will then accept jurisdiction of the case. Once a student has been informed of his/her rights and has knowingly and voluntarily accepted in writing the authority of the Director of Student Services to recommend the penalty, the student shall have waived the right to request a hearing before the Student Disciplinary Committee. If the Director of Student Services determines that a violation has occurred, he/she will recommend sanction(s) to be issued to the student to the appropriate College-wide Student Services Administrator for approval. By waiving the right to a student disciplinary hearing, the student does not waive his/her right to due process. Should the student choose to appeal the sanction imposed based on waiver of a student disciplinary hearing the student must appeal to the Appeals Board.

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. The Campus Associate Dean shall activate the Student Disciplinary 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 disciplinary hearing (excluding Saturdays and Sundays and official College holidays), the Campus Associate Dean must submit a written notification of the date, time and location of the hearing to the student charged with misconduct.
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 testimony (written or oral) of witnesses. Written statements shall be admissible; however, should the accused student challenge any significant part of the written statement, the Disciplinary Committee may choose to disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may re-convene the hearing when the witness(es) may appear and be questioned by the Committee and the accused.
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 Chairperson shall cast a vote only when necessary to break a tie.
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 Bevill State Community 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 Bevill State Community 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 and may be approved by the appropriate College-wide Student Services Administrator should a student waive the right to a student disciplinary hearing. (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 and may be approved by the appropriate College-wide Student Services Administrator should a student a student waive the right to a student disciplinary hearing.

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 may remain unchanged as determined by the Student Disciplinary Committee 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 Division Chair immediately. If a mutual resolution cannot be reached, the Division Chair should inform the appropriate College-wide Associate Dean of the academic grievance. 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 within five (5) days, excluding Saturdays, Sundays and official College holidays.

STUDENT GRIEVANCE PROCEDURES

(RELATED TO TITLE VI, CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990)

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 VICE PRESIDENT

The 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 Vice President, the President shall designate another person to serve in lieu of the 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 Vice President in writing. The grievance must be signed by the student and as detailed as possible.
3. The 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 Vice President.
5. The Vice President may then schedule the time and location of the Grievance Committee session.
6. The 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 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 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 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. It is further the policy of Bevill State 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, methaqualone (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 phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline peyote, and psilocybin (mushrooms).
2. Phencyclidine (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 fentanyl 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 - Walker Baptist Medical Center, Jasper: 205-387-4555

2. Walker Recovery Center: 205-221-1799

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 prevailing goal of the residence life program is to develop communities within the residence halls that 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 that 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, residents should follow the instructions posted on the front door inside each apartment or cubicle.

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 Director of Student Services and 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. The deposit is required each academic year and an amount of $35.00 will be retained from all deposits for general maintenance and pest control fee each year.
4. A $75 fee will be assessed for replacing lock and keys or for failure to turn in key(s).
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 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. Summer term residency is limited and current residents must

obtain approval from the Director of Student Services if summer residency is required. Students who are approved for summer residency must pre-register for the required summer term enrollment status or approval may be withdrawn.

10. 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.
11. 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.
12. 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.**
13. 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.
14. **Children (immediate family members only) visiting a housing resident must be under the supervision of the resident being visited at all times.**
15. All persons must be fully clothed when in the lounges, lobbies, or in the presence of visitors.
16. If deemed necessary and advisable for the safety, security, or the maintenance of an educational atmosphere, a room or any personal belongings of the student resident (including vehicles) 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.
17. **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.
18. 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. **Quiet hours may be extended during scheduled final exam periods.**
19. **The College is not responsible for any loss or damage to the personal property of occupants.**
20. **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.**
21. 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.
22. Residents and non-residents may visit in the rooms of residents daily, during the following times:
    Sunday-Wednesday 12:00 noon - 11:00 p.m.
    Thursday-Saturday 12:00 noon - 1:00 a.m.
    Residents must be in their respective rooms when visitation ends Sunday-Wednesday by 11:00 p.m. and Thursday-Saturday by 1:00 a.m.
23. 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.
24. Overnight visitation is prohibited.
25. The student or roommate has the right to refuse visitation.
26. Visitors must be accompanied by a resident of the dorm.
27. Students are responsible for the conduct of any visitor(s) while on College-owned or College-controlled property. Visitors are subject to the same conduct code, policies, and procedures as student residents.
28. Areas surrounding the residence hall are off limits to all non-residents as well as residents after visiting hours.
29. Extended daily visitation by non-residents must be approved by the Director of Student Services.

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.

The Student Conduct Code outlines due process procedures for all student disciplinary cases.

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. Lock the door.
9. See a resident hall staff member to turn in the room key and formally check-out.
10. Sign a termination or renewal form.

BEVILL STATE COMMUNITY COLLEGE INTELLECTUAL PROPERTY RIGHTS STATEMENT: EMPLOYEES AND STUDENTS

This policy regarding Intellectual Property Rights is in accordance with the Bevill State Community College Copyright Policy and State Board Policy 321.01 Copyright, Trademark, and Patent Ownership.

In designing its policy, Bevill State uses as a touchstone SACS' principle for accreditation 3.2.14, which reads:
"The institution's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from creation and production of all intellectual property. This (policy) applies to students, faculty, and staff."

OWNERSHIP OF MATERIALS

As a general principle, Bevill State claims ownership of all educational materials involved in teaching classes, on all four campuses and at the respective centers. Such ownership includes, in particular:
Test banks
Syllabus
Web courses
Hybrid courses

However, Bevill State cedes control of the following materials:
Assessments
Class notes
Presentations
Handouts

The exceptions to this rule are materials that are produced in the course of duties based on the employment contract or program agreement and are intended for the institution to copyright, trademark, or patent.

RULES OF INTELLECTUAL PROPERTY FOR STUDENTS

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/her this work without any authorization from the College.

The student must get written consent from the College in order to use or publish material that the student is not an author or collaborator.

An employee must get permission from a student to use that student's work as a sample/model.

At the student's request, the work will be published anonymously, or under a pseudonym.

THE USE OF REVENUE DERIVED FROM CREATION AND PRODUCTION OF INTELLECTUAL PROPERTY

Funds derived from the creation, production, and sale of all intellectual property are placed in the College's Unrestricted Fund and are invested in the institution's instructional activities among other functional areas.

If an employee wishes to develop original materials or an original online course, using his/her own personal resources and personal time, then he/she would retain 100 % of the intellectual property rights.

If the employee wished to make that material or course "commercially viable," in other words, use the material or course for another institution of higher education or sell that material or course, he/she would keep 100 % of the royalties.

If the employee wishes to make materials or an online course he/she has created as an employee of Bevill State "commercially marketable," the following guidelines would apply:

1. He/she would retain only the intellectual rights to the assessments, notes, presentations, and handouts and would be entitled to 100% of the royalties for the materials or the course developed from these resources.
2. The College would retain all other intellectual property rights.
3. The employee must obtain prior written approval from the College president to utilize materials or a course at another institution in accordance with State Board Guidelines for Policy 615.01 Conflict of Interest and in accordance with item 10 of the Bevill State Community College Employment Contract.

As previously stated, students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works.

BEVILL STATE COMMUNITY COLLEGE COPYRIGHT POLICY

Employees are expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as adapted by the Technology, Education and Copyright Harmonization Act (TEACH). Copyright law must be followed when performances, displays, copies, or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material on Blackboard or other online sites. Under the TEACH Act, it is permissible to make copyrighted materials available to students, provided that students are notified that the materials may be subject to copyright protection, and that materials:

1. do not exceed an amount or duration comparable to that typically displayed in a live classroom setting;
2. are directly related to the course content;
3. are an integral part of the teaching content;
4. are intended solely for and are available only to students enrolled in the course, and
5. are retained only for the class session.

COPYRIGHT ACT 1976 FAIR USE CLAUSE

The Fair Use clause of the 1976 Copyright Act applies to material used for nonprofit educational purposes, when only the amount of material necessary for instruction is used, and when no impact is made on the market.

GENERAL GUIDELINES FOR EMPLOYEES AND STUDENTS

You are adhering to the copyright law if:

1. you are the copyright owner;
2. you have express written permission;
3. the material is in the public domain, or
4. the Fair Use clause applies to the material.

The following examples are intended to aid in implementing the Copyright Policy:

1. Journal articles may be scanned and placed on websites as long as course access is limited to the students currently enrolled in the class.
2. Presentations using copyrighted photographs and music may be used in an online presentation without permission as long as access is restricted to the students enrolled in the class.
3. A book chapter may be added to a library reserve or online course as long as access is limited to students enrolled. The chapter must be removed at the end of the semester
4. Books may not be copied for students. Only one library reserve copy of the textbook is allowed for students. More than one would be an infringement on the marketing ability of the copyright holder.

RULES OF THUMB FOR EMPLOYEES AND STUDENTS

1. Link to files, instead of downloading, whenever possible.
2. Assume that a work is copyrighted unless it states that it is not.
3. Read the terms of use for each file-sharing site.
4. Always provide attribution for all downloaded files.
5. Do not download files with private affirmation such as phone numbers and addresses.

Bevill State Community College has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tyrone Webb, Assistant to the Dean for Library/Learning Resources, Bevill State Community College, P. O. Box 800, Sumiton, AL 35148; email: twebb@bscc.edu; telephone number: (205) 648-3271.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include:

1. identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.);
2. identification and URL of the material that is claimed to be infringing;
3. information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and
4. other information relating to the claim. Any copyright concerns or questions about the Bevill State website should be directed to Tyrone Webb at twebb@bscc.edu.

RESOURCES

The teach act toolkit is an online resource for understanding copyright in distance education: http://www.lib.ncsu.edu/scc/legislative/teachkit/overview.html.

Educational Multimedia Fair Use Guidelines describe copyright protections in the electronic environment: http://www.utsystem.edu.ogc/INTELLECTUALPROPERTY/faculty.htm#mm.

Federal Law regarding Copyright issues - Title 17, United States Code: http://www.copyright.gov/title12

The Digital Millennium Copyright Act of 1998: http://www.copyright.gov/legislation/dmaca.pdf

Catalog Index

"Courage does not always roar. Sometimes courage is the quiet voice at the end of the day saying, 'I will try again tomorrow' " – M. A. Radmacher

Believe. Achieve. Succeed.

BEVILL STATE
COMMUNITY COLLEGE

A
Academic Advisement 23
Academic Bankruptcy 25
Academic Conduct Code 28
Academic Information 22
Academic Misconduct 28
Academic Penalties 28
Academic Probation 24
Academic Progress Standards 24
Academic Suspension for One Semester 24
Academic Suspension for One Calendar Year 24
Accounting Technology Course Descriptions 66
Accreditation Statement 1
Administrative Withdrawals 15
Admissions Information 12
Adult Education Program 27
Air Conditioning & Refrigeration Tech Course Descriptions 66
Alabama General Studies Committee (AGSC) 32
Anthropology Course Descriptions 68
Appeal of Academic Suspension 24
Art Course Descriptions 68
Associate Degree Admission Requirements 12
Associate Degree Nursing 40
Associate in Applied Sciences Degrees
Air-Conditioning & Refrigeration 50
Business Office Management & Technology
Accounting 52
Administrative Assistant 53
Software Specialist 53
Legal Administrative Assistant 53
Business Office Management 53
Medical Administrative Assistant 53
Child Development 55
Computer Science 55
Information Technology Option 56
Programming Option 56
Drafting Design Engineering Technology 57
Electricity/Electronics Technology
Electrical Technology Specialization 58
Electronic Controls Specialization 59
Industrial Systems Technology Specialization 59
Emergency Medical Technician-Paramedic 47
Licensed Practical Nurse Mobility Track 41
Machine Tool Technology 60
Nursing 41
Paralegal 61
Associate in Arts Degrees
Elementary Education 34
English/Language Arts 35
Health, Physical Education and Recreation 36
History 36
Liberal Arts 36
Secondary Education 37
Associate in Science Degrees
Biological Sciences 33
Business Administration 33
Chemistry 33
Computer Science 34
Criminal Justice 34
Engineering 35
Forestry (Auburn) 35
General Studies 35
Mathematics 36
Music 37
Pre-Nursing (BSN) 37
Pre-Professional
Pre-Medicine, -Dentistry, -Optometry 38
Pre-Pharmacy (Auburn) 38
Pre-Pharmacy (Samford) 38
Pre-Veterinary Medicine (Auburn) 38
Psychology 37
Astronomy Course Descriptions 69
Attendance 23
Auto Body Repair Course Descriptions 69
Automotive Mechanics Course Descriptions 69

B
Banking & Finance Course Descriptions 71
Barbering Course Descriptions 71
Basic Study Skills Course Descriptions 72
Biology Course Descriptions 72
Business Course Descriptions 72

C
Campus Locations 1
Campus Maps 6
Career Technical Education 50
Career Technical Education Division information 26
Chemistry Course Descriptions 73
Child Development Course Descriptions 74
Classification of Students 23
College Calendar 4
Common Core Courses/STARS 32
Computerized Numerical Control Course Descriptions 76
Computer Science Course Descriptions 74
Conditional Admission of First-Time Students 12
Continuing Education Courses 26
Copyright Infringement 1
Cosmetology Course Descriptions 77
Cosmetology Instructor Course Descriptions 79
Course Abbreviations 66
Course Auditing 27
Course Cancellation 27
Course Descriptions 66
Course Overload 15
Credit by Challenge Examination 27
Criminal Justice Course Descriptions 79

D
Definition of Academic Terms 26
Delinquent Accounts 19
Developmental Education Courses 26
Diesel Mechanics Course Descriptions 79
Distance Education 26
Drafting Design Engineering Technology Course Descriptions . .80
Drug-Free Workplace Policy 10
Dual Enrollment Admission, High School Students 13

E
Early Admission for Accelerated High School Students 13

Economics Course Descriptions 82
Electrical Technology Course Descriptions 82
Emergency Medical Technician-Basic (EMS) 46
Emergency Medical Technician-Paramedic (EMP) 46
Emergency Medical Technician-Paramedic (AAS) 47
EMP Course Descriptions 83
EMS Course Descriptions 85
Engineering Course Descriptions 86
English Course Descriptions 86
Evaluation of Students 23
Evening Program 26

F

Final Examinations 23
Financial Assistance 19
Financial Information 18

G

GED Testing 27
Geography Course Descriptions 87
Grade Changes/Appeal of Course Grade 23
Grade Point Average (GPA) 23
Grade Reporting 23
Graduation 22
Graduation Honors 22
Guidelines for Independent Study 27

H

Harassment/Sexual Harassment 9
Healthcare Office Technician 45
Health Education Course Descriptions 87
Health Sciences Division 40
- Associate Degree Nursing (Nursing, ADN) 41
- Centrile Sterile Surgical Instrument Technician 48
- Emergency Medical Technician - Basic (EMS) 46
- Emergency Medical Technician - Paramedic (EMP) 46
- Healthcare Office Technician Certificate 45
- Licensed Practical Nurse Mobility Track 41
- Nurse Assistant Certificate 44
- Phlebotomy Certificate 45
- Practical Nursing Certificate 42
- Surgical Technology 47

Heating and Air Conditioning Course Descriptions 67
History of the College 8
History Course Descriptions 87
Home Economics Course Descriptions 88
Honors 22
Humanities Course Descriptions 88

I

Industrial Electronics Course Descriptions 88
Industrial Maintenance Course Descriptions 89
Information for Disabled Persons 8
Institutional Mission Statement 8
Interdisciplinary Studies Course Descriptions 90
International Student Admission 14
Intervention for Student Success 25

L

Long-Term Certificates
- Air-Conditioning and Refrigeration 51
- Auto Body Repair Technology 51
- Automotive Technology 52
- Business Office Management & Technology
  - Accounting 53
  - Administrative Assistant 53
  - Legal Administrative Assistant 53
  - Medical Administrative Assistant 53
  - Software Specialist 53
- Child Development 55
- Cosmetology 56
- Diesel Technology 57
- Drafting Design Engineering Technology 58
- Electricity/Electronics Technology
  - Electrical Technology Specialization 59
  - Electronic Controls Specialization 59
  - Industrial Systems Technology Specialization 59
- Machine Tool Technology 61
- Paralegal 62
- Welding Technology 62

M

Machine Shop Technology Course Descriptions 90
Machine Tool Technology Course Descriptions 92
Make-up Examinations 23
Mass Communications Course Descriptions 95
Mathematics Course Descriptions 95
Mining Technology Course Descriptions 96
Music Course Descriptions 97
Music Ensemble 98
Music Performance 99

N

Non-Credit Skills Training 63
Non-Degree Admission Requirements 12
Nondiscrimination Policy/Title Compliance 8
Non-Traditional College Credit 15
Nursing Aide Course Descriptions 100
Nursing Course Descriptions 99
Nursing Program Policies 42

O

Office Administration Course Descriptions 100
Orientation, PSY 100 23
Other Training
- Certificates of Completion - Health Sciences
  - Central Sterile Instrument Technician Certificate 48
  - Certified Nursing Assistant Certificate 44
  - Healthcare Office Technician Certificate 45
- Certificates of Completion - Technical Training
  - Bank Operations Certificate 63
  - Computer and Office Careers Certificate 63
  - General Banking Certificate 63

P

Paralegal Course Descriptions 101
Payment of Tuition and Fees 18
Personnel 110
Philosophy Course Descriptions 102
Phlebotomy 45

Phlebotomy Course Descriptions 101
Physical Education Course Descriptions 102
Physical Science Course Descriptions 103
Physics Course Descriptions 103
Placement Testing Policy 14
Political Science Course Descriptions 103
Possible Additional Penalities 29
Practical Nursing (certificate) 42
Prerequisites 27
Program Termination 27
Programs of Study 32
Psychology Course Descriptions 103

R

Reading Course Descriptions 104
Readmission Requirements 14
Refund Policy 18
Registration (Advance and Regular) 15
Religion Course Descriptions 104
Repeating Courses/Course Forgiveness 27
Returned Check Policy 19

S

Schedule Changes/Drop and Add 15
Senior Citizens Admission 14
Short-Term Certificates
- Air-Conditioning and Refrigeration 51
- Auto Body Repair Technology 51
- Automotive Technology 52
- Barbering 57
- Business Office Management & Technology
  - Administrative Assistant 54
  - Legal Administrative Assistant 54
  - Medical Administrative Assistant 54
  - Software Specialist 54
- Child Development 55
- Computer Science
  - Information Technology 56
  - A+ Certification 56
  - Microsoft Office Specialist Certification 56
- Cosmetology Instructor Training 57
- Cosmetology Nail Technician 57
- Diesel Technology 57
- Drafting Design Engineering Technology 58
- Electricity/Electronics Technology 60
- Industrial Systems Technology 60
- Machine Shop Technology 60
- Machine Tool Technology 61
  - Basic Machine Tool Technology 61
  - Computer Numerical Control 61
- Mining Technology 61
- Truck Driver Training 62
- Welding Technology 62

Skills Training Courses 27
Sociology Course Descriptions 104
Spanish Course Descriptions 104
Speech Course Descriptions 104
Statewide Articulation Reporting System (STARS) 32
Statement of Catalog Responsibility 8

NOTES

Student Handbook 117
- Academic Support Services 118
- Books, Supplies and Tools 118
- Campus Safety and Security 125
- Counseling 118
- Drug/Alcohol Abuse Prevention Policy 132
- Emergency Class Dismissal/Weather Alerts 125
- Extracurricular Activities 120
- Food Services 118
- General Services 118
- Health Care Procedures 126
- Identification Cards 118
- Job Placement Assistance 118
- Library/Learning Resources Center (LRC) 118
- Lost and Found 119
- Official Recognition of Campus Organizations 121
- Opportunities for Participation 120
- Parking and Traffic Regulations 119
- Smoking/Tobacco Policy 119
- Student Centers 119
- Student Conduct Code 126
- Student Grievance Procedures 130
- Student Housing Rules and Regulations 135
- Student Organizations 120
- Student Records 122
- Student Support Services 119
- Telephone 119
- Weekly Campus Newsletter - *The Bear Facts* 119

Student Housing 18
Surgical Technology 47
Surgical Technology Course Descriptions 104
Suspension 24

T

Table of Contents 2
Theater Arts Course Description 105
Transcripts 28
Transfer Student Admission 13
Transient Student Admission 14
Truck Driver Training Course Descriptions 105
Tuition and Fees 18

U

Unconditional Admission of First-time Students 12

W

Welding Course Descriptions 105
Withdrawal From a Course 15
Withdrawal From College 15
WorkKey/Key Train Pre-Assessment 16
WorkKeys Course Descriptions 107

NOTES