BEVILL STATE COMMUNITY COLLEGE
2012-2013 CATALOG

Fayette Campus	Hamilton Campus	Jasper Campus	Sumiton Campus	Pickens County Educational Center
2631 Temple Ave. N.	1481 Military Street S.	1411 Indiana Ave.	101 State Street	491 Tuscaloosa Ave.
Fayette, AL 35555	P.O. Drawer 9	Jasper, AL 35501	P.O. Box 800	Carrollton, AL 35447
(205) 932-3221	Hamilton, AL 35570	(205) 387-0511	Sumiton, AL 35148	(800) 648-3271
	(205) 921-3177		(205) 648-3271	

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 Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3433 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or www.nlnac.org; telephone number (404) 975-5000. The program received continuing accreditation in July 2009 with next reaffirmation of accreditation visit in Spring 2017.

The Practical Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3433 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or www.nlnac.org; telephone number (404) 975-5000. The program received continuing accreditation in July 2009 with next reaffirmation of accreditation visit in Spring 2017.

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 Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs through the Joint Review Committee on Education Programs for the Paramedic. (The Paramedic Program is currently on probation due to non-compliance issues with accreditation standards. Action has been taken to correct these issues and the Commission Accreditation of Allied Health Education Programs (CAAHEP) Board of Directors will review the probation status at its November 2012 meeting.)

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 Automotive Technology Program on the Hamilton Campus is accredited by the National Automotive Technicians Education Foundation (ASE), 101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175.

The Air Conditioning & Refrigeration Technology Program on the Sumiton Campus 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.

The Air Conditioning & Refrigeration Technology Program has been accepted by the Alabama Board of Heating, Air Conditioning and Refrigeration as an approved training program for the Alabama contractor's license exam.

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 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. Kim Ennis at kennis@bscc.edu or Melissa Hanes at mrhanes@bscc.edu (1411 Indiana Avenue, Jasper, AL 35501 • 205-387-0511). Anyone who has a disability that might require special materials, services, or assistance, should contact Sam Sullivan (Fayette Campus), Beth Roberts (Hamilton Campus), Dr. Russell Howton (Jasper Campus), or Jana Kennedy (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 Light.

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GENERAL INFORMATION

BEVILL STATE COMMUNITY COLLEGE

2012-2013 Bevill State
COLLEGE CALENDAR

2012 FALL SEMESTER

July 16-August 13	***REGISTRATION FOR THE FALL SEMESTER***
August 14-16 (Tuesday-Thursday)	**Late Registration** and Schedule Change Period for Fall Full Term and 1st Fall Mini Term
August 14 (Tuesday)	Student Orientation
August 15 (Wednesday)	Classes Begin for Fall Full Term & 1st Fall Mini Term
September 1-2 (Saturday-Sunday)	Weekend Classes will not meet
September 3 (Monday)	**LABOR DAY/COLLEGE CLOSED**
September 12 (Wednesday)	Mid-Term for 1st Fall Mini Term (Last Day to Drop with a Grade of "W" for 1st Mini Term)
October 5 (Friday)	Classes End for 1st Fall Mini Term (Last Day to Drop Classes for 1st Mini Term)
October 8-January 7	***REGISTRATION FOR THE SPRING SEMESTER***
October 8-9 (Monday-Tuesday)	Final Examinations - 1st Fall Mini Term
	Mid-Term for Fall Full Term (Last Day to Drop with a Grade of "W" for Full Term)
October 10 (Wednesday)	***REGISTRATION FOR 2ND FALL MINI TERM***
October 11-12 (Thursday-Friday)	***Late Registration*** and Schedule Change Period for 2nd Fall Mini Term
October 11 (Thursday)	Classes Begin for 2nd Fall Mini Term
November 12 (Monday)	**VETERANS DAY/COLLEGE CLOSED**
November 13 (Tuesday)	Mid-Term for 2nd Fall Mini Term (Last Day to Drop with a Grade of "W" for 2nd Mini Term)
November 17-18 (Saturday-Sunday)	Weekend Classes will meet
November 19-20 (Monday-Tuesday)	**Statewide Faculty Professional Development (No Classes)**
November 22-23 (Thursday-Friday)	**THANKSGIVING/COLLEGE CLOSED**
November 24-25 (Saturday-Sunday)	Weekend Classes will not meet
December 5 (Wednesday)	Classes End for Fall Full Term (Last Day to Drop Classes for Full Term)
	Classes End for 2nd Fall Mini Term (Last Day to Drop Classes for 2nd Mini Term)
December 6-12 (Thursday-Wednesday)	Final Examinations - Fall Full Term & 2nd Fall Mini Term
December 8-9 (Saturday-Sunday)	Final Examinations - Fall Weekend Classes
December 24-January 2	**CHRISTMAS AND NEW YEAR'S BREAK**

2013 SPRING SEMESTER

October 8-January 7	***REGISTRATION FOR THE SPRING SEMESTER***
January 8-10 (Tuesday-Thursday)	***Late Registration*** and Schedule Change Period for Spring Full Term and 1st Spring Mini Term
January 8 (Tuesday)	Student Orientation
January 9 (Wednesday)	Classes Begin for Spring Full Term & 1st Spring Mini Term
January 12-13 (Saturday-Sunday)	Weekend Classes will meet
January 21 (Monday)	**MARTIN LUTHER KING DAY/COLLEGE CLOSED**
January 30 (Wednesday)	Mid-Term for 1st Spring Mini Term (Last Day to Drop with a Grade of "W" for 1st Mini Term)
February 27 (Wednesday)	Classes End for 1st Spring Mini Term (Last Day to Drop Classes for 1st Mini Term)
February 28-March 1 (Thursday-Friday)	Final Examinations - 1st Spring Mini Term
	Mid-Term for Spring Full Term (Last Day to Drop with a Grade of 'W' for Full Term)
March 4 (Monday)	***REGISTRATION 2ND SPRING MINI TERM***
March 5 (Tuesday)	Classes Begin for 2nd Spring Mini Term
March 5-6 (Tuesday-Wednesday)	***Late Registration*** and Schedule Change Period for 2nd Spring Mini Term
March 4-May 20	***REGISTRATION FOR THE SUMMER SEMESTER***
March 25-29 (Monday-Friday)	**SPRING BREAK**
March 30-March 31 (Saturday-Sunday)	Weekend Classes will not meet
April 4 (Thursday)	Mid-Term for 2nd Spring Mini Term (Last Day to Drop with a Grade of "W" for 2nd Mini Term)
April 20 (Saturday)	*Instructional makeup (in case of inclement weather)*
May 2 (Thursday)	Classes End for Spring Full Term (Last Day to Drop Classes for Full Term)
	Classes End for 2nd Spring Mini Term (Last Day to Drop Classes for 2nd Mini Term)
May 3-8 (Friday-Wednesday)	Final Examinations - Spring Full Term & 2nd Spring Mini Term
May 4-5 (Saturday-Sunday)	Final Examinations - Spring Weekend Classes
May 9 (Thursday)	Graduation - Sumiton Campus
May 10 (Friday)	Graduation - Jasper Campus
May 13 (Monday)	Graduation - Hamilton Campus
May 14 (Tuesday)	Graduation - Fayette Campus

2013 SUMMER SEMESTER

March 4-May 20	***REGISTRATION FOR THE SUMMER SEMESTER***
May 21-23 (Tuesday-Thursday)	**Late Registration** and Schedule Change Period for Summer Full Term
May 21 (Tuesday)	Student Orientation
May 22 (Wednesday)	Classes Begin for Summer Full Term
May 27 (Monday)	**MEMORIAL DAY/COLLEGE CLOSED**
June 3-5 (Monday-Wednesday)	***REGISTRATION SUMMER MINI TERM***
June 6 (Thursday)	Classes Begin for Summer Mini Term
June 10-11 (Monday-Tuesday)	Schedule Change Period for Summer Mini Term
June 11 (Tuesday)	**Last Day to Register for Summer Mini Term**
June 12-August 15	***REGISTRATION FOR THE FALL SEMESTER***
June 26 (Wednesday)	Mid-Term for Summer Full Term (Last Day to Drop with a Grade of "W" Summer Full Term)
July 4 (Thursday)	**INDEPENDENCE DAY/COLLEGE CLOSED**
July 6-7 (Saturday-Sunday)	Weekend Classes will not meet
July 10 (Wednesday)	Mid-Term for Summer Mini Term (Last Day to Drop with a Grade of "W" Summer Mini Term)
July 30 (Tuesday)	Classes End for Summer Full Term (Last Day to Drop Classes Summer Full Term)
	Classes End for Summer Mini Term (Last Day to Drop Classes Summer Mini Term)
July 31-August 2 (Wednesday-Friday)	Final Examinations - Summer Full Term & Summer Mini Term
August 3-4 (Saturday-Sunday)	Final Examinations - Summer Weekend Classes

The 2013/2014 Fall Semester tentatively will begin August 19, 2013.

Registration Dates

July 16-August 13	2012 Fall Full Term & 1st Fall Mini Term
October 10 (Wednesday)	2012 2nd Fall Mini Term
October 8-January 7	2013 Spring Full Term & 1st Spring Mini Term
March 4 (Monday)	2013 2nd Spring Mini Term
March 4-May 20	2013 Summer Full Term
June 3-5 (Monday-Wednesday)	2013 Summer Mini Term
June 12-August 15	2013 Fall Full Term

School Holidays (College Closed)

September 3 (Monday)	Labor Day - State Holiday
November 12 (Monday)	Veterans Day - State Holiday
November 22-23 (Thursday-Friday)	Thanksgiving - State Holidays
December 24 (Monday)	Local Holiday
December 25 (Tuesday)	Christmas Day - State Holiday
December 26-28 (Wednesday-Friday)	Local Holidays
December 31 (Monday)	Local Holiday
January 1 (Tuesday)	New Year's Day - State Holiday
January 2 (Wednesday)	Local Holiday
January 21 (Monday)	Martin Luther King Day - State Holiday
May 27 (Monday)	Memorial Day - State Holiday
July 4 (Thursday)	Independence Day - State Holiday

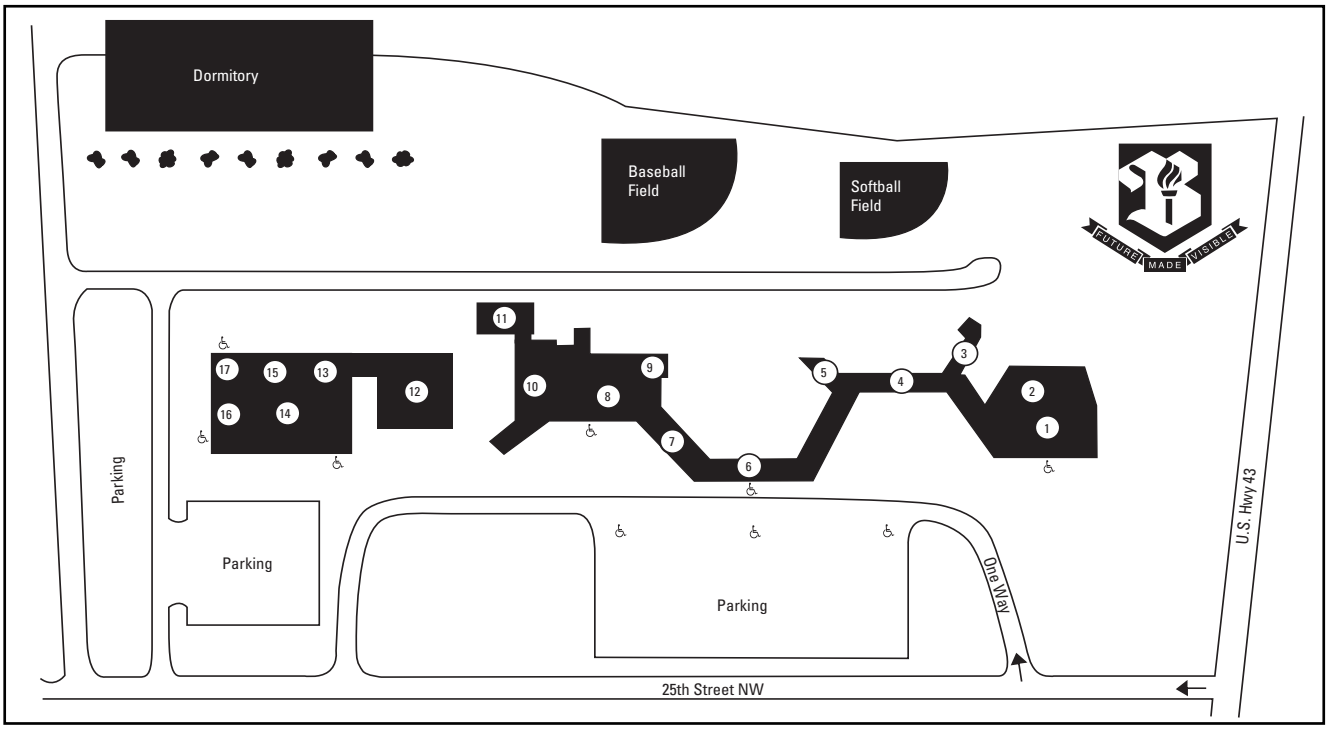
2011-2012 GRADUATION RATE/STUDENT RIGHT TO KNOW REPORT

The 2008 cohort consisted of 735 first-time, full-time, degree/certificate-seeking students. After three years, 17% of these students had graduated from our institution or completed their programs and 22% had transferred to other higher education institutions. Below are the four-year average percentages for graduation and transfer out rates for Bevill State Community College.

COLLEGEWIDE	GRADUATION - 17.0%	TRANSFER - 27.0%

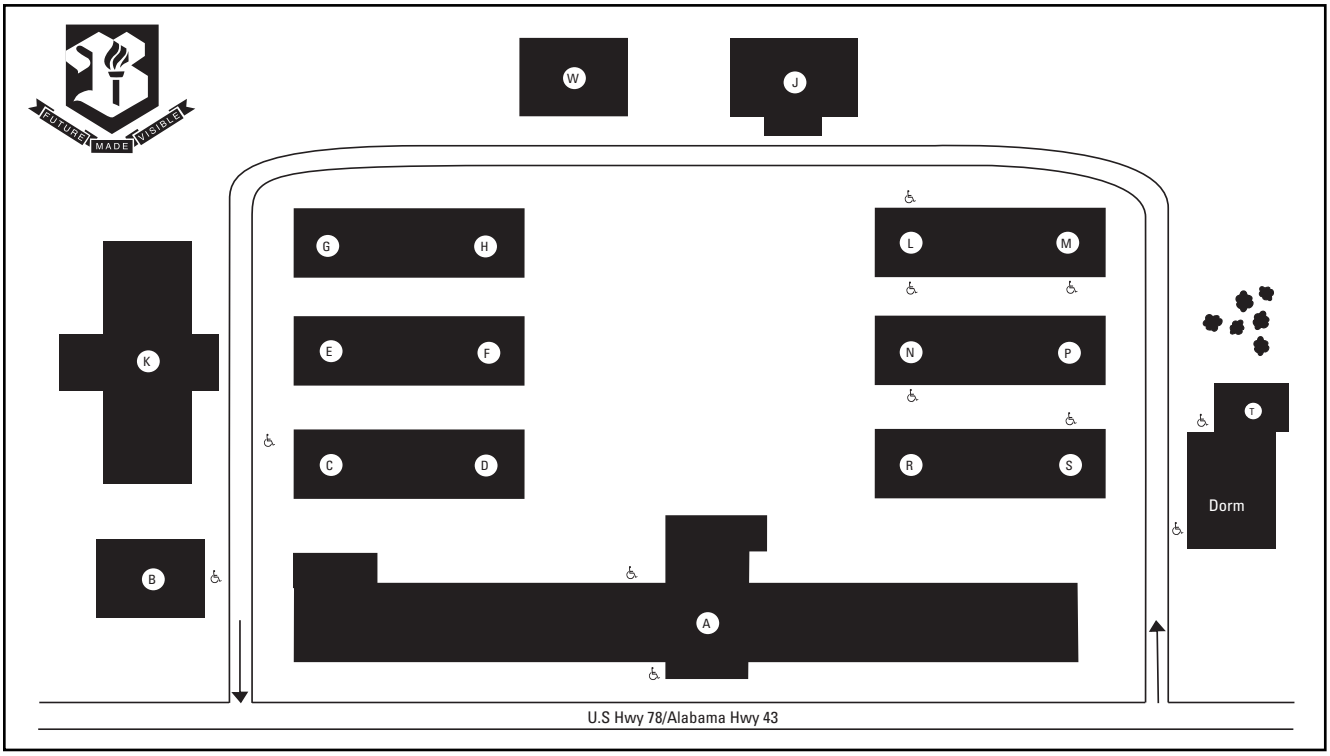
CAMPUS MAPS

FAYETTE CAMPUS - Fayette, AL



1. Library/ Learning Resource Center
2. Testing Center (2nd floor)
3. Science Wing
4. Classrooms
5. Administrative Offices
6. Office of Student Services
7. Classrooms
8. Gymnasium
9. Bear's Den/Student Center Business Office/Bookstore
10. Wellness Center
11. Maintenance
12. Health Science Wing
13. Adult Education classrooms
14. Tom Bevill Center Bldg
15. Alabama Career Center
16. Earl McDonald Auditorium
17. Cafeteria

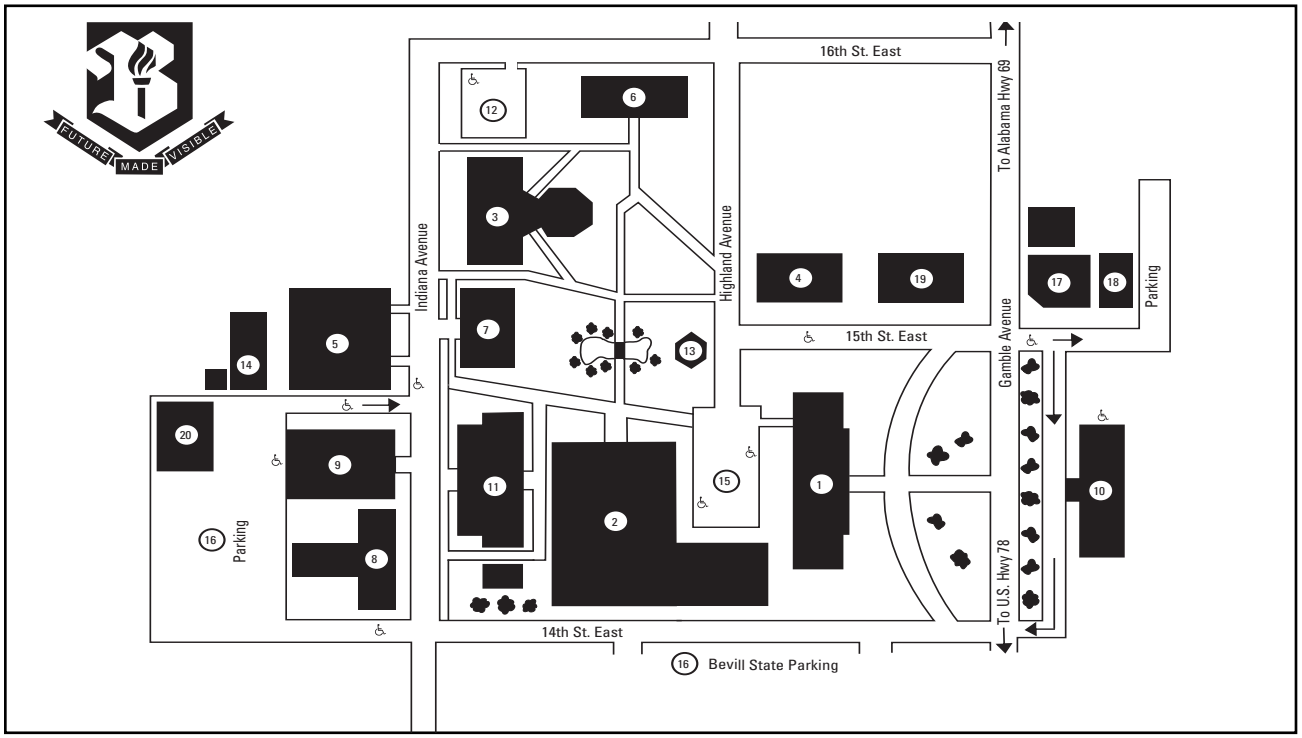
HAMILTON CAMPUS - Hamilton, AL



Building A: Admin Services/Library
Building B: Bevill Building
Building C: Bookstore
Building D: Electronics
Building E: Air Conditioning
Building F: Welding
Building G/H: Automotive Technology
Building J: Cosmetology/Barbering
Building K: Health Sciences
Building L: Lecture Hall
Building M: Wellness Center
Building N/P: Machine Shop
Building R: Drafting
Building S: Alabama Skills Center
Building T: Dorm
Building W: Warehouse

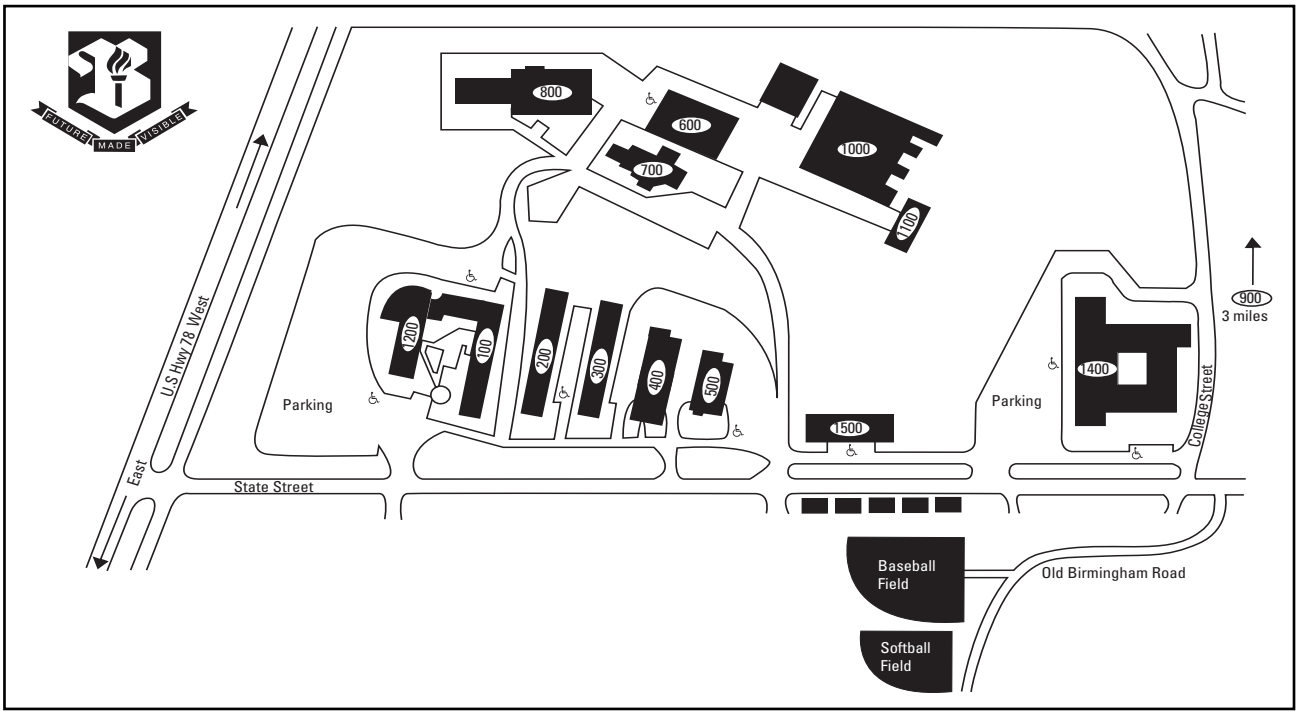
CAMPUS MAPS

JASPER CAMPUS - Jasper, AL



1. Davis Hall/Distance Learning Center (D)
2. Wade Math & Science Building (H)
3. L. M. Walker Hall/Arts & Humanities (W)
4. Thornton Chapel (CH)
5. Glen R. Clem Gymnasium
6. Continuing Education Center
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. L. M. Walker Hall Parking
13. Gazebo
14. Maintenance Building
15. Faculty/Staff Parking
16. Parking
17. Bevill Hall/Health Sciences (B)
18. Carl Hare Simulation Lab
19. Foundation House
20. Maintenance Storage

SUMITON CAMPUS - Sumiton, AL



Bdg 100: Business & Office Administration
Computer Science
Computer Services
Cosmetology
Bdg 200: Bookstore
Business Office/Purchasing
Bdg 300: Electrical Systems Technology
Air Conditioning/Refrigeration Tech
Bdg 400: Auto Body Repair Tech
Bdg 500: Distance Education classroom
Bdg 600: Machine Tool Technology
Auto Tech, Adult Education
Bdg 700: Mining
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, Civic Dining Room
Exhibit Hall
Security Office
Bdg 1500: Health Sciences, Computer/Scie
Distance Education classroom

HISTORY OF THE COLLEGE

Bevill State Community College is a part of the State of Alabama's 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 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 (Sumiton), formerly a vocational/technical institution which opened in 1966, and Brewer State Junior College (Fayette), 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 in 1993 as one of its main campuses. Walker College (Jasper), established in 1938 as a two-year academic transfer college, completed the Bevill State four-campus college in 1998. In 2007, the College built the Pickens County Educational Center in Carrollton.

Bevill State offers academic transfer courses, career technical education, health sciences programs, adult education classes, workforce training, corporate education and community education at its four main campuses and one instructional site. 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.

GENERAL EDUCATION CORE COMPETENCIES

Graduates of Bevill State Community College will demonstrate mastery of oral and written communication, critical thinking skills, computer literacy, mathematical principles, and/or scientific reasoning.

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 term), 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/ ADA ACCOMMODATIONS

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 of 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, Beth Roberts, Ext. 5350
   Jasper Campus, Dr. Russell Howton, Ext. 5770
   Sumiton Campus, Jana Kennedy, Ext. 5201
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, in the Orientation Workbook and at www.bscc.edu.
7. Accommodations will not be considered until the student has submitted the **ADA Fact Sheet/Accommodations Request Form** and any required documentation to the ADA Coordinator. If accommodations are granted they begin on or after the date of approval. Under no circumstances will accommodations be granted retroactively.
8. If official documentation is 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.
9. Once a student meets with the 504/ADA coordinator to request classroom accommodations and provides any needed documentation of disability, the coordinator will send a Documentation of Disability Form to each of the student's instructors to inform them of the accommodations that must be met in their classroom.
10. 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.
11. The student will meet with each instructor to discuss the implementation of each authorized accommodation. Instructors will not initiate accommodations without the student's consent.
12. Non-classroom accommodation requests are forwarded by the 504/ADA coordinator to the appropriate College official for implementation.
13. 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 Dean of Students, Title IX Senior Coordinator, at kennis@bscc.edu or the Director of Financial and Personnel Services, Title IX Coordinator, at mrhanes@bscc.edu, 1411 Indiana Avenue, Jasper, Alabama, 35501, or to OCR.

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

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 Bevill State Community College.

A nondiscriminatory environment is essential to the mission of Bevill State. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as **student or employee** and creates a hostile work/learning environment. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. Bevill State Community College 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 Bevill State shall strive to promote an 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.

Grievances against students will be handled according to usual and customary student discipline procedures as outlined in the Student Handbook's Grievance Policy/Procedure.

II. Definitions of Harassment

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.

Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties.

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.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient.

Sexual harassment, including sexual violence, 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 violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. 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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- 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.

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

unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

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

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

III. Definitions of Personal Conduct

The employees of Bevill State Community College determine the ethical and moral tone for the institution through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between 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.

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment or reprisals to contact the Title IX Coordinator.

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 systemwide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment.

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

GRIEVANCE PROCEDURES & RESOLUTION OF HARASSMENT & DISCRIMINATION COMPLAINTS AGAINST EMPLOYEES

This grievance procedure is established to provide recourse for any student, prospective student, employee or member of the community who feels that his/her civil rights have been violated as set out in the following legislation:

1) Title VI and Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act)
2) Title IX of the Educational Amendments of 1972
3) Section 504 of the Rehabilitation Act of 1973
4) The Americans with Disabilities Act of 1990

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problem that may arise affecting students in their dealings with Bevill State Community College. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. For the purpose of this procedure, a grievance is a claim by a student, prospective student, employee or community member who cites a failure of the institution to comply with civil rights legislation.

Informal Grievance Process - Procedures

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination should immediately bring the matter to the attention of the Title IX Coordinator, or to any academic or administrative officer, dean, director, supervisor, or advisor, who will then forward the complaint to the Title IX Coordinator or the person designated by the President to coordinate the investigation of such complaints. The Title IX Coordinator will determine the Dean or Administrative representative to participate in the investigatory process. Upon receipt of the complaint, the Title IX Coordinator shall meet and interview the complainant. During this initial meeting, in addition to gathering the additional information needed to initiate an investigation into the complaint, the Title IX Coordinator shall explain the procedure and shall present a copy of this Harassment and Discrimination Policy. 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 or discrimination occurs, preferably within thirty (30) calendar days of the incident. The complainant should submit a written statement of the allegations.
3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as promptly as possible after the complaint and/or report is made. All complaints and/or reports will be investigated and resolved within forty-five (45) calendar days of receipt, except in extraordinary cases that require more time for completion of the investigation. Both the complainant and

alleged offender shall be given periodical updates as to the status of the investigation.

4. The investigation record shall consist of formal and/or informal statements from the alleged victim, the alleged offender, witnesses identified by the victim or offender, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. All witnesses who provide relevant information should submit a written, signed statement attesting to their knowledge of the incident. The investigation will afford the accused a full opportunity to respond to the allegations.
5. Complaints may be resolved through informal or formal procedures. Informal means are encouraged at the beginning point, but the choice of where to begin rests with the complainant. If the Title IX Coordinator, or the person designated by the President to handle the complaint, believes that the matter is sufficiently grave because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then formal procedures shall be initiated.
6. The complainant may, if he or she chooses, attempt to resolve the matter directly with the alleged offender and report to the Title IX Coordinator. However, if the complainant does not feel safe in confronting the alleged offender concerning the behavior or if the behavior does not stop, he/she shall immediately report such behavior to the Title IX Coordinator.
7. The Title IX Coordinator may notify the alleged offender of the complaint and take whatever steps deemed appropriate to affect an informal resolution that is acceptable to both parties. The informal action stage will last no more than fifteen (15) calendar days, unless extended by the consent and agreement of the complainant.
8. If the complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file or student record. However, the Title IX Coordinator will keep a record of the complaint and the resolution. A copy of the record will be forwarded to the President. All such records will remain confidential.
9. 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 offender, then the complainant will sign a statement requesting that no further action be taken. The alleged offender will receive a statement explaining the resolution of the investigation as conducted under this policy and procedure and will sign a statement documenting his or her understanding of the resolution.
10. Some reports of sexual harassment and discrimination may not be appropriate for informal resolution and may require a formal investigation at the discretion of the Title IX Coordinator, or the person designated by the President to coordinate the investigation of the complaint. Substantial weight will be given to the wishes of the complainant when determining whether to investigate a complaint; however, BSCC may investigate a complaint without the complainant's and/or alleged victim's consent when circumstances so warrant.

Formal Grievance Process - Procedures

1. If the complaint cannot be resolved on an informal basis within fifteen (15) calendar days or such extended time as agreed to by the complainant, the complainant may file or pursue 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. If the formal complaint is against an employee of the College, it shall remain with the Title IX Coordinator for investigation and disposition pursuant to applicable law and grievance/discipline procedures. The Title IX Coordinator will determine the Dean or Administrative representative to participate in the investigatory process.
3. In the event of complaints against employees and/or students, the Title IX Coordinator will notify the alleged offender in writing of the complainant's decision to take formal action. Formal action will consist of the Title IX procedures as set forth:
   A. The original and two copies of **Grievance Form A** must be filed with the Title IX Coordinator within thirty (30) calendar days following the date of the alleged violation(s). The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all forms.
   B. The Title IX Coordinator will conduct whatever inquiry he/she deems necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations and offer any witnesses or evidence which are relevant to the resolution of the complaint. The Title IX Coordinator will make a record of the case, including a record of their decision, and a copy of that record will be retained in its confidential files. Within forty-five (45) calendar days following the receipt of **Grievance Form A**, the Title IX Coordinator shall notify the complainant and the alleged offender of the outcome of the investigation; however, that information should be treated by both parties as confidential and private. Said notification shall be mailed to his/her home address by certified mail, return receipt requested.
   C. Within fifteen (15) calendar days following receipt of the findings, a complainant or accused not satisfied with the resolution achieved by the formal procedures may seek an appeal by the completion and submission of **Form B** with the Title IX Coordinator and the President. If a notice of appeal is filed, appeal **Form B** must be used. Complainant or accused must state clearly and specifically on **Form B** the objections to the findings and/or decision. Copies of **Form B** must be provided to the Title IX Coordinator and the President. If complainant or accused fails to file notice of appeal by the end of the 15th calendar day following receipt of the findings, the right to further appeal will be forfeited.
   D. The President will have thirty (30) calendar days following date of receipt of notice of appeal to investigate and study allegations and the written report of findings. At the completion of the President's review, the complainant and alleged offender shall be provided with a written report and disposition. Said notice shall be mailed to his/her home address by certified mail, return receipt requested. In addition, a copy of the written report and disposition shall be provided to the Title IX Coordinator.
   E. An alleged offender not satisfied with the resolution achieved by the formal procedures may seek an appeal by the completion and submission of **Form C** with the Title IX Coordinator and the Chancellor. If notice of appeal is filed, appeal **Form C** must be used. Alleged offender must state clearly and specifically on **Form C** the objections to the findings and/or decisions of the President. Copies of **Form C** must be provided to the Title IX Coordinator and the Chancellor. If alleged offender fails to file notice of appeal by the end of the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited. If the last day for filing notice of appeal falls on either a Saturday, Sunday or a legal holiday, alleged offender will have until the close of the first business day following the 15th calendar day to appeal.

F. The Chancellor will have thirty (30) calendar days following the date of receipt of **Form C** to investigate, study the allegations and the report of the President, hold a formal hearing, and make a written report of findings. At the completion of the Chancellor's review, the complainant and alleged offender shall be provided with a written report and disposition. Said notice shall be mailed to his/her home address by certified mail, return receipt requested. A copy of the report and disposition shall be provided to the Title IX Coordinator. The decision of the Chancellor shall be final and binding upon all parties involved.

Remedial Action

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

Retaliatory Harassment

After the conclusion of the grievance process (formal or informal) should the complainant believe that he or she has become the victim of retaliatory harassment, the Title IX Senior Compliance Coordinator should be immediately notified.

NOTE: *Grievance Forms A, B, and C may be obtained from the Director of Financial and Personnel Services or the Dean of Students.*

NOTE: *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 satisfactory conclusion of the investigation.*

NOTE: *Grievances against students will be handled according to usual and customary student discipline procedures as outlined in the Student Handbook's Grievance Policy/Procedure.*

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. Anne McNutt, President of the College, in writing, of said conviction within five (5) calendar 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 four 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) calendar days, any federal agency to whom such notification by the College is required under Public Law 100-690.
6. In the event an employee violates paragraph one or receives a conviction as described in paragraph four, the employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. The College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. The College shall make a good faith effort to ensure all policies are followed.
8. Each employee of the College shall receive a copy of this policy.

ADMISSIONS INFORMATION

BEVILL STATE COMMUNITY COLLEGE

ADMISSIONS INFORMATION

For admission to any Alabama Community College System institution, applicants must provide one primary form of identification documentation such as an unexpired Alabama Driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card. If applicants are unable to provide one of the primary forms of identification documentation, applicants must provide two secondary forms of identification documentation. Secondary forms of identification documentation must include a photo identification card and one additional form of identification such as a Certificate of Naturalization, a Social Security Card, or a certified copy of a U.S. birth certificate. If appropriate documentation is not provided during the application process, the application is considered incomplete with a pending admission status and applicant will not be allowed to register at Bevill State. All documentation must be presented in person or a notarized copy must be sent via U.S.mail to the Office of Student Services.

Students seeking admission to Bevill State should follow these steps: (1) Complete a Bevill State application for admission and provide appropriate identification documentation. Students can apply online at www.bscc.edu. (2) Contact the Office of Student Services to schedule an appointment to complete the COMPASS placement exam. (3) Request an official transcript from high school last attended and/or any previously attended colleges. (4) Male students between the ages of 18 and 26 must register with the U.S. Selective Service at www.sss.gov.

Admission to the College does not guarantee acceptance or admission to certain Health Science programs such as Associate Degree Nursing, Practical Nursing, Emergency Medical Services and Surgical Technology, which may have additional standards for admission. Students should refer to the program descriptions in this Catalog for additional information. Any and all elements of admission requirements are subject to change without prior notice.

ASSOCIATE DEGREE ADMISSION REQUIREMENTS

An applicant who has not previously attended any duly 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 duly 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 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 is 1) at least seventeen (17) years of age; 2) has not been enrolled in secondary education for at least one calendar year or provides written recommendation from the local superintendent of education; and 3) has achieved sufficient scores on an approved assessment.

Applicants without a high school diploma or GED certificate, and occupational diploma recipients who have not achieved a 16 on the ACT must achieve the required minimum scores on an approved assessment. Bevill State offers Cosmetology, Barbering, Truck Driver Training, Auto Body Repair Technology, Automotive Technology, Diesel Technology and Welding Technology programs under this provision.

In addition, Cosmetology applicants must have an education equivalent to the completion of the tenth (10th) grade and Truck Driver Training 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, Truck Driver Training applicants must have the ability to read and speak the English language efficiently, 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 report and records. They must pass the DOT physical (administered at student's expense) and a 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 five 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 the Truck Driver Training program are required to submit their applications along with payment of tuition to secure placement in the next available class. 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.

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 duly 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 evidence of 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 achieve the required minimum scores on an approved assessment 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 duly 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 evidence of 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 HIGH SCHOOL ADMISSION

All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation or meets program admission requirements. 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.

Accelerated 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. The student has successfully completed the 10th grade 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 provides 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;
3. 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).

Dual Enrollment/Dual Credit 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 COMPASS or other assessments approved by the Department of Postsecondary Education.

Early College Enrollment Program (ECEP) provides an opportunity for qualifying high school students to earn college credits toward an approved career technical or health science program. Eligible students take their coursework on the college campus and receive high school credit for their college coursework. Students who complete their ECEP program will receive a 50 percent tuition reduction for one semester of College coursework in their ECEP program of study up to one year after graduation. Students must complete the admissions requirements for the College and meet the following additional requirements:

1. Students must have completed the 10th grade;
2. Students must have a minimum 2.5 cumulative GPA for technical programs and a 3.0 cumulative GPA for approved health science programs;
3. Students must pass all areas of the high school exit exam before entry into the 12th grade and must COMPASS test into English 101 and Math 100 placement levels;
4. Students must maintain a 2.0 GPA while enrolled in ECEP;
5. Students must have written approval of the appropriate principal, counselor, and local superintendent of education to participate in the ECEP program.

TRANSFER STUDENT ADMISSION

An applicant who has previously attended any duly accredited postsecondary institution or duly 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 duly 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 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. In order to receive college credit for courses taken at an institution not granting the baccalaureate degree, an official transcript from the college must be on file.

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 duly 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. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework 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'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 duly accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer grade of "D" will only be accepted when the student's cumulative GPA from the transfer institution is 2.0 or higher.
4. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous training.

INTERNATIONAL STUDENT ADMISSION

Bevill State is authorized under Federal Law to enroll nonimmigrant students. Students admitted under the international admissions provision must be enrolled full-time and are restricted to enrollment in one course per semester offered through the online format.

TRANSIENT STUDENT ADMISSION

A student enrolled at another institution may secure permission from that institution to enroll at Bevill State as a transient student by submitting an **Application for Admission** and certification from the primary institution which certifies that the student is in good standing and/or that the course(s) will be accepted as a part of the student's academic program. 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:

1. Complete an **Application for Admission**;
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 seven credit hours or fourteen 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 470 or above on the SAT Writing or 20 or above on the ACT English within three years of enrollment is

exempt from the English assessment requirement;
2. Any student scoring 470 or above on the SAT Reading or 20 or above on the ACT Reading within three years of enrollment is exempt from the reading assessment requirement;
3. Any student scoring 470 or above on the SAT Math or 20 or above on the ACT Math within three years of enrollment is exempt from the math assessment requirement;
4. Students who have an associate degree or higher;
5. Students who transfer degree-creditable college-level English and/or mathematics courses with a grade of "C" or better;
6. Non-award seeking majors who are taking classes for avocational reasons only;
7. Students who have completed required developmental coursework at another Alabama Community College System institution within the last three years;
8. Audit students;
9. Students who can provide documentation of assessment (COMPASS) within the last three years; and
10. Transient students.

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

NOTE: *Bevill State 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 Alabama Community College System (ACCS) shall be set forth in guidelines established by the Chancellor of the System.*

REGISTRATION

Registration dates are listed in the calendar section of the College Catalog. Online registration can be completed at www.bscc.edu.

Registration procedures are as follows:
1. During the registration period, first time Bevill State students must make an appointment with his/her academic advisor for the purpose of selecting coursework appropriate for his/her program of study. After completing the initial advising session, returning students will be authorized to register online for future semesters.
2. Remove all financial obligations (e.g., tuition, fees, library fees, and bookstore charges) from previous enrollment.
3. Complete the registration process by registering online at www.bscc.edu or during advising with an advisor. Students must be authorized by their advisor to register online.
4. Pay all tuition and fees. Students are not registered until tuition and fees are paid or financial assistance has been arranged. If all tuition and fees are not paid by the end of registration, 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: *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 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. Students receiving financial aid should contact the Office of Student Services 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 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 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.
4. Student disciplinary action.

NON-TRADITIONAL COLLEGE CREDIT

Bevill State 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 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 coursework.

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. 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. Therefore, the student should confer with the Campus 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 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 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 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®
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 allow employers to fit the person to the job.

WorkKeys® will provide the 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.

WorkKeys® is not a pass/fail test but is a 55-minute timed assessment for each area. 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.

WKO 107 (Workplace Skills Preparation) is conducted by the Ready-to-Work instructors on each campus and contains workplace soft skills instruction, computer skills, communication skills, manufacturing skills, and KeyTrain instruction for those who require upgrade to meet CRC skills levels.

FINANCIAL INFORMATION

BEVILL STATE COMMUNITY COLLEGE

FINANCIAL INFORMATION

TUITION AND FEES

The following financial information is subject to change by action of the Alabama State Board of Education. The information printed below is current at the time of publication. Any changes will be updated and publicized on the College website 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	Bond Reserve Fee	Facilities Renewal Fee	Tech Fee	Library Fee	Building Fee	Total
1	$109	$1	$ 9	$ 9	$0	$ 10	$138
2	218	2	18	18	0	20	276
3	327	3	27	27	15	30	429
4	436	4	36	36	15	40	567
5	545	5	45	45	15	50	705
6	654	6	54	54	15	60	843
7	763	7	63	63	15	70	981
8	872	8	72	72	15	80	1,119
9	981	9	81	81	15	90	1,257
10	1,090	10	90	90	15	100	1,395
11	1,199	11	99	99	15	110	1,533
12	1,308	12	108	108	15	120	1,671
13	1,417	13	117	117	15	130	1,809
14	1,526	14	126	126	15	140	1,947
15	1,635	15	135	135	15	150	2,085
16	1,744	16	144	144	15	160	2,223
17	1,853	17	153	153	15	170	2,361
18	1,962	18	162	162	15	180	2,499
19	2,071	19	171	171	15	190	2,637
20	2,180	20	180	180	15	200	2,775
21	2,289	21	189	189	15	210	2,913
22	2,398	22	198	198	15	220	3,051
23	2,507	23	207	207	15	230	3,189
24	2,616	24	216	216	15	240	3,327

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

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 Driver Training Program

Tuition and Fees	$1,476
Additional expenses	$ 172
(drug testing, physical exam, written test, permit and license fees)	
Total Tuition, fees and expenses	**$1,648**

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	32
Returned Check Charge	30
Parking/Traffic Violation	15
Parking in Disabled Parking Space	50
Orientation Fee	30
Parking Decal (required)	10
each additional decal	10
Health Sciences Drug Testing Fee	40
Fee for Diploma in Second Program of Study	10
Nursing Liability Insurance	15
EMS Liability Insurance	65
SUR Liability Insurance	15
ADN Testing Fee	448
PN Testing Fee	322
SUR Testing Fee (103)	40
SUR Testing Fee (104)	272
EMS Testing Fee (per semester)	35
ADN & PN NCLEX Review	200

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 OF TUITION AND FEES

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 seven calendar days of class (inclusive of Saturday and Sunday) will receive 75 percent of refundable tuition, plus refundable fees.* Students who officially withdraw from the College after the first seven calendar days after the beginning of the term and on or before the fourteenth calendar day after the beginning of the term will receive 50 percent of refundable tuition, plus all refundable fees. Students who officially withdraw from the College after the fourteenth calendar day after the beginning of the term and on or before the twenty-first calendar day after the beginning of the term will receive 25 percent of refundable tuition, plus all refundable fees.*

**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.*

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 will notify 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 back 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; and
6. Sign the Statement of Education Purpose certifying that funds received will be used only for educational purposes.

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 (FAFSA)**. 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 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.gov.

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

Bevill State is required to return unearned Federal grant funds to the U.S. Department of Education on the student's behalf if they completely withdraw prior to the 60% point of the semester. When this occurs, the student will owe a repayment of the unearned Federal grant funds to the College.

Federal grant funds include Federal Pell Grant, Federal and 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 instructional site. In those cases when a student unofficially withdraws (stops attending without completing the withdrawal process), the withdrawal date is the mid-point (50%) of the term.

Repayment is defined as the unearned grant money the student must return to the College. The amount of repayment will be based on a formula prescribed by law that considers the date of withdrawal and the amount of federal grant funds (excluding work-study) received. Students who owe a repayment to the College will not be allowed to register for subsequent terms until outstanding charges are paid.

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 offers numerous scholarships including academic, leadership/service, foundation/need-based, and performing arts. For more information and an application, contact the Office of Student Services.

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 **Financial Aid Appeal Form** to the Financial Aid Services Central Processing Center (FASCPC). The **Financial Aid Appeal Form** outlines the guidelines for completing the appeal process. The form is available in the Office of Student Services or at www.bscc.ed under forms and publications. The completed appeal form must be submitted no later than the date(s) outlined by term below:

New and returning students:
2012 Fall Term: August 1, 2012
2013 Spring Term: December 6, 2012
2013 Summer Term: May 1, 2013

Currently enrolled students:
2012 Fall Term: August 13, 2012
2013 Spring Term: January 7, 2013
2013 Summer Term: May 20, 2013

Bevill will consider the number of program changes when assessing an appeal request. Students are allowed two program/major changes for a total of three programs. Students who want to continue on financial aid must have documented circumstances explaining their reasons. Submission of an appeal is not an automatic approval for financial aid. The student may review the Committee's decision at www.bscc.edu/My BSCC. This decision will be final. Students who have reached their 600% Lifetime Eligibility for Pell Grant funds are not eligible to appeal.

ACADEMIC INFORMATION

BEVILL STATE COMMUNITY COLLEGE

GRADUATION

After completion of all program requirements, Bevill State will award 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 ORI 101 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 program requirements outlined in Course Catalog in effect for student.

Students participating in the annual spring commencement program will receive one diploma cover during the ceremony. 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

Students must have completed a minimum of 24 semester credit hours at Bevill State to be eligible for graduation honors. Superior academic achievement by graduating students shall be recognized by the following designations:

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

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 transcript.

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 transcript.

Students who have taken a minimum of 12 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's 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 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 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 Carl A. Elliott, Sr. Outstanding Student Award is an annual recognition of the Most Outstanding Student from among the Fayette, Hamilton, Jasper, and Sumiton campuses. This award is presented in recognition of outstanding academic achievement, service to the community, and concern for the welfare of others.

ACADEMIC ADVISEMENT

The focus of academic advisement is to assist the student in progressing toward his/her academic 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 during their first term of enrollment.

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 institution 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 course catalog in effect at the time.

ORIENTATION: ORI 101
This one-semester, one-hour 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 Blackboard, an internet classroom program. **All entering students are required to complete Orientation.** Orientation is not usually transferable. A student must complete ORI 101 to be eligible for graduation. PSY 100 will substitute if taken within the last five years. ORI 101 is valid for five years.

ATTENDANCE
Class attendance is considered an essential part of the educational process at Bevill State Community College. The College subscribes to the philosophy that a student's academic success is directly proportional to class attendance. It is the responsibility of the student to attend all classes and perform assignments as prescribed by instructors and appropriate syllabi. Attendance requirements in Health Science and Career Technical programs may differ from the policy above.

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 for the current term is published online at www.bscc.edu/Current Students.

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 grades 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, the student can appeal in writing to the appropriate Division Chair who will review the complaint. If the Division Chair deems a change of grade necessary, then the instructor will initiate a **Change of Grade Form**. If the Division Chair deems that a change of grade is not warranted, the student can appeal to the appropriate Campus 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, grades are processed and posted to each student's academic record. Students may access their grades online at www.bscc.edu/My BSCC. 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 27)

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 coursework attempted. Since students entering the college may have different levels of academic preparedness, the Standards of Progress are based on the credit hours of coursework attempted. The Standards of Academic Progress are summarized below.

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

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

Academic Probation

At the conclusion of any academic term, those students who have not met the minimum Academic Standards of Progress are placed on Academic Probation. Academic Probation is a warning that is intended to put the individual student on notice that his/her academic performance has fallen below the Academic Standards of Progress as summarized in **Table 2**. If the student wishes to continue and eventually graduate, the condition that caused the Academic Probation must be satisfied and the student must return to Clear Academic Status. **Table 2, Academic Probation**, defines what the student must accomplish in order to attain clear academic status. A transfer student admitted with less than a 2.0 overall GPA is automatically placed on Academic Probation for their first semester.

Academic Suspension for One Semester

In order for a student on Academic Probation to clear probation, his/her cumulative GPA must meet the standard outlined in **Table 1**, **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 to school on Academic Probation. 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 on Academic Probation. (**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 last day of registration for the requested readmission term. Appeals submitted after the deadline will not be considered until the next academic term. The Director of Student Services will immediately notify the Campus Dean of the request for readmission. The Campus 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 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 Dean of Instruction. The Dean of Instruction 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. The Dean of Instruction 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 Dean for Admissions, Financial Aid and

TABLE 1 REQUIRED CUMULATIVE GPA LEVELS			
Hours Attempted	**GPA Required**	**Status If Successful**	**Status If Not Successful**
12-21 Credit Hours	1.5	Clear	Probation
22-32 Credit Hours	1.75	Clear	Probation
33 or More Hours	2.0	Clear	Probation
NOTE: *All applicable academic designations except Clear will appear on the student's transcript.*			

TABLE 2 ACADEMIC PROBATION	
Required GPA not achieved, but current semester GPA 2.0 or over	Required GPA not achieved and current semester GPA Under 2.0.
Academic Probation continues	Suspension for one semester (may be appealed)

TABLE 3 SUSPENSION FOR ONE SEMESTER		
Student Action	**Student Status**	**Status Upon Readmission**
No appeal filed	Serves suspension	Academic Probation
Appeal successful	Readmitted	Academic Probation

TABLE 4 READMISSION AFTER HAVING BEEN SUSPENDED ONE SEMESTER (Whether suspension served or Readmitted Upon Appeal)	
Required GPA for hours attempted not achieved but current term GPA 2.0	Required GPA for hours attempted not achieved current semester GPA under 2.0
Student remains on Academic Probation	Student suspended for one year. (This suspension may be appealed, and, if successful, the student will be readmitted on Academic Probation. If appeal is unsuccessful, student serves suspension and will be readmitted on academic probation.)

TABLE 5 ACADEMIC BANKRUPTCY				
Circumstance	**Action**	**Provided That**	**Cautions**	**Limitations**
Fewer than 3 years have passed since bankruptcy term.	Bankruptcy on all coursework taken in that one term. All coursework from that term disregarded in calculating GPA.	Student has taken at least 30 quarter hours or 18 semester hours at Bevill State since the last 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 coursework taken in 1 to 3 terms. All coursework from term(s) disregarded in calculating GPA.	Student has taken at least 30 quarter hours 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.

Student Records 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 coursework completed during that one semester. All coursework 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 coursework taken in one to three semesters. All coursework 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 have an Academic Bankruptcy notation.
5. Other institutions may not honor the bankruptcy policy.
6. Academic bankruptcy may be declared only once.

DEFINITION OF ACADEMIC 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 are 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 activities such as exams, and/or labs with web-based components. Time in class is reduced and is replaced with web-based coursework that is required to complete the course. Students must come to class as scheduled for lectures and exams, complete assignments, and work with others to complete group assignments or projects.

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-time 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 online 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

The College provides a broad range of training, skills assessment and development, educational programs and other services. The goal of this area is to provide quality education while responding to the needs and goals of students.

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 17 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 coursework 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. Students are not allowed to challenge a course that has been attempted unsuccessfully.
3. Instructors must obtain a **Request for Credit by Challenge Examination Form** from the Division Chairperson/Campus 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 Dean. If the student is unsuccessful in passing the challenge exam, he or she should remain in the class to complete the necessary coursework 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 Dean's Office the **Schedule Change/Withdrawal–Refund Request Form** for approval, along with **Request for Credit by Challenge Examination Form**.
6. The Campus Dean will approve the **Request for Credit by Challenge Examination Form** and forward it to the Office of Student Services.
7. The Assistant Dean for Admissions, Financial Aid and Student Records 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.

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 Dean, and the appropriate Collegewide 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 prerequisite is obtained from the Campus 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.

The College makes an effort to issue transcripts in a timely manner. However, during peak times such as registration, students should anticipate that requests will be processed within 48 hours of receipt of the request.

Students may view their college transcript online at www.bscc.edu and print an unofficial copy. 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.

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 two (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 Dean on the campus where the course was taught or the Collegewide 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 Dean or Collegewide Division Chair for Distance Education, as appropriate. The Campus Dean or Collegewide 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 Dean or Collegewide 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 Dean or Collegewide Division Chair for Distance Education is the instructor, the appropriate Collegewide Dean will replace the Campus Dean or Collegewide Division Chair for Distance Education in the appeal process. The decision of the Campus Dean or Collegewide 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 Dean or Collegewide 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 Dean of Instruction, all evidence and other information used to determine academic misconduct will be forwarded to the Dean of Instruction.

4. Within five (5) days, excluding Saturdays, Sundays and official College holidays, from the date of this notification, the Dean of Instruction 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 Dean, or Collegewide 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 Dean of Instruction, in addition to those imposed by the instructor, the Campus Dean, or Collegewide 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.

ACADEMIC TRANSFER DIVISION

BEVILL STATE COMMUNITY COLLEGE

PROGRAMS OF STUDY

Bevill State's Academic Transfer Division offers Associate in Arts and Associate in Science degrees in university transfer programs of study. Applicants must possess certain abilities to meet the required essential functions of each program. Orientation (ORI 101) is a prerequisite to all degree and certificate programs.

Statewide Articulation Reporting System (STARS)

Students should become familiar with the Statewide Articulation Reporting System (STARS), which provides very specific information about the requirements in each subject area for a chosen transfer institution. The STARS website is http://stars.troy.edu/. From STARS, students can print a transfer guide for his/her major and enter into a binding contract with the transfer institution in his/her program of study. The contract is not binding on the student but is binding on the transfer institution provided that the student does not change majors and takes the courses listed on the transfer guide.

Alabama General Studies Committee (AGSC)

The course offerings at Alabama Community Colleges have been evaluated and their transfer equivalency to four-year colleges and universities has been determined by the Alabama General Studies Committee (AGSC). This committee divided the academic transfer courses into three separate groups according in their transfer status.

The Associate Degree requires the completion of 60 semester hours and a specific requirement of 41 semester hours is common to all degrees except for those students majoring in engineering. This 41-hour group of courses is referred to as the Common Core. (Common Core for engineering includes only 35 semester hours.) Common Core courses are further separated by academic areas – AREA I (Written Composition), AREA II (Literature, Humanities Fine Arts), AREA III (Natural Sciences, Mathematics) and AREA IV (History, Social and Behavioral Sciences). The remaining 19 hours, which are specific to the student's major and other graduation requirements,

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 251, American Literature I
ENG 252, American Literature II or
ENG 261, English Literature I
ENG 262, English Literature II or
ENG 271, World Literature I
ENG 272, World Literature II

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 106, Fund. of Oral Communication or
SPH 107, Fund. of Public Speaking

Additional Humanities (0-3)

PHL 106, Introduction to Philosophy
PHL 206, Ethics and Society
REL 100, History of World Religion
REL 151, Survey of the Old Testament
REL 152, Survey of the New Testament
SPA 101, Introductory Spanish I
SPA 102, Introductory Spanish II

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
GLY 101, Intro to Geology I
GLY 102, Intro to Geology II
PHS 111, Physical Science I
PHS 112, Physical Science II
PHY 120, Intro to Physics
PHY 201, General Physics I
PHY 202, General Physics II
PHY 213, General Physics w/Calculus I
PHY 214, General Physics w/Calculus II

AREA IV: History, Social and Behavioral Science **12**

*History (3-6)

HIS 101, Western Civilization I
HIS 102, Western Civilization II or
HIS 121, World History I
HIS 122, World History II or
HIS 201, United States History I
HIS 202, United States History II

**Additional History, Social and Behavioral Sciences(6-9)

ANT 200, Introduction to Anthropology
ANT 210, Physical Anthropology
ANT 220, Cultural Anthropology
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
SPH 116, Intro to Interpersonal Communication

**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**

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 website. 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.troy.edu and should be utilized.

appear as AREA V (Major, Minor, Elective Courses). A single course can be used to meet course requirements in only ONE AREA. Courses that satisfy the requirements in AREAs I through IV and that meet the common core requirement are designated as Code A courses. Courses that can be used only to meet major, minor or graduation requirements are listed as Code B courses. The remaining courses are designated as Code C. Code C courses are potentially transferrable as AREA V courses but must be articulated individually with the transfer institution.

Students who are pursuing four-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 website provides specific transfer requirements in AREA I through AREA V.

Associate in Arts
Associate in Arts degrees in transfer programs include Elementary Education, English/Language Arts, Health, Physical Education & Recreation, History, Liberal Arts, and Secondary Education.

Associate in Science
Associate in Science degrees in transfer programs 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-Professional (Dentistry, Medicine, Optometry, Pharmacy, Veterinary Medicine), and Psychology.

BIOLOGICAL SCIENCES (BIO)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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 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**

* *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 & 112. Chemical Engineers must complete CHM 111 & 112 (8 hrs) and CHM 221 and 222 (8 hrs).*

BUSINESS ADMINISTRATION (BUA)
(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 106 or 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: ANT 200, Introduction to Anthropology; PSY 200, General Psychology or SOC 200, Introduction to Sociology	(3)
+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**

CHEMISTRY (CHM)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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 PHY 213-214, Gen Physics w/Calculus	(8)

MTH 126, Calculus II, MTH 227 Calculus III	(8)
+CIS 146 or equivalent Computer Science	(3)
General Courses	**60 semester hours**

COMPUTER SCIENCE (CSC)
Associate in Science

AREA I: Written Composition	**6**
ENG 101, English Composition I	(3)
ENG 102, English Composition II	(3)
AREA II: Literature, Humanities and Fine Arts	**12**
*****Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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 and Behavioral Science (Maximum of 6 hours in History)	(6-9)
+AREA V: Pre-Professional, Major and Electives	**20**
+MTH 126, Calculus II	(4)
+MTH 227, Calculus III	(4)
+CIS 146, Microcomputer Applications	(3)
+CIS 147, Advanced Micro Applications	(3)
+CIS 251, C++ Programming	(3)
+CIS 285, Object Oriented Programming	(3)
General Courses	**62 semester hours**

CRIMINAL JUSTICE (CRJ)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*****Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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**

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 106 or 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**

ELEMENTARY EDUCATION (EED)
Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*****Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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 (EGR)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**9**
*Literature	(3)
Fine Arts	(3)
SPH 106 or 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)
+Social & Behavioral Science	(3)
(Maximum of 6 hours in History)	
+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	(3)
+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**

ENGLISH/LANGUAGE ARTS (ENG)
Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
English Literature	(6)
Fine Arts	(3)
SPH 106 or 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	(6)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major & Electives	**19**
Additional Literature (consult transfer institution)	(9)
CIS 146 or equivalent Computer Science	(3)
Electives	(7-16)
General Courses	**60 semester hours**

FORESTRY - Auburn University (FOR)
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 106 or 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	(3)
(Maximum of 6 hours in History)	
+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**

GENERAL STUDIES (GS)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 106 or SPH 107	(3)
Additional Literature, Humanities, Fine Arts	(0-3)
AREA III: Mathematics and Natural Sciences	**11**
+Mathematics MTH 110 or 112	(3)
+Natural Sciences	(8)
AREA IV: History, Social & Behavioral Science	**12**
*History	(3-6)
+Additional History, Social & Behavioral Science	(6-9)
(Maximum of 6 hours in History)	
+AREA V: Pre-Professional, Major & Electives	**19**
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 & 112. Chemical Engineers must complete CHM 111 & 112 (8 hrs) and CHM 221 and 222 (8 hrs).

HEALTH, PHYSICAL EDUCATION AND RECREATION (HPR)
Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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**

HISTORY (HIS)
Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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/POL 200/ECO 231	(3)
+AREA V: Pre-Professional, Major & Electives	**19**
HIS 201-202 US, History I & II	(6)
CIS 146 or equivalent Computer Science	(3)
Electives	(10)
General Courses	**60 semester hours**

LIBERAL ARTS (LA)
Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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**

MATHEMATICS (MTH)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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	(3)
MTH 238, Applied Differential Equations	(3)
CIS 146 or equivalent Computer Science	(3)
Electives	(1)
General Courses	**60 semester hours**

MUSIC (MUS)
Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
*Literature	(3-6)
MUS 101	(3)
SPH 106 or 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**

PRE-NURSING (BSN)

Students pursuing a B.S.N. should take the courses listed below and complete an A.S. in General Studies.

AREA I: Written Composition	**6**
AREA II: Literature, Humanities & Fine Arts	**12**
Literature	(6)
Fine Arts	(3)
SPH 106 or SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 112, Precalculus Algebra or higher	(3)
BIO 103, Principles of Biology I	(4)
CHM 104, Intro to Inorganic Chemistry	(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 201, Human Anatomy & Physiology I	(4)
BIO 202, Human Anatomy & Physiology II	(4)
BIO 220, Microbiology	(4)
BIO 230, Pathophysiology	(3)
BUS 271, Elementary Statistics	(3)
CHM 105, Intro to Organic Chemistry	(4)
HEC 140, Principles of Nutrition	(3)
CIS 146 or equivalent Computer Science	(3)
PHL 206, Ethics & Society	(3)
General Courses	**60 semester hours**

PSYCHOLOGY (PSY)

Associate in Science

AREA I: Written Composition	**6**
AREA II: Literature, Humanities & Fine Arts	**12**
*****Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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**

SECONDARY EDUCATION (SED)

Associate in Arts

AREA I: Written Composition	**6**
AREA II: Literature, Humanities and Fine Arts	**12**
Literature	(3-6)
Fine Arts	(3)
SPH 106 or 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 (PPR)

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 106 or 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 (PPR)
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 106 or SPH 107	(3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 115	(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 (PPR)
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 106 or SPH 107	(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**
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 103, Principles of Biology I	(4)
BIO 201, Human Anatomy & Physiology I	(4)
BIO 202, Human Anatomy & Physiology II	(4)
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 (PPR)
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 106 or SPH 107	(3)
REL 151 or REL 152	(3)
AREA III: Mathematics and Natural Sciences	**11**
MTH 112, Precalculus Algebra	(3)
CHM 111-112, College Chemistry I & II	(8)
AREA IV: History, Social & Behavioral Science	**12**
History, U.S. History or Western Civilization	(6)
PSY 200, General Psychology	(3)
Additional Social and Behavioral Sciences	(3)
+AREA V: Pre-Professional, Major & Electives	**19**
BIO 103, Principles of Biology I	(4)
BIO 201 & 202, Human Anatomy & Physiology I & II	(8)
BIO 220, Microbiology	(4)
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**

** 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 & 112. Chemical Engineers must complete CHM 111 & 112 (8 hrs) and CHM 221 and 222 (8 hrs).

HEALTH SCIENCES DIVISION

BEVILL STATE COMMUNITY COLLEGE

HEALTH SCIENCES

The Health Science 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-Advanced, Paramedic, Surgical Technology, and Phlebotomy. Certificates of completion for non-credit, which are short term and concentrated, are offered in Nurse Assistant, Surgical Instrument Technician, and Mental Health Qualified Technician. Bevill State students may 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 to place in academic courses.

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 with enrollment in a program or course. Health Science courses require students to carry health insurance, which is the responsibility of the student. Malpractice insurance is also required and will be included as a fee, payable with the student's tuition. Health Science programs of study require drug screening, background checks, and testing fees, 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 declaring that the student has no positive drug screens and no criminal history. Therefore, a 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 throughout student's enrollment during assigned clinicals. The cost of the background check **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 **for disciplinary or unsafe client care** will result in a student being ineligible for readmission to any Health Science program offered at Bevill State.

Programs of study within the Health Science 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 (NAS)

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, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or www.nlnac.org; telephone number (404) 975-5000).*

Admission Requirements

Applicants admitted into the Bevill State Community College Associate Degree Nursing program 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 with a cumulative 2.0 grade point average at the institution.
2. Receipt of complete application for the Associate Degree Nursing program will be April 1 of each year.
3. A minimum of 2.5 GPA based on the last 24 hours of credit for students with previous college work, excluding coursework in progress. The GPA for high school students without college coursework should be cumulative.
4. There will be no time limit for previously taken courses such as Anatomy, Physiology, Math, or English.
5. A minimum of 2.5 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
6. Eligibility for English 101 as determined by College policy. The minimum Math requirement is MTH 100 (Intermediate College Algebra).
7. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the nursing office or www.bscc.edu in the *Nursing Student Handbook*.
8. The Test of Essential Academic Skills (TEAS) score is a requirement for program admission. TEAS measures basic essential skills in the academic content area of reading, mathematics, science, English and language usage. The TEAS score is good for three (3) years. A student may repeat the current version of TEAS once during any semester admission time frame. The student must wait six (6) weeks between taking each test.
9. The COMPASS must be taken for academic placement as per State Board of Education policy. The minimal Math requirement is MTH 100 (Intermediate College Algebra.)
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.
12. Upon conditional admission to the ADN program, a clear background check will be required before enrollment in the Nursing program will be completed.
13. Upon admission, applicants must provide proof of three Hepatitis vaccinations or proof of starting the three Hepatitis vaccinations series, MMR vaccination IgG or positive titer, Mumps vaccination IgG or positive titer, Rubella vaccination IgG or positive titer, Varicella vaccination IgG or positive titer, current tetanus (Tdap) vaccination or positive titer, and proof of current TB testing (within six months) status.
14. Upon conditional admission, applicant must provide verification of health insurance coverage, as well as, maintain their health insurance coverage throughout the nursing curriculum.

NURSING, ADN (NUR)

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

General Education Courses	Semester Hours
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
Humanities Elective	3
MTH 100, Intermediate College Algebra 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. Successfully complete the 72 semester credit hours required in the ADN nursing curriculum with a grade of "C" (2.0 GPA) or better.

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 with a cumulative grade point average of 2.0 at the institution.
2. Receipt of completed application for the Practical Nursing Mobility Track by:
   a. September 1 of each year for NUR 200 and NUR 201.
3. Applicants must have successfully completed the following prerequisite courses:
   a. The minimal math requirement is MTH 100 Intermediate College Alegbra. (3 credit hours);
   b. Anatomy and Physiology I (BIO 201) (4 credit hours);
   c. There will be no time limit for previously taken courses such as Anatomy, physiology, math or English.
   d. In addition, applicants must have successfully completed ENG 101 (3 credit hours) & BIO 202 (4 credit hours) for admission to NUR 201.
4. Eligibility for 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 in the *Nursing Student Handbook*.
6. The Test of Essential Academic Skills (TEAS) score is a requirement for program admission. TEAS measures basic essential skills in the academic content area of reading, mathematics, science, English and language usage. The TEAS score is good for three (3) years. A student may repeat the current version of TEAS once during any semester admission time frame. The student must wait six (6) weeks between taking each test.
7. A minimum of 2.5 GPA based upon the last 24 hours of credit for

students with previous college work, excluding coursework in progress. The GPA for high school students without college coursework should be cumulative.

8. All general education coursework required in the nursing program must have been completed with a grade of "C" or better.
9. The COMPASS must be taken for academic placement as per State Board of Education Policy.
10. Students meeting all criteria will be considered for admission on a space available basis.
11. 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**.
12. PN graduates from the Alabama Community College System (ACCS) 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 (NUR 201). Other applicants that are not graduates from the ACCS nursing curriculum or those from the ACCS curriculum who have graduated longer than two years ago 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.
13. 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;
14. 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 IgG or positive titer, Mumps vaccination IgG or positive titer, Rubella vaccination IgG or positive titer, Varicella vaccination IgG or positive titer, 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, an urgent care facility, or nursing home setting within the last 12 months prior to admission in the program. The 500 clock hours must be verified by the student's employer on company stationary. The deadline for meeting the 500 clock hours is one week prior to the start of summer classes.
15. Upon conditional admission to the ADN program, a clear background check will be required before enrollment in the Nursing program will be completed.
16. Upon conditional admission, applicant must provide verification of health insurance coverage, as well as, maintain their health insurance coverage throughout the nursing curriculum.

Prerequisite Courses Prior to NUR 200

MTH 100 or higher level Mathematical Applications	3
BIO 201, Human Anatomy and Physiology	4
Total Prerequisites prior to NUR 200	**7**

General Education Courses	**Semester Hours**
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
Humanities Elective (art, music, philosophy, religion or literature)	3
BIO 202, Human A & P II	8
BIO 220, Microbiology	4
PSY 200, General Psychology	3
PSY 210, Human Growth and Development	3
General Education Credits	**23**
Total General Education Credits	**30**

Field of Concentration Courses

NUR 200, Nursing Career Mobility Asssessment	6
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	**27**
Total Credits	**57**

**Students who successfully complete NUR 200 will additionally be awarded 15 nontraditional hours in Field of Concentration at the completion of the LPN Mobility curriculum.*

Prerequisite Courses Prior to NUR 201

MTH 100 or higher level Mathematical Applications	3
BIO 201, Human Anatomy and Physiology I	4
BIO 202, Human Anatomy and Physiology II	4
ENG 101, English Composition	3
Total Prerequisites prior to NUR 201	**14**

General Education Courses Remaining

SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
Humanities Elective	3
BIO 220, Microbiology	4
PSY 200, General Psychology	3
PSY 210, Human Growth and Development	3
General Education Credits	**16**
Total General Education Credits	**30**

Field of Concentration Courses Remaining

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
Field of Concentration Credits	**21**
Total Field of Concentration Credits	**51**

**LPN Mobility students admitted to NUR 201 will already have 21credit hours on LPN transcript for NUR 102, 103, 104, 105 & 106 for a total of 42 Field of Concentration hours at completion of the LPN Mobility curriculum.*

PRACTICAL NURSING (LPN)

Long-term Certificate
Fayette, Hamilton, Sumiton Campuses
& Pickens County Educational Center

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, 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. *(http://www.onetonline.org/link/summary/29-2061.00)*

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, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or wwww.nlnac.org; telephone number (404) 975-5000).*

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 with a cumulative 2.0 grade point average at the institution.
2. Receipt of completed application to the Practical Nursing program by September 1 of each year for Spring admission.
3. A minimum of 2.5 GPA based upon the last 24 hours of credit for students with previous college work, excluding coursework in progress.
4. A minimum of 2.5 high school GPA for students without prior college work (GED application instead of high school transcript);
5. The COMPASS must be taken for academic placement as per State Board of Education policy.
6. Eligibility for English 101 (ENG 101) and Math 116 (MTH 116) or higher math as determined by College policy.
7. Applicants must possess certain physical and mental abilities to meet the required essential functions of the nursing program. A list of Essential Functions is available in the nursing office or www.bscc.edu in the *Nursing Student Handbook*.
8. The Test of Essential Academic Skills (TEAS) score is a requirement for program admission. TEAS measures basic essential skills in the academic content area of reading, mathematics, science, English and language usage. The TEAS score is good for three (3) years. A student may repeat the current version of TEAS once during any semester admission time frame. The student must wait six (6) weeks between taking each test.
9. 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.**
10. Upon conditional admission to the PN program, a clear background check will be required before enrollment in the Nursing program will be completed.
11. Upon admission, applicants must provide proof of three Hepatitis vaccinations or positive titer, MMR vaccination IgG or positive titer, Mumps vaccination IgG or positive titer, Rubella vaccination IgG or positive titer, Varicella vaccination IgG or positive titer, current tetanus (Tdap) vaccination or positive titer, and proof of current TB testing (within six months) status.
12. Upon conditional admission, applicant must provide verification of health insurance coverage, as well as, maintain their health insurance coverage throughout the nursing curriculum.

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 53 semester hours.*

Graduation

To receive a certificate in Practical Nursing, a student must meet the following requirements:

1. File an application for graduation with the Office of Student Services.
2. Clear all obligations with the College.
3. Successfully complete the 45-53 semester credit hours required in the PN nursing curriculum with a grade of "C" (2.0 GPA) or better.

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 Community College System (ACCS) Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the Dean for Health Sciences.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Maintain current CPR certification; American Heart Association (AHA) at the health care provider level.
5. 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.**
6. 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.
7. The nursing faculty reserves the right to withdraw any student from the program if a clinical agency refuses to allow that student clinical experiences.
8. Submit a satisfactory health screening data form annually.
9. Maintain health insurance coverage throughout the program.
10. Adhere to current program attendance policy.
11. Obtain the required Bevill State student uniform.
12. 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.

13. Function within the scope of practice as defined by the current Alabama Board of Nursing Nurse Practice Act.

Nursing Non-Progression

Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Two instances of non-progression will result in dismissal from the ADN or PN program. If the student has two non-progressions in the ADN program, the student is allowed one non-progression in the PN program. If a student has one non-progression in the ADN program and transfers to the PN program, that student is allowed two non-progressions in the PN program.

Reinstatement

Students who experience nursing non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. 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 to discuss reinstatement. Reinstatement to the program will be allowed one time only. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will NOT be allowed reinstatement to the nursing program. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of 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. Demonstrate a 2.0 GPA in nursing program required courses.
4. Students must notify the Health Science Division Chair of their request for reinstatement.
5. Adhere to nursing curriculum or program policies or procedures effective at the point of reinstatement.
6. Have had no more than one non-progression since program admission. Students transferring to the PN program cannot be considered for readmission into the ADN program. Students transferring to the PN program must follow guidelines for PN to RN mobility policy.
7. Demonstrate acceptable skills proficiency by successfully passing the Nursing Remediation course (BBS 101) PRIOR to readmission.
8. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
9. Demonstrate current American Heart Association CPR at the health care provider level.
10. **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. Space unavailability.
    e. Failure to successfully complete the Nurse Remediation course.
11. Failure to follow these procedures may result in denial of reinstatement to the program.
12. Any changes in the program curriculum, admissions criteria, or procedures will be applicable upon the student's reinstatement.
13. Students may be reinstated only once at the point where they dropped, interrupted or failed from the initial admission to one of the programs.
14. 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.
15. Students are required to update all drug testing and background screening according to program policy.
16. Students are required to successfully complete the nursing remediation course at Bevill State prior to the requested term for reinstatement. Failure to successfully complete the nursing remediation course will result in denial of reinstatement to the program.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, new student must take all nursing program courses (NUR prefix).

Transfer Student Admission

This transfer policy applies only to students desiring to transfer between ACCS institutions. It does not apply to students wishing to transfer from other institutions.

Students wishing to transfer must:

1. Meet the minimum admission standards for the nursing program.
2. Possess a GPA of 2.0 in all nursing program required courses taken at another institution at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Be a student in good standing and eligible to return to the previous nursing program.
5. Comply with all program policy requirements at accepting institution.
6. Complete at least 25 percent of the nursing program required courses for degree/certificate 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 in the *Nursing Student Handbook*.
9. Applicants must meet program health requirements.
10. Student selection for transfer is based on GPA in nursing program required courses.
11. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
12. Transfer students will be required to pass a dose calculation exam at 100%. Only one re-test will be allowed. After successful completion of the dose calculation exam, a written nursing skills exam must be passed at 80% or higher. Students will then be required to satisfactorily check off nursing procedures in the college campus lab under the supervision of a faculty member. The required skills include but are not limited to: head-to-toe physical assessment, sterile urinary catheter insertion, sterile suctioning, injection sites, medication administration, nasogastric tube intubation.

TRANSIENT STUDENT POLICY

The transient policy applies only to students desiring to enroll as a transient student in Alabama Community College System institutions. It does not apply to students wishing to enroll as a transient student at other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a GPA of 2.0 in all nursing program required courses taken at another institution.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student seeking enrollment as a transient student must follow procedures in place at both the parent institution and the receiving college. Additionally, the student must receive prior approval for the parent institution's nursing program dean/director for any nursing courses taken on a transient basis as well as approval from the nursing program dean/director of the receiving college to enroll.
5. Transient students must complete a **Transcript Request Form** at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for a clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transient status is based on GPA in nursing program required courses.

ADN Transfer to PN Program

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework – MTH 116 or higher, ENG 101, BIO201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form
2. Have a minimum of a 2.0 cumulative GPA at current institution
3. Meet clinical/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA from the current institution for the purposes of transfer/readmission to the PN program.
6. Students who have two non-progressions in the RN program are only allowed one non-progression in the PN program.
7. Students are required to successfully complete the nursing remediation course (BSS 101) at Bevill State prior to the requested term for reinstatement. Failure to successfully complete the nursing remediation course will result in denial of reinstatement to the program.

Students who are successful in the PN program may only apply for the LPN to RN mobility option as outlined in the college catalog. If unsuccessful in the PN transfer option, students must meet current admission/progression requirements.

Dismissal Policy

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 may 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/treated for any existing health problem which may physically or emotionally impair their ability to provide safe and competent clinical care, 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 <u>before</u> attending the first scheduled class day, as well as maintain their health insurance coverage throughout enrollment in the nursing curriculum.

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 which, subsequently, will prevent 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

<u>Test scores are not rounded to the next whole number (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.</u>

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

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). <u>However, completion of the academic program in no way assures the student of eligibility to write the exam or of licensure.</u> 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 for 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.

<u>NURSE ASSISTANT (NAS)</u>
Certificate of Completion (non-credit)
All Locations

Bevill State Community College Skills Training Division offers an 8-week, Nursing Assistant Program. While enrolled in this 84 hour (non-credit) program of study, students learn basic patient care skills in the classroom and in clinical/lab experiences.

During the program, students are required to demonstrate clinical proficiency of 19 patient care skills. The student must complete each skill at a satisfactory level in order to complete the course. In addition, students are required to complete a 20 hour clinical rotation at a local healthcare facility.

Prior to program completion, students are given a comprehensive written final exam, which must be passed at a minimum level of 75 percent. Students are also given a skills final exam, which must be passed at a minimum level of 100 percent.

Once students successfully complete the Nursing Assistant Program, they must pass the Nurse Aide Certification Exam in order to become certified and be qualified for placement on the State of Alabama Nurse Aide Registry. This two-part examination consists of a written exam and a skills exam. The student must show proficiency on both exams to qualify for certification status.

Total program costs: $1,175.00

EMERGENCY MEDICAL SERVICES
PARAMEDIC (EM3)
Associate in Applied Science Degree
Sumiton Campus

Admission Requirements
Applicants must be 18 years old, possess a GED or high school diploma and complete all general college application requirements. 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 Department of Public Health Administrative Code, Chapter 420-2-1.

In addition, applicants must possess a valid, unencumbered Alabama Advanced EMT license prior to entering the clinical portion of the Paramedic course or they will be required to exit the program. They must also possess a current CPR card.

This program is designed to provide the training necessary for successful completion of the requirements for Paramedic, 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 five 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 Paramedic 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 Paramedic program immediately.
3. Certain clinical facilities utilized by the Paramedic program require criminal background checks declaring that the student has no criminal history. Therefore, a 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 may result in the student being denied admission to or dismissal from the Paramedic program.
4. Paramedic program faculty reserve the right to require, at any time, proof of a student's physical, mental, and/or emotional health. All students must be able to perform the Essential Functions. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the Paramedic 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 EMS Program Director. 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, as well as 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 Paramedic program or any other Health Science program offered at Bevill State.

General Studies Courses	**Semester Hours**
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
Humanities/Fine Arts Elective	3
MTH 100, Intermediate College Algebra	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 118, Emergency Medical Technician	9
EMS 119, Emergency Medical Technician Clinical	1
EMS 155, Advanced EMT	8
EMS 156, Advanced EMT Clinical	2
EMS 240, Paramedic Operations	2
EMS 241, Paramedic Cardiology	3
EMS 242, Paramedic Patient Assessment	3
EMS 243, Paramedic Pharmacology	1
EMS 244, Paramedic Clinical I	1
EMS 245, Paramedic Medical Emergencies	3
EMS 246, Paramedic Trauma Management	3
EMS 247, Paramedic Special Populations	2
EMS 248, Paramedic Clinical II	3
EMS 253, Paramedic Transition to the Workforce	2
EMS 254, Advanced Competencies for Paramedic	2
EMS 255, Paramedic Field Preceptorship	5
EMS 256, Paramedic Team Leadership	1
Total Field of Concentration Credits	**51**
Total General Education Requirements	**23**
Total Credits	**74**

ORI 101 is a pre/co-requisite for this degree.

PARAMEDIC (EM3)
Long-term Certificate
Sumiton Campus

Admission Requirements
Applicants must be 18 years old, possess a GED or high school diploma and complete all general college application requirements. 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 Department of Public Health Administrative Code, Chapter 420-2-1.

In addition, applicants must possess a valid, unencumbered Alabama Advanced EMT license prior to entering the clinical portion of the Paramedic course or they will be required to exit the program. They must also possess a current CPR card.

This program is designed to provide the training necessary for successful completion of the requirements for Paramedic, 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 three 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 Paramedic 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 Paramedic program immediately.
3. Certain clinical facilities utilized by the Paramedic program require criminal background checks declaring that the student has no criminal history. Therefore, a background check will be required prior to enrollment in the program. The cost of the background check will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to or dismissal from the Paramedic program.
4. Paramedic program faculty reserves the right to require, at any time, proof of a student's physical, mental, and/or emotional health. All students must be able to perform the Essential Functions. The faculty may require students to receive, at the student's expense, counseling and/or medical treatment in order to continue in the Paramedic 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 EMS Program Director. 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, as well as 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 Paramedic program or any other Health Science program offered at Bevill State.

FIELD OF CONCENTRATION COURSES	**Semester Hours**
EMS 118, Emergency Medical Technician	9
EMS 119, Emergency Medical Technician Clinical	1
EMS 155, Advanced EMT	8
EMS 156, Advanced EMT Clinical	2
EMS 240, Paramedic Operations	2
EMS 241, Paramedic Cardiology	3
EMS 242, Paramedic Patient Assessment	2
EMS 243, Paramedic Pharmacology	1
EMS 244, Paramedic Clinical I	1
EMS 245, Paramedic Medical Emergencies	3
EMS 246, Paramedic Trauma Management	3
EMS 247, Paramedic Special Populations	2
EMS 248, Paramedic Clinical II	3
EMS 253, Paramedic Transition to the Workforce	2
EMS 254, Advanced Competencies for Paramedic	2
EMS 255, Paramedic Field Preceptorship	5
EMS 256, Paramedic Team Leadership	1
Total Field of Concentration Credits	**50**

ADVANCED - EMERGENCY MEDICAL TECHNICIAN-EMT (EM2)

Short-term Certificate
Fayette, Hamilton & Sumiton Campuses

Admission Requirements

Applicants must be 18 years old, possess a GED or high school diploma and complete all general college application requirements. 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 Department 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 declaring that the student has no criminal history. Therefore, a background check will be required prior to enrollment in the EMT program. The cost of the background check will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to or dismissal from 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. All students must be able to perform the Essential Functions. 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 EMS Program Director. 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, as well as 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.
9. An EMT License is required to enter the Advanced EMT Clinicals.

FIELD OF CONCENTRATION COURSES-Advanced EMT	**Semester Hours**
EMS 155, Advanced EMT	8
EMS 156, Advanced EMT Clinical	2
Total Field of Concentration Credits	**10**

ORI 101 is a pre/co-requisite for this certificate.

EMERGENCY MEDICAL TECHNICIAN-EMT (EM1)

Short-term Certificate
Fayette, Hamilton & Sumiton Campuses

Admission Requirements

Applicants must be 18 years old, possess a GED or high school diploma and complete all general college application requirements. 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 Department 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 declaring that the student has no criminal history. Therefore, a background check will be required prior to enrollment in the EMT program. The cost of the background check will be the responsibility of the student. Issues pertaining to a student's positive background check may result in the student being denied admission to or dismissal program from 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. All students must be able to perform the Essential Functions. 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 EMS Program Director. 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, as well as 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-EMT	Semester Hours
EMS 118, Emergency Medical Technician	9
EMS 119, Emergency Medical Technician Clinical	1
Total Field of Concentration Credits	**10**

ORI 101 is a pre/co-requisite for this certificate.

SURGICAL TECHNOLOGY (SUR)

Short-term 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(E)-62(R)-25(M) 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.

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 declaring that the student has no criminal history. Upon conditional admission to the Surgical Technology program, a clear background check will be required before enrollment in the Surgical Technology program will be complete. The cost of the background check 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, as well as 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
ORI 101, Orientation to College	1
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, Role Transition in Surgical Technology	1
SUR 208, Special Topics in Surgical Technology	1
Total Field of Concentration Credits	**29**

(http://www.onetonline.org/link/summary/29-2055.00)

PHLEBOTOMY (PHB)

Non-collegiate Award
Jasper & Hamilton Campuses

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 and complete all general application requirements. 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 may 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.
4. 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/treated for any existing health problem which may physically or emotionally impair their ability to provide safe and competent client care, 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 the 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 Phlebotomy program require criminal background checks declaring that the student has no criminal history. Therefore, a background check will be required prior to enrollment in the program. The cost of the background check 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.
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.

Field of Concentration Courses	**Semester Hours**
CLT 101, Phlebotomy Certification	3
CLT 102, Phlebotomy Clinical	4
Total Field of Concentration Credits	**7**

ORI 101 is a prerequisite for this certificate.

CENTRAL STERILE SURGICAL INSTRUMENT TECHNICIAN

Certificate of Completion (non-credit)
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 short-term 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 declaring that the student has no criminal history. Therefore, a background check will be required prior to enrollment in the course. The cost of the background check 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.
7. All students must present verification of health insurance coverage before attending the first scheduled class day, as well as maintain this health insurance coverage throughout the program of study.

MENTAL HEALTH QUALIFIED TECHNICIAN

Certificate of Completion (non-credit)
Hamilton Campus

This six-week, non-credit course fulfills the hours required for training of Mental Health Qualified Technicians. It is in compliance with the Alabama Board of Nursing and the Alabama Department of Mental Health and Mental Retardation. Emphasis for this course is placed on the development of attitudes, skills, and knowledge required of the Mental Health Qualified Technician. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

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 may be immediately dismissed from the MHQT 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 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.
3. **A student who is hospitalized/treated for any existing health problem which may physically or emotionally impair their ability to provide a safe and competent client care, 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 the 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, as well as maintain this health insurance coverage throughout the program of study.
6. Certain clinical facilities utilized by the nursing program require criminal background checks declaring that the student has no criminal history. Therefore, a background check will be required prior to enrollment in the course. The cost of the background check 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 Mental Health Qualified Technician program.
7. Documentation validating recent Tb skin test and HepB immunization must be submitted to the course instructor prior to placement in assigned clinicals. In addition, students must comply with any additional health requirements of clinical agencies.

The Mental Health Qualified Technician (MHQT) program will consist of the following contact hours:

Classroom Hours: 15 hrs per week for six weeks	90
Laboratory Hours: 3 hrs per week for six weeks	18
Clinical Hours: 6 hrs per week for two weeks	12
Total contact hours	**108**

CAREER TECHNICAL EDUCATION

BEVILL STATE COMMUNITY COLLEGE

FUTURE MADE VISIBLE

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 to support the needs of the communities served. The Division offers programs of study that lead to Associate in Applied Science (AAS) degrees, long-term certificates, short-term certificates, and certificates of completion.

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 oral and written communication, critical thinking, computer literacy, mathematical principles and/or scientific reasoning. 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; Business Office Management with options in Accounting, Business Management, and Office Administration; Child Development; Computer Science; Drafting Design Engineering Technology; Electrical Systems Technology with specializations in Industrial Plant Technician, Automated Manufacturing, Renewable Energy Technology, Manufacturing Engineering, and Industrial Electronics; and Machine Tool Technology.

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, Automotive Body Repair Technology, Automotive Technology, Business Office Management; Child Development, Cosmetology; Diesel Technology; Drafting Design Engineering Technology; Electrical Systems Technology; Machine Tool Technology; and Welding Technology.

Short-term certificates are available in most career fields where AAS degrees and/or long-term certificates are already offered. The short-term certificates vary in length from 9 to 29 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 Automated Manufacturing Technology; Automotive Technology; Barbering; Child Development; Computerized Numerical Control; Computer Science with options in Information Technology and A+ Certification; Cosmetology Instructor; Diesel Technology; Electrical Systems Technology; Graphic Communications; Industrial Electronics Technician; Industrial Plant Technician; Machine Tool Technology; Manufacturing Engineering; Mining Technology; Renewable Energy Technology; Truck Driver Training; and Welding Technology. In addition, certificates of completion are offered through the Center for Financial Training-Alabama in General Banking and Bank Operations.
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.

Programs of study within the Career Technical Division require specific essential mental and physical capabilities if the student is to be successful. Essential functions for each Career Technical program of study are available in each career technical instructor's office and the Bevill State website - www.bscc.edu.

ATTENDANCE POLICY

Class attendance is considered an essential part of the educational process at Bevill State. The College subscribes to the philosophy that a student's academic progress is directly proportional to class attendance. Class attendance will be recorded from the first day of the student's official enrollment. Bevill State expects students to participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. Students are expected to be in class on time and to attend a minimum of 90% of the total class contact hours, including laboratory hours, for each course to be eligible to receive a passing grade. The instructor should inform the students how many absences this would mean for a specific class. If it becomes necessary for a student to withdraw from a course or from the College, it is the student's responsibility to complete the College's approved withdrawal process. If a student exceeds the 10% limit on absences, the instructor may: (1) withdraw the student from the class with a grade of "W" if the withdrawal occurs before mid-term; (2) withdraw the student after mid-term from the class with a grade of either "WP" if passing or "WF" if failing; or (3) examine any extenuating circumstances and allow the student to continue the class and make up the work.

Each student should be punctual. It is an interruption to the class for a student to arrive late. Instructors have the discretion to consider a late arrival or early departure, without the permission of the instructor, as an absence or some percentage counting toward an absence. For example, a faculty member may consider a late arrival as 1/3 of an absence.

It is recognized that from time to time, extenuating circumstances may prevent a student from being able to attend a class. If the student misses a test or in-class assignment because of such an absence, makeup assignments may be given at the instructor's discretion. It is the student's responsibility to inquire about making up the work missed during any absence. However, there is no requirement that the instructor provide the opportunity for a makeup.

The following guidelines are provided for instructors who are willing to extend an opportunity for makeup work for absences resulting from extenuating circumstances.

1. Absences that occur because of emergencies (e.g., accidents, illness, court appearance, or death of an immediate family member) will be excused with proper notification to the instructor. Proper notification requires documentation as determined by the instructor. Examples include a copy of an accident report, a hospital admittance form, a doctor's excuse, subpoena or a death announcement. When possible, the student or appropriate

representative of the student (doctor, lawyer, hospital official, parent, spouse, etc.) should provide notification prior to the class that is to be missed.

2. Absences that occur as a result of Federal or State statutes will be excused upon proper notification to the instructor. Proper notification requires documentation as determined by the instructor.

CAREER TECHNICAL EDUCATION PROGRAMS

AIR-CONDITIONING & REFRIGERATION TECHNOLOGY (ACR)

Heating and air-conditioning systems control the temperature, humidity, and the total air quality in residential, commercial, industrial, and other buildings. By providing a climate controlled environment, refrigeration systems make it possible to store and transport food, medicine, and other perishable items. Heating, Air-conditioning, and Refrigeration Technicians install, maintain, and repair such systems. Because heating, ventilation, air-conditioning, and refrigeration systems often are referred to as HVACR systems, these workers also may be called HVACR technicians. The Air Conditioning and Refrigeration program at Bevill State is designed to teach 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. The program is approved by the Alabama Board of Heating, Air Conditioning, and Refrigeration for the Alabama Contractor's License Exam.

(Occupational Outlook Handbook)

NOTE: *Always check with an advisor for program and course location by campus.*

ASSOCIATE IN APPLIED SCIENCE DEGREE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
ACR 111, Principles of Refrigeration	3
ACR 112, HVACR Service Procedures	3
ACR 113, Refrigeration Piping Practices	3
ACR 119, Fundamentals of Gas Heating Systems	3
ACR 121, Principles of Electricity for HVACR	3
ACR 122, HVACR Electrical Circuits	3
ACR 123, HVACR Electrical Components	3
ACR 128, Heat Load Calculations	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
Total Field of Study Credits	**39**
Field of Study Electives	
Select 4 courses from the following offerings:	
ACR 120, Fundamentals of Electric Heating Systems	3
ACR 126, Commercial Heating Systems	3
ACR 127, HVACR Electric Motors	3
ACR 133, Domestic Refrigeration	3
ACR 134, Ice Machines	3
ACR 144, Basic Drawing and Blueprint Reading in HVAC	3
ACR 192, HVAC Apprenticeship/Internship	3
ACR 200, Review for Contractors Exam	3
ACR 209, Commercial Air Conditioning Systems	3
ACR 210, Troubleshooting HVACR Systems	3
Total Field of Study Electives	**12**
General Studies Courses	
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 116, Mathematical Applications (or higher level)	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**
Total Credits	**73**

LONG-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
ACR 111, Principles of Refrigeration	3
ACR 112, HVACR Service Procedures	3
ACR 113, Refrigeration Piping Practices	3
ACR 119, Fundamentals of Gas Heating Systems	3
ACR 121, Principles of Electricity for HVACR	3
ACR 122, HVACR Electrical Circuits	3
ACR 123, HVACR Electrical Components	3
ACR 128, Heat Load Calculations	3
ACR 132, Residential Air Conditioning	3
ACR 147, Refrigeration Transition and Recovery Theory	3
ACR 148, Heat Pumps Systems I	3
Total Field of Study Credits	**33**
Field of Study Electives	
Select 3 courses from the following offerings:	
ACR 120, Fundamentals of Electric Heating Systems	3
ACR 126, Commercial Heating Systems	3
ACR 127, HVACR Electric Motors	3
ACR 133, Domestic Refrigeration	3
ACR 134, Ice Machines	3
ACR 144, Basic Drawing and Blueprint Reading in HVAC	3
ACR 192, HVAC Apprenticeship/Internship	3
ACR 200, Review for Contractors Exam	3
ACR 209, Commercial Air Conditioning Systems	3
ACR 210, Troubleshooting HVACR Systems	3
Total Elective Credits	**9**
General Studies Courses	
ENG 101, English Composition I	3
MTH 116, Mathematical Applications (or higher level)	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	**12**
Total Credits	**55**

AUTOMOTIVE BODY REPAIR TECHNOLOGY (ABR)

Most of the damage resulting from everyday vehicle collisions can be repaired, and vehicles can be refinished to look and drive like new. This damage may be relatively minor, such as scraped paint or a dented panel, or major, requiring the complex replacement of parts. Such repair services are performed by trained workers. Auto Body or Collision Repair Technicians straighten bent bodies, remove dents, and replace crumpled parts that cannot be fixed. They repair all types of vehicles including cars, small trucks, large trucks, buses, or tractor-trailers. Each damaged vehicle presents different challenges for repairers. The College's Auto Body Repair program is NATEF certified

and offers students the opportunity to receive training in shop safety, surface preparation, metal alignment, and metal finishing. The program includes instruction in MIG welding, plastic repair of unibody parts, frame structural alignment, and principles of damage assesment. The I-CAR Live Curriculum used in this program is NATEF (ASE) approved and published by the I-CAR Education Foundation.
(Occupational Outlook Handbook)
(http://www.onetonline.org/link/summary/49-3021.00)
NOTE: *Always check with an advisor for program and course location by campus.*

LONG-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Field of Study 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 255, Steering and Suspension	3
ABR 258, Heating & A/C in Collision Repair	3
ABR 265, Paint Defects & Final Detail	3
ABR 267, Shop Management	3
Total Field of Study Credits	**42**
General Studies Courses	
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	3
Total General Studies Credits	**12**
Total Credits	**55**

AUTOMATED MANUFACTURING TECHNOLOGY (AUT)

This program prepares students to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacturing of products. Automated Manufacturing is one of Alabama's fast-growing, occupational fields. Positions exist both in automobile manufacturing plants and in many supplier organizations statewide. The skills taught in this program are highly portable and transferable to other sectors which demand high-tech, multi-skilled abilities in automated manufacturing. Bevill State is a member of the Consortium for the Alabama Regional Center for Automotive Manufacturing (CARCAM). CARCAM's goal is to assist the growing automotive industry in Alabama with the development of a modern, highly skilled workforce. Students are advised to enter the Associate of Applied Science (A.A.S.) degree in Electrical Technology and take the automated manufacturing courses as an option in the degree plan.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Core Courses	
ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ETC 108, Motor Controls I	3
INT 117, Principles of Industrial Mechanics	3
AUT 102, Manufacturing Fundamentals	3
AUT 116, Introduction to Robotics	3
AUT 117, AC/DC Machines	3
AUT 131, Fluid Power	3
AUT 150, Introduction to Machine Shop	3
Total Credits	**28**

AUTOMOTIVE TECHNOLOGY (AUM)

Automotive Service Technicians inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity, or alternative fuels. They perform basic care maintenance, such as oil changes and tire rotations, diagnose complex problems, and plan and execute vehicle repairs. Automotive Service Technicians responsibilities have evolved from simple mechanical repairs to high-level technology-related work. Today, integrated electronic systems and complex computers regulate vehicles and their performance while on the road. The increasing sophistication of automobiles requires workers who can use computerized shop equipment and work with electronic components while maintaining their skills with traditional hand tools. Technicians must have an increasingly broad knowledge of how a vehicle's complex components work and interact. They also must be able to work with electronic diagnostic equipment, digital manuals and reference materials.
(Occupational Outlook Handbook)
(http://www.onetonline.org/link/summary/49-3023.00)
NOTE: *Always check with an advisor for program and course location by campus.*

LONG-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
AUM 101, Fundamentals of Automotive Technology	3
AUM 112, Electrical Fundamentals	3
AUM 121, Braking Systems	3
AUM 122, Steering and Suspension	3
AUM 124, Automotive Engines	3
AUM 130, Drive Train and Axles	3
AUM 133, Motor Vehicle Air Conditioning	3
AUM 162, Electrical and Electronic Systems	3
AUM 212, Advanced Electrical and Electronic Systems	3
AUM 220, Advanced Automotive Engines	3
AUM 224, Manual Transmissions and Transaxles	3
AUM 230, Automatic Transmissions and Transaxles	3
AUM 239, Engine Performance	3
AUM 244, Engine Performance and Diagnostics	3
AUM 246, Automotive Emissions	3
AUM 281, Special Topics	3
Total Field of Study Credits	**48**
General Studies Courses	
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	3
Total General Studies Credits	**12**
Total Credits	**61**

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
AUM 101, Fundamentals of Automotive Technology	3

Field of Study Electives

Select 21 credit hours from the following offerings:

AUM 112, Electrical Fundamentals	3
AUM 121, Braking Systems	3
AUM 122, Steering and Suspension	3
AUM 124, Automotive Engines	3
AUM 130, Drive Train and Axles	3
AUM 133, Motor Vehicle Air Conditioning	3
AUM 162, Electrical and Electronic Systems	3
AUM 212, Advanced Electrical and Electronic Systems	3
AUM 220, Advanced Automotive Engines	3
AUM 224, Manual Transmissions and Transaxles	3
AUM 230, Automatic Transmissions and Transaxles	3
AUM 239, Engine Performance	3
AUM 244, Engine Performance and Diagnostics	3
AUM 246, Automotive Emissions	3
AUM 281, Special Topics	3
Total Elective Credits	**21**
Total Credits	**25**

BARBERING (BAR)

Barbers focus on providing hair care services to enhance the appearance of customers. They cut, trim, shampoo, and style hair mostly for male clients. Barbers may also fit hairpieces, offer scalp treatments and facial shaving. Many states license Barbers to color, bleach, and highlight hair, and to offer permanent-wave services. Some Barbers provide skin care and nail treatments.
(Occupational Outlook Handbook)
(http://www.onetonline.org/link/summary/39-5011.00)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
BAR 110, Orientation to Barbering	3
BAR 113, Barbering Style Lab	3
BAR 115, Hair Cutting Basics	3
BAR 120, Properties of Chemistry	3
BAR 121, Chemical Hair Processing	3
BAR 122, Hair Coloring Chemistry	3
BAR 124, Hair Coloring Methodology	3
BAR 130, Marketing and Business Management	3
Total Field of Study Credits	**24**
Total Credits	**25**

BUSINESS OFFICE MANAGEMENT

The purpose of this program is to prepare students with the knowledge and skills for entry into a variety of positions in today's fast-paced, business office environment. Office and Administrative Support Supervisors and Managers plan or supervise support staff to ensure that they can work efficiently. After allocating work assignments and issuing deadlines, office and administrative support supervisors and managers oversee the work to ensure that it is proceeding on schedule and meeting established quality standards.
(Occupational Outlook Handbook)

NOTE: *Always check with an advisor for program and course location by campus.*

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

ASSOCIATE IN APPLIED SCIENCE DEGREE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
BUS 105, Customer Service	3
BUS 241, Principles of Accounting I	3
OAD 131, Business English	3
OAD 133, Business Communications	3
OAD 232, The Computerized Office	3
Total Field of Study Credits	**15**

Select one of the following three options

ACCOUNTING OPTION (ACT)	
ACT 246, Microcomputer Accounting	3
ACT 249, Payroll 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
ECO 231, Principles of Macroeconomics	3
Total Concentration Credits	**24**

BUSINESS/MANAGEMENT OPTION (MKT)	
BUS 175, Retailing	3
BUS 242, Principles of Accounting II	
BUS 263, Legal & Social Environment of Business	3
BUS 275, Principles of Management	3
BUS 276, Human Resource Management	3
BUS 279, Small Business Management	3
BUS 285, Principles of Marketing	3
ECO 231, Principles of Macroeconomics	3
Total Concentration Credits	**24**

OFFICE ADMINISTRATION OPTION (OFF)	
ACT 249, Payroll Accounting	3
BUS 263, Legal & Social Environment of Business	3
OAD 103, Intermediate Keyboarding	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 202, Legal Transcription	3
OAD 211, Medical Terminology	3
OAD 212, Medical Transcription	3
Total Concentration Credits	**24**

General Studies Courses	
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications (or higher)	3
CIS 146, Microcomputer Applications	3
CIS 286, Computerized Management Info Systems (Excel)	3
ECO 232, Principles of Microeconomics	3
Humanities/Fine Arts Elective	3
Total General Studies Credits	**21**
Total Credits	**61**

LONG-TERM CERTIFICATE (BOM)	**Semester Hours**
ORI 101, Orientation	1
Core Courses	
ACT 249, Payroll Accounting	3
BUS 105, Customer Service	3
BUS 241, Principles of Accounting I	3

CIS 286, Computerized Management Info Systems (Excel)	3
OAD 103, Intermediate Keyboarding	3
OAD 232, The Computerized Office	3
Total Field of Study Credits	**18**

Select five of the following courses:

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 133, Business Communications	3
OAD 138, Records/Information Management	3
OAD 200, Machine Transcription	3
OAD 202, Legal Transcription	3
OAD 211, Medical Terminology	3
OAD 212, Medical Transcription	3
Total Concentration Credits	**15**

General Studies Courses

ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 100, Intermediate College Algebra or MTH 116, Mathematical Applications (or higher)	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	**12**
Total Credits	**46**

CHILD DEVELOPMENT (CHD)

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 the program are designed to meet the State of Alabama minimum standards for Day Care Facilities and Preschools along with the national certification, Child Development Associate. All students enrolled in the Child Development 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 to or resulting in positive findings in the background check will result in the student being denied enrollment (Occupational Outlook Handbook)

NOTE: *Always check with an advisor for program and course location by campus.*

ASSOCIATE IN APPLIED SCIENCE DEGREE

	Semester Hours
ORI 101, Orientation	1

Field of Study 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 Education	3
BUS 275, Principles of Management or BUS 279, Small Business Management	3
EMS 100, Cardiopulmonary Resuscitation or current CPR card	1
Total Field of Study Credits	**37**

General Studies Courses	Semester Hours
ENG 101, English Composition I	3
Humanities/Fine Arts Elective	3
SPH 106, Fundamentals of Oral Communication	3
MTH 116, Mathematical Applications (or higher level)	3
PSY 200, General Psychology	3
BIO 103, Principles of Biology I	4
CIS 146, Microcomputer Applications	3
Total General Studies Credits	**22**
Total Credits	**60**

LONG-TERM CERTIFICATE

	Semester Hours
ORI 101, Orientation	1

Field of Study 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 in Early Care & Educ Prog	3
CHD 215, Supervised Prac Exp, Early Childhood Education	3
EMS 100, Cariopulmonary Resuscitation or current CPR card	1
Total Field of Study Credits	**28**

General Studies Courses	Semester Hours
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication	3
MTH 116, Mathematical Applications (or higher level)	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	**12**
Total Credits	**41**

SHORT-TERM CERTIFICATE

	Semester Hours
ORI 101, Orientation	1

Field of Study 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	1
Total Field of Study Credits	**25**
Total Credits	**26**

COMPUTER SCIENCE (IT)

Information Technology has become an integral part of modern life. Among its most important functions are the efficient transmission of information and the storage and analysis of information. Computer Network Technicians set up, test, and evaluate systems such as local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data communications systems. Systems are configured in many ways and can range from a connection between two offices in the same building to globally distributed networks, voice mail, and e-mail systems of a multinational organization. IT Technicians perform network modeling, analysis, and planning, which

often require both hardware and software solutions. For example, setting up a network may involve the installation of several pieces of hardware, such as routers and hubs, wireless adaptors, and cables, as well as the installation and configuration of software, such as network drivers. They may also research related products and make necessary hardware and software recommendations and address information security issues.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

ASSOCIATE IN APPLIED SCIENCE DEGREE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
OAD 131, Business English or ENG 102, English Comp II	3
OAD 133, Business Communications	3
CIS 146, Microcomputer Applications (CORE)	3
CIS 147, Advanced Microcomputer Applications	3
CIS 150, Intro to Computer Logic and Programming (CORE)	3
CIS 161, Intro to Network Communication (CORE)	3
CIS 207, Introduction to Web Development	3
CIS 208, Intermediate Web Development	3
CIS 209, Advanced Web Development	3
CIS 222, Database Management Systems	3
CIS 249, Microcomputer Operating Systems	3
CIS 268, Software Support (CORE)	3
CIS 269, Hardware Support (CORE)	3
Total Field of Study Credits	**39**
Field of Study Electives	
Select 6 credit hours from the following offerings:	
CIS 251, C++ Programming	3
CIS 281, System Analysis and Design	3
CIS 284, CIS Internship	3
CIS 285, Object Oriented Programming	3
CIS 286, Computerized Management Info Systems (EXCEL)	3
Total Electives Credits	**6**
General Studies Courses	
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 116, Mathematical Applications (or higher level)	3
History or Social/Behavioral Science Elective	3
Humanities/Fine Arts Elective	3
Total General Studies Credits	**15**
Total Credits	**61**

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Field of Study Courses	
CIS 146, Microcomputer Applications	3
CIS 150, Intro to Computer Logic and Programming	3
CIS 161, Intro to Network Communication	3
CIS 268, Software Support	3
CIS 269, Hardware Support	3
Total Field of Study Credits	**15**
Field of Study Electives	
Select 9 credit hours from the following offerings:	
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 222, Database Management Systems	3
CIS 249, Microcomputer Operating Systems	3
CIS 251, C++ Programming	3
CIS 281, System Analysis and Design	3
CIS 285, Object Oriented Programming	3
CIS 286, Computerized Management Info Systems (EXCEL)	3
Total Electives Credits	**9**
Total Credits	**25**

A+ CERTIFICATION TRAINING (A+)	
ORI 101, Orientation	1
Field of Study Courses	
CIS 249, Microcomputer Operating Systems	3
CIS 268, Support Software	3
CIS 269, Support Hardware	3
Total Field of Study Credits	**9**
Total Credits	**10**

COSMETOLOGY (COS)

Cosmetologists provide hair care services to enhance a customer's appearance. In addition, manicurists and pedicurists, shampooers, and skin care specialists provide specialized beauty services that help clients look and feel their best. Cosmetologists often keep records of hair color or skin care regimens used by their regular customers. A growing number of cosmetology shops actively sell hair, skin, and nail care products. Cosmetologists who operate their own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.
(Occupational Outlook Handbook)
(http://www.onetonline.org/link/summary/39-5012.00)
NOTE: *Always check with an advisor for program and course location by campus.*

LONG-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Field of Study 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 Lab	3
COS 119/BAR 130, Business of Cosmetology	3
COS 167, State Board Review	3
Total Field of Study Credits	**30**
Field of Study Electives	
Select 5 courses from the following offerings:	
BAR 115, Hair Cutting Techniques	3
COS 123, Cosmetology Salon Practices	3
COS 137, Hair Shaping and Design Theory	3
COS 141, Applied Chemistry for Cosmetology	3
COS 142, Applied Chemistry for Cosmetology	3
COS 145, Hair Shaping Lab	3
COS 148, Nail Care Theory	3
COS 149, Nail Art Theory	3
COS 152, Nail Care Applications	3
COS 154, Nail Art Applications	3

COS 162, Special Topics	3
COS 166, Skin Care Bacteriology and Sanitation	3
COS 181, Special Topics	3
COS 182, Special Topics	3
COS 190, Internship in Cosmetology	3
COS 191, Co-op Work Experience	3
Total Electives Credits	**15**

General Studies Courses

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	3
Total General Studies Credits	**12**
Total Credits	**58**

COSMETOLOGY INSTRUCTOR TRAINING (CIT)

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1

Field of Study 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 and Methods	3
CIT 223, Instructional Materials and Methods Applications	3
COS 167, State Board Review	3
Total Field of Study Credits	**21**

General Studies Courses

COM 100, Vocational Technical English I	3
MAH 101, Introductory Mathematics I	3
Total General Studies Credits	**6**
Total Credits	**28**

(http://www.onetonline.org/link/summary/25-1194.00)

DIESEL TECHNOLOGY (DEM)

Diesel-powered engines are more efficient and durable than their gasoline-burning counterparts. These powerful engines are standard in our nation's trucks, locomotives, and buses and are becoming more prevalent in light vehicles, including passenger vehicles, pickups, and other work trucks. Diesel Service Technicians repair and maintain the diesel engines that power transportation equipment. Increasingly, Diesel Technicians must be versatile enough to adapt to a customer's needs and to new technologies. It is common for technicians to handle all kinds of repairs, working on a vehicle's electrical system one day and doing major engine repairs the next. Diesel maintenance is becoming increasingly complex, as more electronic components are used to control the operation of an engine. For example, microprocessors now regulate and manage fuel injection and engine timing, increasing the engine's efficiency. In addition, new emissions standards may require technicians to retrofit engines with emissions control systems, such as emission filters and catalysts, to comply with pollution regulations. In today's shops, Diesel Service Technicians use hand-held or laptop computers to diagnose problems and adjust engine functions.

(Occupational Outlook Handbook)

(http://www.onetonline.org/link/summary/49-3031.00)

NOTE: *Always check with an advisor for program and course location by campus.*

LONG-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1

Field of Study 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
Total Field of Study Credits	**21**

Field of Study Electives

Select 7 courses from the following offerings:

DEM 105, Preventive Maintenance	3
DEM 108, DOT Vehicle Inspection	3
DEM 111, Equipment Safety & Mechanical Fundamentals	3
DEM 117, Diesel and Gas Tune Up	3
DEM 123, Pneumatics and Hydraulics	3
DEM 128, Heavy Vehicle Drive Train	3
DEM 130, Electrical Systems	3
DEM 137, Heating and A/C Systems	3
Total Electives Credits	**21**

General Studies Courses

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	3
Total General Studies Credits	**12**
Total Credits	**55**

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1

Field of Study Courses

DEM 104, Basic Engines	3
DEM 105, Preventive Maintenance	3
DEM 108, DOT Vehicle Inspection	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
Total Field of Study Credits	**24**
Total Credits	**25**

DRAFTING DESIGN ENGINEERING TECHNOLOGY (DDT)

Drafting Design Engineering Technicians use the principles and theories of science, engineering, and mathematics to solve technical problems in research and development, and manufacturing and architectural design. Many technicians assist engineers. Other technicians work in quality control, inspecting products and processes, conducting tests, or collecting data. In manufacturing, they may assist in product design or development. Today's technicians often use computer-aided design and drafting (CADD) equipment. Bevill State's program prepares students for entry into the workplace where engineering design and planning meet production. The technician provides the essential link between engineering and manufacturing.

(Occupational Outlook Handbook)

NOTE: *Always check with an advisor for program and course location by campus.*

ASSOCIATE IN APPLIED SCIENCE DEGREE	**Semester Hours**
ORI 101, Orientation	1

Field of Study 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
DDT 131, Machine Drafting Basics	3
DDT 211, Intermediate Machine Drafting	3
Total Field of Study Credits	**21**

Field of Study Electives

Select 9 courses from the following offerings:

DDT 115, Blueprint Reading for Machinists	3
DDT 116, Blueprint Reading for Construction	3
DDT 117, Manufacturing Processes	3
DDT 118, Basic Electrical Drafting	3
DDT 132, Architectural Drafting	3
DDT 133, Basic Surveying	3
DDT 134, Descriptive Geometry	3
DDT 182, Special Topics in Drafting and Design	3
DDT 212, Intermediate Architectural Drafting	3
DDT 215, Geometric Dimensioning and Tolerance	3
DDT 220, Advanced Technical Drawing	3
DDT 222, Advanced Architectural Drawing	3
DDT 231, Advanced CAD	3
DDT 233, Three-Dimensional Modeling	3
DDT 236, Design Project	3
DDT 237, Current Topics in CAD (Advanced Machine Drafting)	3
DDT 238, Special Topics in CAD (REVIT)	3
DDT 244, Advanced 3D Modeling (Inventor)	3
DDT 260, Portfolio (Advanced Architectural)	3
Total Electives Credits	**27**

General Studies Courses

ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 116, Mathematical Applications (or higher level)	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**
Total Credits	**70**

LONG-TERM CERTIFICATE

	Semester Hours
ORI 101, Orientation	1

Field of Study 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
DDT 131, Machine Drafting Basics	3
DDT 211, Intermediate Machine Drafting	3
Total Field of Study Credits	**21**

Field of Study Electives

Select 5 courses from the following offerings:

DDT 115, Blueprint Reading for Machinists	3
DDT 116, Blueprint Reading for Construction	3
DDT 117, Manufacturing Processes	3
DDT 118, Basic Electrical Drafting	3
DDT 132, Architectural Drafting	3
DDT 133, Basic Surveying	3
DDT 134, Descriptive Geometry	3
DDT 182, Special Topics in Drafting and Design	3
DDT 212, Intermediate Architectural Drafting	3
DDT 215, Geometric Dimensioning and Tolerance	3
DDT 220, Advanced Technical Drawing	3
DDT 222, Advanced Architectural Drawing	3
DDT 231, Advanced CAD	3
DDT 233, Three-Dimensional Modeling	3
DDT 236, Design Project	3
DDT 237, Current Topics in CAD (Advanced Machine Drafting)	3
DDT 238, Special Topics in CAD (REVIT)	3
DDT 244, Advanced 3D Modeling (Inventor)	3
DDT 260, Portfolio (Advanced Architectural)	3
Total Electives Credits	**15**

General Studies Courses

ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 116, Mathematical Applications (or higher level)	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	**12**
Total Credits	**49**

ELECTRICAL SYSTEMS TECHNOLOGY (ELT)

Electrical Technicians install and maintain all of the electrical and power systems for homes, businesses, and manufacturers. They install and maintain the wiring and control equipment through which electricity flows. Technicians also install, calibrate, and maintain electrical equipment in a wide range of fields. Imagine an automated manufacturing line: a large conveyor system moves unfinished products down the line, robotic welding arms bond the different parts together, and hydraulic lifts move the finished products. All these complex machines need technicians to install and service them to make sure they function properly. Job opportunities for electrical technicians may include residential and commercial wiring, industrial plant operations, automated manufacturing, renewable energy resources, manufacturing engineering, and industrial electronics.
(Occupational Outlook Handbook)

NOTE: *Always check with an advisor for program option and course location by campus.*

ASSOCIATE IN APPLIED SCIENCE DEGREE

	Semester Hours
ORI 101, Orientation	1

Core Courses

ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ETC 104, Digital Fundamentals	3
ETC 107, Electrical Blueprint Reading I	3
ETC 108, Motor Controls I	3
INT 184, Introduction to Programmable Logic Controllers	3
Total Core Credits	**18**

Select two of the following six options:

ELECTRICAL OPTION

ELT 110, Wiring Methods	3
ELT 114, Residential Wiring	3
ELT 118, Commercial/Industrial Wiring I	3
ELT 221, Electronics for Electricians	3
ELT 241, National Electric Code	3
ELT 244, Conduit Bending and Installation	3

INDUSTRIAL PLANT TECHNICIAN OPTION

AUT 117, AC/DC Machines	3
INT 117, Fundamentals of Industrial Mechanics	3
INT 118, Hydraulics and Pneumatics	3
INT 126, Preventative Maintenance	3
INT 134, Principles of Industrial Maint. Welding & Metal Cutting	3
ELT 212, Motor Controls II	3

AUTOMATED MANUFACTURING OPTION

INT 117, Fundamentals of Industrial Mechanics	3
AUT 102, Manufacturing Fundamentals	3
AUT 104, Blueprint Reading for Manufacturing	3
AUT 116, Introduction to Robotics	3
AUT 131, Fluid Power	3
AUT 150, Introduction to Machine Shop I	3

RENEWABLE ENERGY OPTION

REN 110, Bio-fuels I	3
REN 111, Bio-energy Technology	3
REN 210, Bio-fuels Analytics	3
REN 211, Bioprocess Practices	3
INT 118, Fundamentals of Industrial Hydraulics and Pneumatics	3
ILT 196, Advanced Programmable Logic Controllers	3

MANUFACTURING ENGINEERING OPTION

ILT 103, Introduction to Instrumentation Technology	3
ILT 108, Introduction to Instruments and Process Control	3
ILT 110, Advanced Industrial Process Control Tecnology	3
ILT 114, Instrumentation and Operation and Calibration	3
ILT 214, Control and Troubleshooting Flow, Level, Pressure and Level Processes	3
ELT 221, Electronics and Electricians	3

INDUSTRIAL ELECTRONICS OPTION

ILT 135, Local Area Networks (LANS)	3
ILT 139, Introduction to Robotic Programming	3
ILT 165, Industrial Electronic Controls I	3
ILT 195, Troubleshooting Techniques I	3
ILT 196, Advanced Programmable Logic Controllers	3
ILT 235, Principles of Robotic Systems	3
Total Options Credits	**36**

General Studies Courses

ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 116, Mathematical Applications (or higher level)	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**
Total Credits	**76**

LONG-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1

Field of Study Courses

ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ETC 107, Electrical Blueprint Reading I	3
ETC 108, Motor Controls I	3
ELT 110, Wiring Methods	3
ELT 114, Residential Wiring	3
ELT 117, AC/DC Machines	3
ELT 118, Commercial/Industrial Wiring I	3
ELT 221, Electronics for Electricians	3
ELT 241, National Electric Code	3
ELT 244, Conduit Bending and Installation	3
AUT 117, AC/DC Machines	3
INT 117, Fundamentals of Industrial Mechanics	3
INT 118, Hydraulics and Pneumatics	3
Total Field of Study Credits	**42**

General Studies Courses	**Semester Hours**
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 116, Mathematical Applications (or higher level)	3
CIS 146, Microcomputer Applications	3
Total General Studies Credits	**12**
Total Credits	**55**

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1

Core Courses

ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ETC 107, Electrical Blueprint Reading I	3
ETC 108, Motor Controls I	3
ELT 110, Wiring Methods	3
ELT 114, Residential Wiring	3
ELT 118, Commercial/Industrial Wiring I	3
ELT 241, National Electric Code	3
ELT 244, Conduit Bending and Installation	3
Total Field of Study Credits	**27**
Total Credits	**28**

GRAPHIC COMMUNICATIONS (GRD)

Graphic designers plan, analyze, and create visual solutions to communication problems. They find the most effective way to get messages across in print and electronic media using color, type, illustration, photography, animation, and various print and layout techniques. Graphic designers develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications. They also produce promotional displays, packaging, and marketing brochures for products and services, design distinctive logos for products and businesses, and develop signs and signage systems—called environmental graphics—for business and government. An increasing number of graphic designers also develop material for the Internet, interactive media, and multimedia projects.

(Occupational Outlook Handbook)
(http://www.onetonline.org/link/summary/27-1014.00)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1

Core Courses

GRD 101, Introduction to Graphics	3
GRD 112, Layout and Design	3
GRD 114, Illustration Graphics	3
GRD 116, Photoshop	3
GRD 143, Digital Video Foundation	3
GRD 150, Web Design	3
GRD 160, Production Procedures	3

GRD 190, Portfolio Preparation	3
Total Core Credits	**24**
Total Credits	**26**

INDUSTRIAL ELECTRONICS TECHNICIAN (ILT)

Businesses depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the automated manufacturing floor. Electrical and electronic equipment are two distinct types of industrial equipment, although a great deal of equipment contains both electrical and electronic components. In general, electrical parts provide power for the equipment; whereas, electronic components control the device. Some industrial electronic equipment is self-monitoring and alerts technicians to malfunctions. When equipment breaks down, technicians first check for the common cause, such as loose connections or obviously defective components. If routine checks do not locate the trouble, they may refer to schematics and manufacturers' specifications that show connections and provide instructions on how to trace problems. Automated electronic control systems are becoming increasingly complex, making diagnosis more challenging. With these systems, technicians use software programs and testing equipment to diagnose malfunctions.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Core Courses	
ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ILT 135, Local Area Networks (LANS)	3
ILT 139, Introduction to Robotic Programming	3
ILT 165, Industrial Electronic Controls I	3
ILT 195, Troubleshooting Techniques I	3
ILT 235, Principles of Robotic Systems	3
INT 118, Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 184, Introduction to Programmable Logic Controllers	3
Total Core Credits	**27**
Total Credits	**28**

INDUSTRIAL PLANT TECHNICIAN (INT)

Industrial Plant Technicians install and maintain manufacturing equipment. Technicians must be able to detect minor problems and correct them before they become larger problems. Industrial Plant Technicians use technical manuals, their understanding of the equipment, and careful observation to discover the cause of the problem. For example, after hearing a vibration from a machine, the technician must decide whether it is due to worn belts, weak motor bearings, or some other problem. Technicians are prepared to use computerized diagnostic systems and vibration analysis equipment to determine the nature of a problem. Increasingly, Industrial Plant Technicians have the electrical, electronics, and computer programming skills to repair sophisticated equipment on their own.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Core Courses	
ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ETC 107, Electrical Blueprint Reading I	3
ETC 108, Motor Controls I	3
INT 117, Fundamentals of Industrial Mechanics	3
INT 118, Hydraulics and Pneumatics	3
INT 126, Preventative Maintenance	3
INT 184, Introduction to Programmable Logic Controllers	3
AUT 117, AC/DC Machines	3
Total Core Credits	**27**
Total Credits	**28**

MACHINE TOOL TECHNOLOGY (MTT)

Machinists use machine tools, such as lathes, milling machines, and grinders, to produce precision metal parts. Although they may produce large quantities of one part, precision machinists often produce small batches or one-of-a-kind items. They use their knowledge of the working properties of metals and their skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications. Machinists first review electronic or written blueprints or specifications for a job before they machine a part. Next, they calculate where to cut or bore into the workpiece—the piece of steel, aluminum, titanium, plastic, silicon, or any other material that is being shaped.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

ASSOCIATE IN APPLIED SCIENCE DEGREE	**Semester Hours**
ORI 101, Orientation	1
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
MTT 270, Machining Skills Applications	3
Specialization Electives (Advisor Approved)	27
Total Field of Concentration Credits	**48**
General Studies Courses	
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or SPH 107, Fundamentals of Public Speaking	3
MTH 116 Mathematical Applications (or higher level)	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**
Total Credits	**70**

LONG-TERM CERTIFICATE	**Semester Hours**
ORI 101, Orientation	1
Core 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
MTT 270, Machining Skills Applications	3
Specialization Electives (Advisor Approved)	24
Total Field of Concentration Credits	**45**

General Studies Courses	
ENG 101, English Composition I	3
SPH 106, Fundamentals of Oral Communication or 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**
Total Credits	**58**

SHORT-TERM CERTIFICATE BASIC MACHINING TECHNOLOGY (MTT)	Semester Hours
ORI 101, Orientation	1
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
Specialization Electives (Advisor Approved)	6
Total Credits	**25**

SHORT-TERM CERTIFICATE COMPUTER NUMERICAL CONTROL (CNC)	Semester Hours
ORI 101, Orientation	1
Field of Concentration Courses	
MTT 109, Orientation To Computer Assisted Manufacturing	3
MTT 139, Basic Computer Numerical Control	3
MTT 270, Machining Skills Applications	3
CNC Specialization Electives (Advisor Approved)	15
Total Credits	**25**

MANUFACTURING ENGINEERING (IST)

Manufacturing Engineering Technicians maintain, adjust, calibrate, and repair a wide variety of electronic, electromechanical, and hydraulic equipment used in manufacturing environments. Technicians use a wide variety of tools to conduct their work, including multi-meters, specialized software, and computers designed to communicate with specific pieces of hardware. If a machine is not functioning to its potential, the technician may have to adjust the mechanical or hydraulic components, or adjust the software to bring the equipment back into calibration.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	Semester Hours
ORI 101, Orientation	1
Core Courses	
ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ETC 108, Motor Controls I	3
ILT 103, Introduction to Instrumentation Technology	3
ILT 108, Introduction to Instruments and Process Control	3
ILT 110, Advanced Industrial Process Control Tecnology	3
ILT 114, Instrumentation and Operation and Calibration	3
ILT 214, Control and Troubleshooting Flow, Level, Pressure and Level Processes	3
ELT 221, Electronics and Electricians	3
Total Core Credits	**27**
Total Credits	**28**

MINING TECHNOLOGY (MNT)

Products of the mining industry generate the majority of energy used in this country, from electricity in homes to fuel in vehicles. Mined resources also serve as inputs for consumer goods and the processes and services provided by nearly all other industries, particularly in agriculture, manufacturing, transportation, utilities, communication, and construction. New technology and sophisticated mining techniques significantly affect the mining industry. Most mining machines and control rooms are now automatic or computer-controlled. Many mines also operate with other sophisticated technology such as lasers and robotics, which further increases the efficiency of resource extraction.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	Semester Hours
Field of Study Courses	
MNT 100, Underground New Miner	3
MNT 120, Surface New Miner	2
MNT 135, First Responder	3
MNT 140, Electrical Certification	6
MNT 175, Basic Hydraulics	6
WDT 108, SMAW Fillet/OFC	3
WDT 122, SMAW Fillet/OFC Lab	3
Total Credits	**26**

RENEWABLE ENERGY TECHNOLOGY (REN)

A search for renewable energy has created the need for technicians who can work with raw biomass such as sawdust, wood chips, grass, urban waste wood, and agricultural residues. The typical biomass process is to make the resource denser. This process includes grinding the raw biomass to an appropriate particulate size which is then concentrated into a fuel product. The resulting denser fuel is easier to transport and feed into thermal generation systems such as boilers. Because biomass fuels have significantly less impact on the environment than fossil-based fuels there is a growing need for technicians who can analyze bio-fuels and operate the equipment essential for its production.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	Semester Hours
ORI 101, Orientation	1
Core Courses	
ETC 101, DC Fundamentals	3
ETC 102, AC Fundamentals	3
ETC 108, Motor Controls I	3
REN 110, Bio-fuels I	3
REN 111, Bio-energy Technology	3
REN 210, Bio-fuels Analytics	3
REN 211, Bioprocess Practices	3
INT 118, Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 184, Introduction to Programmable Logic Controllers	3
Total Core Credits	**27**
Total Credits	**28**

TRUCK DRIVER TRAINING (TRK)

The truck driver training program provides 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 a Commercial Driver's License (CDL) necessary to operate a tractor-trailer unit. Students should also be conversant with the rules and regulations pertaining to the trucking industry once the program is completed.
(Occupational Outlook Handbook)
NOTE: *Always check with an advisor for program and course location by campus.*

SHORT-TERM CERTIFICATE	Semester Hours
Field of Study Courses	
TRK 111, Basic Vehicle Operation	4
TRK 112, Safe Operating Practices	3
TRK 113, Nonvehicle Activities	2
Total Credits	**9**

WELDING TECHNOLOGY (WDT)

Welding is a fabrication process that joins materials. The process occurs by melting work pieces and adding a filler to form a pool of molten material that cools to become a strong joint. Bevill State's welding curriculum provides students with the opportunity to acquire the skills, knowledge, and experience necessary for a career in this rapidly growing field. Emphasis on the technical aspects of welding are included in the course and specialized classes include blueprint reading, fabrication, welding inspection and testing, and cutting. Students may become AWS certified welders upon program completion.
(Occupational Outlook Handbook)
(http://www.onetonline.org/link/summary/51-4121.00)
NOTE: *Always check with an advisor for program and course location by campus.*

LONG-TERM CERTIFICATE	Semester Hours
ORI 101, Orientation	1
Field of Study 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
Total Field of Study Credits	42
General Studies Courses	
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	3
Total General Studies Credits	**12**
Total Credits	**55**

SHORT-TERM CERTIFICATE	Semester Hours
ORI 101, Orientation	1
Field of Study 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
Total Field of Study Credits	**24**
Total Credits	**25**

ADDITIONAL TRAINING

Bevill State offers additional programs that prepare students with the skills to enter the workforce. These programs include a certificate of completion and additional skills training.

BANK OPERATIONS CERTIFICATE*

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*

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

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.

WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION

BEVILL STATE COMMUNITY COLLEGE

FUTURE MADE VISIBLE

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

TRAINING FOR EXISTING BUSINESS AND INDUSTRY (TEBI)

Bevill State Community College offers full-service training geared toward assisting companies in making sound investments in their employees through our Training for Existing Business and Industry (TEBI) offerings. These courses can be conducted on-site at Bevill State, at a company's facility or with a combination of both locations. Courses offered may be credit-producing, stand-alone, non-credit, or customized. Bevill State partners with the Alabama Technology Network (ATN) and Alabama Industrial Development and Training (AIDT) to effectively assess and gauge the needs of employers and to maximize the benefits of training opportunities.

The TEBI program offers a variety of customized courses tailored to meet business and industry training needs. Through the College's partnership with ATN, the ATN Director is available to work with a company to determine training needs, establish training curriculum with a qualified instructor, present training curriculum for company approval, and establish a contract to conduct training. Bevill State has the ability to offer online technical theory training in many areas with practical, hands-on training conducted at either the company site or a Bevill State facility.

Training instructors have many years of experience in field and provide training using up-to-date information and technology. Some of the courses offered have included Basic Blueprint Reading, AutoCAD Refresher, Basic Machining Assessment and Upgrade, Basic Welding Assessment and Upgrade, Hydraulics/Pneumatics Basics, Welding Refresher with Certification, and Electrical and PLC Basics and Upgrade.

MINE TECHNOLOGY

The mine technology department at Bevill State offers an array of mining, technical and federal and state required courses, as well as academic courses designed to prepare the student for entry level positions in the coal and metal/nonmetal mining industry. Our instructors and support personnel have over 60 years of experience and utilize the most current training equipment and methods of instruction including a simulated underground mine and virtual surface simulator. These innovative tools provide students with invaluable hands-on learning experiences preparing them for entry into this challenging career field.

In order to meet the needs of business and industry training, Bevill State mine training classes are also taught throughout the state of Alabama and the southeastern region of the United States. Bevill State is the only institute of higher learning in Alabama that offers mine training for current miners, mine-related industry personnel and prospective students.

Bevill State also houses a Mine Emergency Command Center Training (MECCT) Program. MECCT fills an important need for underground coal mines in Alabama by providing training to mine emergency command center personnel.

CAREER READINESS CERTIFICATE

WorkKeys® is to the industry as ACT is to college. Many employers find WorkKeys® scores helpful in determining applicants that demonstrate specific job skills. In August of 2006, former Governor Bob Riley presented the first Alabama Career Readiness Certificate which reports an individual's Applied Mathematics, Locating Information and Reading for Information skills in relation to the level of skills needed in 80% of the jobs and occupations contained the ACT's WorkKeys® national database. Certificate awards include the Bronze, Silver, Gold, and Platinum certificates-each awarded based on assessment scores.

SKILLS TRAINING

The Division offers short-term, non-credit skills training courses on an open entry-open exit basis. Students enroll in the skills area of need, attend classes with degree or certificate seeking students, and exit when they have obtained skill levels desired. Students seeking non-credit skills training are not required to meet typical College admission criteria, such as high school or GED Completion, COMPASS testing, etc. Students exit with certificates of completion stating performance objectives attained.

Non-credit skills training classes are designed to focus on specific skill competencies with quick entry/exit formats, allowing students to complete training on a short-term basis. Non-credit classes are currently offered in the following programs: Welding, Truck Driver Training, Electrical, Auto Body, Air Conditioning & Refrigeration, Machine Tool, Automotive Technician, Cosmetology, Computer Basics; Excel-Word-PowerPoint, Certified Nursing Assistant, Plumbing, and Computer and Office Careers.

COMMUNITY EDUCATION

A variety of special interest courses are offered through the Community Education program and are designed for those seeking professional growth and personal enrichment. Most classes require a minimum number of participants, interested persons should register at least two days prior to the starting date of the class to ensure enrollment. Some of the classes offered include Floral Arranging, Art Lessons, Cake Decorating, Computer for Adults, Gourmet Cooking, Line Dancing, Microsoft PowerPoint and Word, Photography, Sign Language, Yoga, and Conversational Spanish.

Continuing Education Online

Bevill State has partnered with Ed2Go, an online training and education provider, to offer more than 250 non-credit online continuing education classes. From the convenience of home or office a student can explore digital photography, develop grant writing skills, or prepare for computer certification exams.

Students can also develop workforce skills to gain advancement in a career or enter a new field. In the partnership with Ed2Go, Bevill State provides over 100 non-credit online career training classes in areas such as healthcare, IT and software development, skilled trades, or media and design. There are career paths open for dozens of interests.

Ed2Go courses are taught by qualified instructors who are exprienced in their subject area and eager to assist students. Participants will receive a letter of completion if they choose to take an optional final exams

CORPORATE EDUCATION

Corporate education seminars and short-courses are designed for companies seeking to provide employees with new and/or updated skill sets. The seminars and short-courses are offered onsite for a company or at Bevill State's nearest campus. Corporate education includes but is not limited to Basic Accounting, Finance, Customer Service, Time Management, Organizational Skills, Stress Management, Computer Skills, Leadership Skills, Dealing with Difficult People, CPR, etc. The College will custom design corporate seminars and short-courses tailored to meet the needs of a company. For more information, contact Al Moore (205) 387-0511, ext. 5405 or Max Weaver (205) 387-0511, ext. 5133.

ADULT EDUCATION

The Bevill State Community College Adult Education Program provides services to Fayette, Jefferson, Lamar, Marion, Pickens, and Walker Counties. The program operates under the direction of the Alabama Department of Postsecondary Education. Instruction is provided via traditional and online classes. GED and Career Readiness Credential preparation and skills remediation are offered in the service area at no cost to students. In addition, English-as-a-Second Language (ESL) classes, Ready to Work Training, and Second Opportunity Systems are offered to qualifying participants.

Adult Literacy

The adult literacy component of Adult Education strives to identify and train volunteers who are willing to work one-on-one with an adult who is learning to read. All of the materials are designed specifically for adults and program staff and volunteers are genuinely devoted to the success of adult learners. The College offers adult reading instruction as well as private reading tutors.

GED Preparation and College Readiness

Basic skills and GED classes are designed to assess a learner's academic strengths and weaknesses. Most of these learners enter the GED Prep component to prepare for the GED. Others have completed their high school education and are interested in upgrading their reading, math and language skills for work related reasons or before entering college. The GED Prep program offers the official GED practice test used to predict a learner's score on the actual GED test. The results of the practice test are used to design a study program that will ensure the successful completion of the GED test.

GED Online: For those seeking the GED outside the traditional classroom, the Adult Education program offers GED preparation classes in an online format. After students complete the required orientation in a convenient location near them, they are allowed access to an instructional website and are taught to communicate with an adult education instructor by email and message board within the software.

Tuition Free College Course: Bevill State Community College and the Department of Postsecondary Education offer students who successfully complete the GED exam one tuition-free college level class for credit.

English-as-a-Second Language Instruction (ESL)

Adult Education ESL instructors work with adults whose first language is not English. ESL classes help those not fluent and literate in English to communicate effectively by developing their listening, speaking, reading, and writing skills. Topics in citizenship, vocabulary building, employment training, personal paperwork, health, and emergency life skills are all part of the curriculum. ESL programs are designed to help adults acquire the skills they need to meet personal, vocational, academic, community and employment goals. (se habla espanol - 800-648-3271 ext. 5380 or 5736)

Ready to Work

Employers seek skilled employees that possess strong work ethics. Ready to work is a free workforce development course designed to prepare students to be the best qualified applicants and to assist employers in filling their jobs with top candidates. The Ready to Work curriculum includes Workplace Ethics, Manufacturing, Problem Solving/Conflict Resolution, Computer Training and Job Acquisition. Participants prepare for the Alabama Certified Worker credential which ensures employers that they have met the requirements of today's workforce.

Employment Preparation Services

The EPS training program is a part of welfare reform that trains and prepares recipients for employment with the goal of moving them out of welfare dependence into self-sufficiency. The State Department of Education and Department of Human Resources have entered into a statewide contract to allow the Adult Education program to courses in job readiness. The program teaches skills such as filling out job applications, preparing resumes, interview techniques, addressing learners' personal priorities, self-esteem issues, and time/money management concepts.

CONTACT INFORMATION

Max Weaver - ext. 5133
Dean of Workforce Development and Community Education
Skills Training
Corporate Education

Ken Russell - ext. 5225
Mine Technology

Nancy McDonald - ext. 5677
Adult Education - Employment Preparation Services - Ready to Work
English as a Second Language (ESL)

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Community Education

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Dean of Career Technical Education
Corporate Education
Skills Training

COURSE DESCRIPTIONS

BEVILL STATE COMMUNITY COLLEGE

COURSE DESCRIPTION ABBREVIATIONS

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

ACT	Accounting Technology
ACR	Air Conditioning/Refrigeration Technology
ANT	Anthropology
ART	Art
AST	Astronomy
ABR	Auto Body Repair Technology
AUT	Automated Manufacturing Technology
AUM	Automotive Technology
BFN	Banking and Finance
BAR	Barbering
BSS	Basic Study Skills
BIO	Biology
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
EMS	Emergency Medical Technology/Technician-Paramedic
EGR	Engineering
ENG	English
GEO	Geography
GLY	Geology
GRD	Graphic Communications
HED	Health Education
HIS	History
HEC	Home Economics
HUM	Humanities
ILT	Industrial Electronics Technician/Manufacturing Engineering
INT	Industrial Maintenance Technician
IDS	Interdisciplinary Studies
MTT	Machine Tool Technology
MCM	Mass Communication
MTH	Mathematics
MNT	Mining Technology
MUS	Music
MUL	Music Ensemble
MUP	Music Performance
NUR	Nursing (ADN)
NAS	Nursing (Nurse Assistant/Aide)
OAD	Business Office Mgmnt & Technology (Office Administration)
ORI	Orientation
PHL	Philosophy
PED	Physical Education
PHS	Physical Science
PHY	Physics
POL	Political Science
PSY	Psychology
RDG	Reading
REL	Religion
REN	Renewable Energy Technology
SOC	Sociology
SPA	Spanish
SPH	Speech
SUR	Surgical Operating Room Technician
THR	Theater Arts
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 135 MECHANICAL/GAS/SAFETY CODES (3-0-3)
This course is to enhance the student knowledge of the International Fuel Gas Code and International Mechanical 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.

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 200 REVIEW FOR CONTRACTORS EXAM (3-0-3)
This course prepares students to take the State Certification Examination. Emphasis is placed on all pertinent codes, piping procedures, duct design, load calculation, psychometrics, installation procedures, and air distribution. Upon completion, students should be prepared to take the contractors exam.

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 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.

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. CORE

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. CORE

ANT 230 INTRODUCTION TO ARCHEOLOGY(3-0-3)
This course is an introduction to archeological excavation techniques and post excavation laboratory procedures. CORE

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. CORE

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. CORE

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. CORE

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 (1-4-3)
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 (1-4-3)
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 (1-4-3)
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 (1-4-3)
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 (1-4-3)
This course is designed to instruct the student in the safe use of tools, equipment, and appropriate work practices. Topics include OSHA requirements, the right-to-know laws, EPA regulations as well as state and local laws. CORE

ABR 154 AUTOMOTIVE GLASS & TRIM (1-4-3)
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 (1-4-3)
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 (1-4-3)
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 213 AUTOMOTIVE STRUCTURAL ANALYSIS (1-4-3)
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 (1-4-3)
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 255 STEERING AND SUSPENSION (1-4-3)
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 (1-4-3)
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 (1-4-3)
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 267 SHOP MANAGEMENT (1-4-3)
This course introduces the students to the basic principles of body shop management. Emphasis is placed on management structure, customer/insurance company relations, sound business practices, principles of cycle time, and basic collision/damage estimation. Upon completion, students should be able to understand the principles of operating a collision repair facility.

AUTOMATED MANUFACTURING TECHNOLOGY

AUT 102 MANUFACTURING FUNDAMENTALS (3-0-3)
This course will introduce students to manufacturing fundamentals. it introduces various tools and techniques typically used in Lean manufacturing. It also will provide Occupational Safety and Health Administration (OSHA) certification instruction. OSHA standards will include electrical, Lock Out/Tag Out, hazardous communications, personal protective equipment, machine guarding, and walking and working surfaces. CORE

AUT 104 BLUEPRINT READING FOR MANUFACTURING (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 manufacturing and industrial trade areas. Topics include multi-view projection, pictorial drawings, dimensions and notes, lines and symbols, tolerances, industrial applications, scales and quality requirements. Upon completion, students should be able to interpret blueprint drawings used in the manufacturing and industrial trades. This course may be tailored to meet specific local industry needs. CORE

AUT 116 INTRODUCTION TO ROBOTICS (1-4-3)
This course provides instruction in concepts and theories for the operation of robotic servomotors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper trouble shooting and ability to perform preventative maintenance. CORE

AUT 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, writing diagrams, starting devices, and practical application in the lab. This course is also taught as ELT 117.

AUT 131 FLUID PWOER (1-4-3)
This course offers an intermediate progression into fluid power systems. Topics include hydraulic and pneumatic power, pressure, flow, speed and pressure control, relief valves, and directional control valve (DCV) applications. Upon completion of this course the student will have demonstrated the ability to read gauges, design, draw, and connect hydraulic and pneumatic circuits, measure and calculate circuit parameters, connect and operate DCV's and relief valves.

AUT 150 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. This course is also taught as MTT 147.

AUTOMOTIVE TECHNICIAN

AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (1-4-3)
This course provides basic instruction in Fundamentals of Automotive Technology. This is a CORE course and supports CIP code 15.0803 and 47.0604.

AUM 112 ELECTRICAL FUNDAMENTALS (1-4-3)
This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. CORE

AUM 121 BRAKING SYSTEMS (1-4-3)
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes. ABR 223 Automotive Mechanical Components is a suitable substitute for this course. CORE

AUM 122 STEERING & SUSPENSION (1-4-3)
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. This is a CORE course. ABR 255 – Steering & Suspension is a suitable substitute for this course.

AUM 124 AUTOMOTIVE ENGINES (1-4-3)
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. This is a CORE course and supports CIP code 47.0604 and 15.0803.

AUM 130 DRIVE TRAIN & AXLES (1-4-3)
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. ABR 223 Automotive Mechanical Components is a suitable substitute for this course. This is a CORE course.

AUM 133 MOTOR VEHICLE AIR CONDITIONING (1-4-3)
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. ABR 258 – Heating and AC in Collision Repair is a suitable substitute for this course.

AUM 162 ELECTRICAL AND ELECTRONIC SYSTEMS (1-4-3)
This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

AUM 212 ADVANCED ELECTRICAL AND ELECTRONIC SYSTEMS (1-4-3)
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

AUM 220 ADVANCED AUTOMOTIVE ENGINES (1-4-3)
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. This course supports CIP code 47.0604 and 15.0803.

AUM 224 MANUAL TRANSMISSION & TRANSAXLE (1-4-3)
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. This course supports CIP codes 15.0803 and 47.0604.

AUM 230 AUTO TRANSMISSION & TRANSAXLE (1-4-3)
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. This is a CORE course supports CIP Code 15.0803 and 47.0604.

AUM 239 ENGINE PERFORMANCE (1-4-3)
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a CORE course and supports CIP code 15.0803 and 47.0604.
AUM 244 ENGINE PERFORMANCE AND DIAGNOSTICS (1-4-3)
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. This is a CORE course and supports CIP Code 15.0803 and 47.0604.

AUM 246 AUTOMOTIVE EMISSIONS (1-4-3)
This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components. This course supports CIP code 15.0803 and 47.0604.

AUM 281 SPECIAL TOPICS (0-6-3)
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.

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. Upon completion of this course, the student will have the required skills to be a better manager.

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 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 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

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.

BSS 101 INTERMEDIATE STUDY SKILLS (Nursing students only) (3-0-3)
PREREQUISITE: Eligibility for ENG 101 and MTH 116
This course is designed for nursing students and offers a variety of effective study techniques. The course includes an assessment of study strengths and weaknesses and specific techniques for an overall system of successful study in nursing courses. BSS 101 is required of all nursing students seeking readmission into the program.

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. Lab 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. Lab 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. Lab 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. Lab 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. Lab is 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. Lab is required.

BUSINESS

BUS 105 CUSTOMER SERVICE (3-0-3)
This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.

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.

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.

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 (3-0-3)
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 (3-0-3)
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 (3-0-3)
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 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 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

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 150 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 161 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 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 Web sites.

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 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 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 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 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 286 COMPUTERIZED MANAGEMENT INFO SYSTEMS (EXCEL) (3-0-3)
This course teached the nature of computerized management information systems, problems created by the computer relative to personnel, components of computer systems, programming, and application of computers to business problems.

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 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 112 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 the CNC turning center.

CNC 113 COMPUTER NUMERIC 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.

CNC 181 SPECIAL TOPICS IN COMPUTERIZED NUMERICAL CONTROL I (1-4-3)
This course provides specialized instruction in selected areas related to CNC.

CNC 222 COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING (1-4-3)
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Empasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed and cutting depth.

CNC 223 COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING (1-4-3)
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAMM software to create a multi-axis CNC program.

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 241 CNC MILLING LAB (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.

CNC 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 set up and operate a CNC milling machine (including 40-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.

CNC 243 CNC TURNING LAB (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.

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 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 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 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 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 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 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 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 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.

CRJ 160 INTRODUCTION TO SECURITY (3-0-3)
PREREQUISITE: As required by program.
This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

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 (0-4-3)
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 (1-4-3)
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.

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 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 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 191 DRAFTING INTERNSHIP (0-5-1)
PREREQUISITE: As required by college.
This course is designed for those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 5 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 192 DRAFTING INTERNSHIP (0-10-2)
PREREQUISITE: As required by college.
This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 10 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

DDT 193 DRAFTING INTERNSHIP (0-15-3)
PREREQUISITE: As required by college.
This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

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 220 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 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 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 (2-4-4)
This course introduces alternative CAD application software and alternative platforms, and can serve as a means of introducing third party programs that work in conjunction with a specific CAD application. Topics include various Graphical User Interfaces (GUI's) and how to navigate them, as well as how to use a third party application to make working in a specific CAD package easier and more productive. Upon completion, students should be able to use more than one CAD software package to produce hardcopy and use third party software to make certain tasks easier with a specific CAD program.

DDT 236 DESIGN PROJECT (1-4-3)
PREREQUISITE: DDT 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)
(ADVANCED MACHINE DRAFTING)
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 (REVIT) (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 244 ADVANCED 3D MODELING (INVENTOR) (1-4-3)
This course is designed to challenge the imagination of the student in a 3-dimentional problem-solving environment using Inventor software. The student will develop to scale computer generated parts in the 3D computer environment. They will apply modeling concepts as Constraints, Photorealistic rendering, motion activated views, introduction to 3D part libraries, add-in software components, plastic model technology and simulations. They will be introduced to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create parts in 3D models, produce working drawing and understand basic simulations. Students will also print files to ".stl" format and create parts on a Direct Digital Manufacturing system or prototype.

DDT 260 PORTFOLIO - ADVANCED ARCHITECTURAL (1-4-3)
This course includes the preparation of architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic will be discussed, finalized and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and a resume for portfolio presentation. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy.

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. CORE

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. CORE

ELECTRICAL TECHNOLOGY

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 or ETC 102
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 212 MOTOR CONTROL II (2-2-3)
PREREQUISITE: ELT 209 or ETC 108
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 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 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. This course is also taught as ILT 231.

ELT 244 CONDUIT BENDING AND INSTALLATION (2-2-3)
PREREQUISITE: As required by program.
Note: There is an approved standardized plan-of-instruction for this course.
This course provides students the knowledge to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, students should be able to get measurements, lay out, and successfully bend conduit using hand type, mechanical, and hydraulic benders.

ELECTRONICS TECHNOLOGY

ETC 101 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 scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course. It is also taught as INT 221, ILT 160, and ELT 108.

ETC 102 AC FUNDAMENTALS (1-4-3)
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 A.C. 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. This is a CORE course. It is also taught as INT 223, ILT 161, and ELT 109.

ETC 104 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. This is a CORE course. It is also taught as ILT 163.

ETC 107 ELECTRICAL BLUEPRINT READING I (3-0-3)
This course will enable the student to obtain 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. This is a CORE course. It is also taught as ILT 109.

ETC 108 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 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. This is a CORE course. It is also taught as ELT 209 and ILT 197.

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC (EMS)

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 101 CARDIOPULMONARY RESUSCITATION II (1-0-1)
PREREQUISITE: As required by program.
This course provides students with a review of concepts learned in EMS 100. In addition, the course provides the student with theory and application of airway adjuncts as utilized with airway obstruction and maintenance as well as respiratory and cardiac arrest. Assessment and management of acute ischemic stroke will also be included. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for these conditions. 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 118 EMERGENCY MEDICAL TECHNICIAN (6-9-9)
PREREQUISITE: As required by program.
This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

EMS 119 EMERGENCY MEDICAL TECHNICIAN CLINICAL (0-3-1)
PREREQUISITE: As required by program.
This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

EMS 155 ADVANCED EMERGENCY MEDICAL TECHNICIAN (5-6-8)
PREREQUISITE: As required by program.
COREQUISITE: EMS 156
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

EMS 156 ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL (0-6-2)
PREREQUISITE: As required by program.
COREQUISITE: EMS 155
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

EMS 240 PARAMEDIC OPERATIONS (1-2-2)
PREREQUISITE: EMS 189 or BIO 201. As required by program.
This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

EMS 241 PARAMEDIC CARDIOLOGY (2-2-3)
PREREQUISITE: EMS 189 or BIO 201. As required by program.
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

EMS 242 PARAMEDIC PATIENT ASSESSMENT (2-2-3)
PREREQUISITE: EMS 189 or BIO 201. As required by program.
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

EMS 243 PARAMEDIC PHARMACOLOGY (0-2-1)
PREREQUISITE: EMS 189 or BIO 201. As required by program.
This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic 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; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

EMS 244 PARAMEDIC CLINICAL I (0-3-1)
PREREQUISITE: EMS 189 or BIO 201. As required by program.
This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

EMS 245 PARAMEDIC MEDICAL EMERGENCIES (2-2-3)
PREREQUISITE: As required by program.
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

EMS 246 PARAMEDIC TRAUMA MANAGEMENT (2-2-3)
PREREQUISITE: As required by program.
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

EMS 247 PARAMEDIC SPECIAL POPULATIONS (1-2-2)
PREREQUISITE: As required by program.
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

EMS 248 PARAMEDIC CLINICAL II (0-9-3)
PREREQUISITE: As required by program.
This course is required to apply for certification as a Paramedic. This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 245, 246, and 247 and knowledge and proficiency from previous clinical experiences. This course helps prepare students for the National Registry Paramedic Exam. The student will have the opportunity to use the basic and advanced skills of the Paramedic in the clinical setting under the direct supervision of licensed healthcare professionals. Requires licensure at the AEMT level.

EMS 253 PARAMEDIC TRANSITION TO THE WORKFORCE (1-2-2)
PREREQUISITE: As required by program.
PRE/COREQUISITE: MTH 100 and ENG 101.
This course is designed to meet additional state and local educational requirements for paramedic practice. Content includes: ACLS, PALS or PEPP, ITLS or PHTLS, pre-hospital protocols, transfer drugs, and other courses as dictated by local needs or state requirements.

EMS 254 ADVANCED COMPETENCIES FOR THE PARAMEDIC (1-2-2)
PREREQUISITE: As required by program.
PRE/COREQUISITE: MTH 100 and ENG 101.
This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMS 255 PARAMEDIC FIELD PRECEPTORSHIP (0-15-5)
PREREQUISITE: Licensure at the AEMT level and completion of EMS 240, 241, 242, 243, 244, 245, 246, 247, and 248
PRE/COREQUISITE: MTH 100 and ENG 101
This course is required to apply for certification as a paramedic. This course provides students with field experiences to enhance knowledge and skills learned throughout the paramedic program. This course helps prepare students for the National Registry Paramedic Exam. Students will utilize paramedic skills in a field setting under the direct supervision of a licensed paramedic.

EMS 256 PARAMEDIC TEAM LEADERSHIP (0-2-1)
PREREQUISITE: As required by program.
PRE/COREQUISITE: MTH 100 and ENG 101.
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the 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.

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 INTRODUCTORY 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 short 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. CORE

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. CORE

ENG 246 CREATIVE WRITING (3-0-3)
PREREQUISITE: ENG 102 and/or as required by program.
This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

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

GEOLOGY

GLY 101 INTRODUCTION TO GEOLOGY I (3-2-4)
This course is the first in a two part sequence dealing with the structure of the Earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required. CORE

GLY 102 INTRODUCTION TO GEOLOGY II (3-2-4)
This course is the second in a two part sequence dealing with a historical perspective of the earth. Topics include items such as Geologic time, Earth's origin, evolution of continents and ocean basins, minerals, energy resources, planetary geology, and mountain building. Laboratory is required. CORE

GRAPHIC COMMUNICATIONS

GRD 101 INTRODUTION TO GRAPHICS (1-4-3)
This course introduces the student to the Graphic Design industry. Emphasis is placed on visual language vocabularies, the elements and principles of design, typography, creative problem solving, design processes, current design technologies, and professional expectations of graphic designers. CORE

GRD 112 LAYOUT AND DESIGN (1-4-3)
This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production. CORE

GRD 114 ILLUSTRATION GRAPHICS (1-4-3)
This course covers the use of vector-based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on creating clip art, logos, and illustrations to be reproduced in print and electronic media. Upon completion, students should be able to successfully prepare scalable artwork for production. CORE

GRD 116 PHOTOSHOP (1-4-3)
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication. CORE

GRD 143 DIGITAL VIDEO FOUNDATION (1-4-3)
This course introduces students to the basic knowledge and development of digital video and audio. Students are introduced to creating digital video productions and editing techniques. Emphasis is placed on aesthetics and techniques of digital video and audio recording and non-linear editing.

GRD 150 WEB DESIGN (1-4-3)
This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement and maintain a web site.

GRD 160 PRODUCTION PROCEDURES (1-4-3)
PREREQUISITE: As required by the college.
This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develp and enhance interpersonal and communication skills necessary to work with clients, peers and suppliers involved in the print production process.

GRD 190 PORTFOLIO PREPARATION (0-5-3)
This course includes the preparation of artwork for a portfolio presentation. Topics include production of a portfolio for presentation at the completion of the first year of coursework. Upon completion, students should be able to prepare and produce a portfolio for presentation.

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. CORE

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. CORE

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. CORE

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. CORE

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 III (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 TECHNICIAN

ILT 103 INTRODUCTION TO INSTRUMENTATION TECHNOOGY (1-4-3)
This course introduces various hand and power tools, basic blueprint reading, basic rigging and basic math that will be used in the electronic, instrumentation and electrical trades Emphasis is placed on basic hand tool and power tool safety and procedures for selecting, inspecting, using and maintaining these tools. Upon completion, students should be able to identify and use various hand and power tools, read a blueprint and know how to perform basic rigging.

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 110 ADVANCED INDUSTRIAL PROCESS CONTROL
TECHNOLOGY (2-2-3)
This course is an advanced study of the princples governing methods of using process variables in the control of industrial processes. The study includes methods and procedures for measuring, displaying and transmitting processs variables according to industry standards. The course also includes an in-depth study of mathematics pertaining to industrial control instruments.

ILT 114 INSTRUMENTATION OPERATION AND CALIBRATION (2-2-3)
The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

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 139 INTRODUCTION TO ROBOTIC PROGRAMMING (1-4-3)
This course provides an introduction to robotic programming. Emphasis is placed on, but not limited to, the following: safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage Upon completion, the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions. This course is also taught as AUT 139, ELT 139, and INT 139.

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

ILT 196 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (2-2-3)
PREREQUISITE: As determined by College
NOTE: There is an approved standardized planof instruction for this course.
This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

ILT 214 CONTROL AND TROUBLESHOOTING FLOW, LEVEL,
TEMPERATURE, PRESSURE AND LEVEL PROCESSES (2-2-3)
The student is introduced to analog and digital process control systems. The student is also introduced to process control techniques commonly found in industrial processes used to maintain control of process variables. The student gains knowledge and experience in the design and selection of equipment used in troubleshooting of control loops on actual lab equipment.

ILT 235 PRINCIPLES OF ROBOTIC SYSTEMS (3-0-3)
This course is an overview of basic robotic systems and classifications used in industry. An emphasis is placed on safety elements particular to automation. Topics include the principles and concepts associated with robotic system components. Upon completing this course, students should be able to classify robots and explain the various components of a safe robotic system and how these components interact.

INDUSTRIAL MAINTENANCE TECHNOLOGY

INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS (2-2-3)
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 (2-2-3)
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 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 134 PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND
METAL CUTTING TECHNIQUES (2-2-3)
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

INT 184 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS (2-2-3)
This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. This course is also taught as AUT 114, ELT 231, and ILT 194.

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: As required by program.
This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

MACHINE TOOL TECHNOLOGY

MTT 100 MACHINING TECHNOLOGY I (2-8-6)
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, 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 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 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 is a core course and is aligned with NIMS certification standards. This course is also taught as CNC 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 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 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 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 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 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 221 ADVANCED BLUEPRINT READING FOR MACHINISTS (3-0-3)
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 270 MACHINING SKILLS APPLICATION (0-3-3)
PREREQUISITE: As determined by college.
CO-REQUISITE: As determined by college.
This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Machine Tool program. Special emphasis is given to student skill attainment.

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 292 COOPERATIVE EDUCATION IN MACHINE
TOOL TECHNOLOGY (0-15-3)
Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

MASS COMMUNICATIONS

MCM 100 Introduction to Mass Communication (3-0-3)
This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.

MCM 102 Writing for the Mass Media (3-0-3)
Introduction to the technique, form, style, and content of writing for the mass

media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications.

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 (2-3-1-2-2-3)
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. NCA

MTH 090 BASIC MATHEMATICS (2-3-0-2-3)
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance. NCA

MTH 091 DEVELOPMENTAL ALGEBRA I (2-3-0-2-3)
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. NCA

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. NCA

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: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a C or higher in Intermediate College Algebra (S if taken as pass/fail).
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: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a C or higher in Intermediate College Algebra (S if taken as pass/fail).
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: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a C or higher in MTH 112 (S if taken as pass/fail).
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: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a C or higher in MTH 100 (S if taken as pass/fail) and receive special permission from the department chairperson.
This course is a one semester combination of Precalculus Algebra and Precalculus Trigonometry intended for superior students. The course covers the following topics: the algebra of functions (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities, quadratic inequalities, and the binomial theorem, as well as the study of trigonometric (circular functions) and inverse trigonometric functions, and includes 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: MTH 090 or appropriate mathematics placement score.
This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving.

MTH 120 CALCULUS AND ITS APPLICATIONS (3-0-3)
PREREQUISITE: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a C or higher in MTH 112.
This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications). CORE

MTH 125 CALCULUS I (4-0-4)
PREREQUISITE: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a C or higher in MTH 113 or MTH 115.
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: High school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score or a C or higher in 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 192 PRECALCULUS ALGEBRA LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 112 Pre-calculus Algebra.
This course is designed to accompany a Pre-Calculus Algebra Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 193 PRECALCULUS TRIGONOMETRY LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 113 Pre-Calculus Trigonometry.
This course is designed to accompany a Pre-Calculus Trigonometry Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 194 PRE-CALCULUS ALGEBRA & TRIGONOMETRY LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 115 Pre-Calculus Algebra & Trigonometry.
This course is designed to accompany a Pre-Calculus and Trigonometry Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 195 CALCULUS I LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 125 Calculus I.
This course is designed to accompany a Calculus I Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 196 CALCULUS II LABORATORY (0-2-1)
COREQUISITE: Registration in MTH 126 Calculus II.
This course is designed to accompany a Calculus II Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MTH 227 CALCULUS III (4-0-4)
PREREQUISITE: MTH 126
This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem). CORE

MTH 231 MATH FOR ELEMENTARY SCHOOL TEACHERS (3-0-3)
PREREQUISITE: As required by program.
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: Registration in MTH 227 Calculus III.
This course is designed to accompany a Calculus III Course. It provides a laboratory setting in which students receive individualized instruction, work on laboratory exercises and group projects. Emphasis will be on applications of mathematics.

MINING TECHNOLOGY

MNT 100 UNDERGROUND NEW MINER (3-0-3)
PREREQUISITE: As required by college.
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.

MNT 120 SURFACE NEW MINER (2-0-2)
PREREQUISITE: As required by college.
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 135 FIRST RESPONDER (3-0-3)
PREREQUISITE: As required by college.
This course is designed to provide 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: As required by college.
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 175 BASIC HYDRAULICS (4-2-6)
PREREQUISITE: As required by college.
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.

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.

NUR 102 FUNDAMENTALS OF NURSING (3-6-3-6)
COREQUISITE: NUR 103, NUR 104 (and NUR 101 for PN students).
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)
COREQUISITE: NUR 103, NUR 104 (and NUR 101 for PN students).
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)
COREQUISITE: NUR 103, NUR 104 (and NUR 101 for PN students).
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 (and NUR 101 for PN students).
COREQUISITE: NUR 106, ENG 101.
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 (and NUR 101 for PN students).
COREQUISITE: NUR 105, ENG 101.
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.
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.
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.
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 (3-9-0-6)
COREQUISITE: ENG 101.
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, 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 (3-0-9-6)
PREREQUISITE: NUR 201, BIO 220, PSY 200, ENG 101.
COREQUISITE: PSY 210, and SPH 106 or SPH 107.
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 or SPH 107.
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 (2-0-6-4)
PREREQUISITE: PSY 210, NUR 202, and SPH 106 or SPH 107.
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.

NURSE ASSISTANT/NURSING AIDE

NAS 100 LONG TERM CARE NURSING ASSISTANT (3-0-3-4)
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 103 INTERMEDIATE KEYBOARDING (3-0-3)
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 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 103, CIS 146 and OAD 131 or ENG 101 with a "C" or higher.
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 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)
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 232 THE COMPUTERIZED OFFICE (3-0-3)
This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and lab exercises. Emphasis is on the use of computerized equipment, software, and

communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.

ORIENTATION

ORI 101 ORIENTATION TO COLLEGE (1-0-1)
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

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. CORE

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. CORE

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) (0-2-1)
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) (0-2-1)
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 (0-2-1)
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) (0-2-1)
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) (0-2-1)
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 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.

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. CORE

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. CORE

PSYCHOLOGY

PSY 106 CAREER EXPLORATION (1-0-1)
This course is designed to explore potential career fields. It includes an assessment, thorough testing of strengths and weaknesses, general information about careers and job skills, instruction in value and decision making techniques and career research.

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. CORE

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. CORE

PSY 211 CHILD GROWTH AND DEVELOPMENT (3-0-3)
This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

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. CORE

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. CORE

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. CORE

RENEWABLE ENERGY TECHNOLOGY

REN 110 BIO-FUELS I (2-2-3)
This course is designed to provide an introduction to the fundamentals of bio-based fuels. Emphasis is placed on handling and storage guidelines, basic chemistry of bio-fuels, production methods, and the social, environmental, and economic impacts of bio-fuels. Upon completion students should be able to demonstrate a general understanding of bio-fuels.

REN 111 BIO-ENERGY TECHNOLOGY (2-2-3)
This course provides an in-depth study of fuel cell technology, smart grid technology, electricity, biomass gasification and bio-fuels business models. Upon completion students should possess a practical knowledge of bio-energy technology and facility operation.

REN 210 BIO-FUELS ANALYTICS (2-2-3)
This course is designed to address quality control management during all phases of the bio-fuels production process. Topics include stock analysis, in-process quality monitoring, and standards compliance with national and international bio-fuels specifications. Upon completion students should be able to demonstrate safe and accurate laboratory practices as well as an understanding of various quality control techniques.

REN 211 BIOPROCESS PRACTICES (2-2-3)
This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bio-processing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.

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.

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 (3-0-3)
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. NCA

SPH 106 FUNDAMENTALS OF ORAL COMMUNICATION (3-0-3)
PREREQUISITE: Grade of C or better in ENG 093 or placement score in ENG 101.
Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. CORE

SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING (3-0-3)
PREREQUISITE: Grade of C or better in ENG 093 or placement score in ENG 101.
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. CORE

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 (3-10-5)
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 (2-0-6-4)
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 (3-6-0-5)
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 (0-0-20-4)
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 (1-0-20-5)
PREREQUISITE: SUR 104; CO-REQUISITE: SUR 106
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 ROLE TRANSITION IN SURGICAL TECHNOLOGY (1-0-0-1)
CO-REQUISITE: SUR 105
This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA 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 (3-0-0-3)
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.

SUR 208 SPECIAL TOPICS IN SURGICAL TECHNOLOGY (0-0-3-1)
PREREQUISITE: Admission to the program and/or as required by the Department.
This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on content specific principles based on student needs.

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. CORE

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

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 (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 (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 (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

WKO 107 WORKPLACE SKILLS PREPARATION (0-2-1)
This course utilizes computer based instructional modules designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.

COLLEGE PERSONNEL

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.

Susan Price, Interim Chancellor

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

RICHTER, SHARON; DEVELOPMENTAL ENGLISH/READING; 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; Ph.D, Capella University.

ROBERTS, BETHANY; STUDENT SERVICES DIRECTOR; B.A., Mississippi State University; M.A, University of Alabama.

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

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., M.S.N., University of Phoenix.

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

SANFORD, JAMES; PHYSICS/MATH; B.S., M.E., M.S; University of Alabama at Birmingham.

SAPPINGTON, SHELIA; ADMINISTRATIVE ASSISTANT/ADVISOR, STUDENT SUPPORT SERVICES; Certificate, Mississippi State College for Women; A.S., Northwest Community College; B.S., Faulkner University.

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

SCOTT, CHARLES; MINING TECHNOLOGY; A.A.S., Marshall Community and Technical College.

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

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

SIVLEY, BENNY; MINING TRAINING SPECIALIST; B.S., M.S., Auburn University.

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.

SPANN, ROBIN; NURSING, CHAIR-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.

STEPHENS, LISA; STUDENT SUPPORT SERVICES DIRECTOR; B.S., University of Alabama; M.S., University of West Alabama.

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

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

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

SWINNEY, DONNA; DIRECTOR, UPWARD BOUND; B.S., M.A., University of North Alabama.

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

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

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

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

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

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

UHLMAN, ANNE PERRY; ACADEMIC ADVISOR, STUDENT SUPPORT SERVICE; B.S., Judson College; M.Ed., University of South Alabama.

UMFRESS, DAVID; CHAIR, CAREER TECHINICAL EDUCATION; DRAFTING DESIGN ENGINEERING TECHNOLOGY; B.S., M.Ed., Mississippi State University.

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

WAGES, DAVID; MATHEMATICS; A.S., Bevill State Community College; B.S., Mississippi University for Women; M.A.T., University of West Alabama.

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

WATKINS, CARLA; SECOND OPPORTUNITY SYSTEM CAREER COACH; A.S., Brewer State Junior College; B.S., University of North Alabama; M.A., Southern Baptist Theological Seminary.

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

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

WHISNANT, BRADLEY; AIR CONDITIONING AND REFRIGERATION; A.A.S., Bevill State Community College.

WHITTEN, REBECCA E.; HEAD LIBRARIAN; B.A., Birmingham-Southern College; M.L.I.S., University of Alabama.

WIGINTON, KATHY; BARBERING/COSMETOLOGY; Certificate, Northwest Community College; B.S., Athens State University.

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

WILLIAMS, CARRIE; SPEECH; B.S., University of North Alabama; M.A., University of Alabama at Birmingham.

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

WOOLDRIDGE, GAIL; TESTING COORDINATOR; B.S., Florence State College.

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

SUPPORT PERSONNEL

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

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

AVERY, PALMA; HOUSEKEEPING

BARTON, SABRINA; STUDENT SERVICES SPECIALIST I; A.S., Bevill State Community College.

BASENBERG CONNIE; BOOKSTORE MANAGER.

BLANCHARD, GLENDA; STUDENT SUPPORT SERVICES II; A.A.S., Bevill State Community College.

BOWDEN, PATRICIA; LIBRARY TECHNICAL ASSISTANT; B.S., Trevecca Nazarene College.

BOYD, KATHY; PURCHASING COORDINATOR; Diploma, Bevill State Community College.

BRAKEFIELD, DONNA; ADMINISTRATIVE ASSISTANT TO THE PRESIDENT.

BRASFIELD, ANDREW; LIBRARY TECHNICAL ASSISTANT; B.A., University of Alabama.

BRIDGES, DONNA; ACCOUNTS PAYABLE PROCESSOR; A.A.S., Northwest Shoals Community College.

BRIDGEMON, JESSICA; FINANCIAL ASSITANT; B.A., University of West Alabama.

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

BURKE, DAVID; MAINTENANCE; Certificate, A.A.S., Bevill State Community College.

CARMICHAEL, CONNIE; MINING SECRETARY.

CLARK, AMBERLEY; FINANCIAL ANALYST; A.S., Shelton State Community College; B.A., M.S., Mississippi State University.

COCHRAN, STEVEN; MAINTENANCE; A.A.S., Bevill State Community College.

CROWLEY, BETTY SUE; ADMINISTRATIVE ASSISTANT ADULT EDUCATION.

DODD, TANA; STUDENT SUPPORT SERVICES RECORDS COORDINATOR; A.A., Bevill State Community College; B.S., University of Alabama.

EARNEST, DIANE; RECORDS OFFICER; A.A.S., Bevill State Community College.

FLOWERS, JANICE; HOUSEKEEPING.

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

FREEMAN, LAVERNE; HOUSEKEEPING.

GIBSON, CYNTHIA; HOUSEKEEPING.

GREEN, EVA; CASHIER/BUSINESS OFFICE MANAGER.

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

HARBISON, KELLEY; UPWARD BOUND RECORDS MANAGER/TESTING ASSISTANT; A.S., Bevill State Community College.

HARRIS, MARY; STUDENT SERVICES SPECIALIST I; Certificate, A.A.S., A.A., Bevill State Community College; B.A., Faulkner University, M.L.S., University of Alabama.

HARTLEY, DOUGLAS; FINANCIAL AID OFFICER; B.S., University of Montevallo.

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

HILL, RICHARD; MAINTENANCE SUPERVISOR; A.A.S., Bevill State Community College.

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

IRVIN, JULIE; STUDENT SERVICES SPECIALIST I; A.A., Northwest Shoals Community College; B.S., University of Alabama; M.E.D, University of West Alabama.

JENKINS, WENDY; SECRETARY TO DEAN OF INSTRUCTION; A.A.S., Bevill State Community College.

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

JOHNSTON, VICKY; FINANCIAL AID OFFICER; A.S., Bevill State Community College.

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., A.S., Bevill State Community College.

KNIGHT, NORMA; HOUSEKEEPING.

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

LAWHORN, ANDREW; HOUSEKEEPING.

LETSON, SHELBY; MAINTENANCE.

LONG, GAIL; HOUSEKEEPING.

MABURY, HOLLEY; SECRETARY TO THE CAMPUS DEAN.

MADDOX STEPHANIE; STUDENT SERVICES SPECIALIST I; B.A., Alabama State University; M.S., Troy University.

MANASCO, BENNY; SECURITY GUARD.

MANASCO, CARLA; SECRETARY TO THE CAMPUS DEAN; B.S., University of North Alabama.

MASSEY, BILL; MAINTENANCE SUPERVISOR.

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

MCLEMORE, SHIRLEY; ADMINISTRATIVE ASSISTANT TO WORKFORCE DEVELOPMENT; B.A., M.S., Faulkner University.

MYERS, JAMES; MAINTENANCE.

O'REAR, TERRI; COLLEGEWIDE SECRETARY FOR HEALTH SCIENCES; A.S., Walker College; B.S., University of Alabama; M.B.A., University of North Alabama.

PHILLIPS, KENNY; MAINTENANCE SUPERVISOR.

PREUNINGER, JILL; LIBRARY TECHNICAL ASSISTANT; B.S., University of Alabama.

PRICE, SHERRY; ADMINISTRATIVE ASSISTANT/RECORDS MANAGER, UPWARD BOUND; B.S., University of Alabama.

ROBERSON, ALLAN; HOUSEKEEPING; A.S., Bevill State Community College.

ROGERS, KERI; CASHIER/OFFICE MANAGER; B.S., Mississippi University for Women.

ROWE, KERRY; MAINTENANCE; Certificate, Walker State Technical College.

ROWLAND, JAN; CASHIER/BUSINESS OFFICE MANAGER; A.S., UAB Walker College.

RUTLEDGE, AMANDA; STUDENT SERVICES SPECIALIST II; A.A.S., Bevill State Community College.

SELLERS, LISA; HOUSEKEEPING.

SHEPHERD, THERESA; HOUSEKEEPING.

SHERRILL, DUSTIN; GROUNDSKEEPER.

SHOTTS, BRANDY; MAINTENANCE; A.A.S., Bevill State Community College.

SMITH, JANICE; SECRETARY TO DEAN OF STUDENTS.

SMITH, TABATHA; CASHIER/BUSINESS OFFICE MANAGER.

STACKS, JANICE; RECORDS ASSISTANT.

STEADMAN, BARBARA; PERSONNEL SERVICES ASSISTANT; Diploma, Northwest Alabama State Trade School; A.A.S., Bevill State Community College.

SULLIVAN, DONNA; FINANCIAL AID OFFICER; A.A.S., Bevill State Community College.

SWINDLE KRISTY; ADMINISTRATIVE ASSISTANT FOR OPRIE; B.S., University of Montevallo.

SWINNEY, NELL; COLLEGEWIDE SWITCHBOARD OPERATOR; A.A.S., A.S., Northwest Community College.

TAYLOR, MARIANNE; HOUSEKEEPING.

TICE, RODNEY; MAINTENANCE SUPERVISOR.

THOMAS, REBECCA; HOUSEKEEPING; Certificate, A.A.S., Bevill State Community College.

WATKINS, CHRISTIE; STUDENT SERVICES OFFICE ASSISTANT; A.A.S., Bevill State Community College.

WILLIAMS, REGINA; ACCOUNTS PAYABLE PROCESSOR.

WOLFE, ROBERT; HOUSEKEEPING.

WYNN, MARIA; COMPUTER SERVICES SECRETARY; Certificate, A.A.S., Bevill State Community College.

STUDENT HANDBOOK

2012-2013 Student Handbook

BEVILL STATE COMMUNITY COLLEGE

FUTURE MADE VISIBLE

Bevill State Community College
Student Handbook
2012-2013

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), Beth Roberts (Hamilton Campus), Dr. Russell Howton (Jasper Campus), or Jana Kennedy (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 Light.

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. During the fall and spring terms, 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.-11:30 a.m. During the summer term, standard hours of operation are Monday-Thursday 7:00 a.m.-6:00 p.m. and closed Friday through Sunday. When classes are not in session, and the College is not closed for school holidays, the operating hours are Monday-Thursday 7:30 a.m.-5:30 p.m and Friday 7:30 a.m.-11:30 a.m. Special hours during semester registration and add/drop periods are posted as necessary.

BEAR MAIL

Bevill State students have email accounts through the College that may be used to communicate BSCC events, deadlines, and emergency information. For information concerning access to student email accounts, contact the Office of Student Services.

BOOKS, SUPPLIES, AND TOOLS

Students furnish their own books, supplies, and tools. For the convenience of the student, books, supplies, and tools may be purchased at the College bookstores. Each career technical education 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. A student in need of immediate counseling should call the Northwest Mental Health Center at 1-800-489-3971.

FOOD SERVICES

Cafeteria services are available on the Fayette, Jasper and Sumiton campuses.

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.*

LIBRARY SERVICES

Bevill State Community College libraries strive to provide quality resources and services to support the programs of the college and to meet the learning and information needs of students, faculty, staff and community members. Each of the four campuses and the Pickens County Educational Center have a library equipped with the latest technology for research. The library collections include more than 200,000 books, periodicals, non-print media, eBooks, and government document publications.

Bevill State libraries offer a link to the Alabama Virtual Library which may be reached through the Bevill State website at www.bscc.edu library link.

Bevill State library hours are open while classes are in session on the following schedule:
Monday-Thursday: 7:30 a.m.-8:30 p.m.
Friday: 7:30 a.m.-11:30 a.m.
Closed: Saturday and Sunday
Closed: Nightly during semester breaks and holiday breaks. Any change in library hours will be posted on library doors.

Additional information about BSCC libraries is available on the web at www.bscc.edu, in person, or by phone at 1-800-648-3271 and one of the following extensions:

Fayette Campus - ext. 5141
Hamilton Campus - ext. 5313
Jasper Campus - ext. 5718
Sumiton Campus - ext. 5241
Pickens Co. Educational Center - ext. 5633

A BSCC ID card is necessary to borrow library materials. BSCC ID cards may be obtained from the Office of Student Services. The library staff will assign a barcode to the BSCC ID card which will be used as a library card. Instructors may reserve books and/or articles for students to use at the libraries. The library staff offers library and research instruction to any BSCC class at the request of an instructor. Instructors may request an instructional session using the online Instruction Request form.

The following instructional opportunities are available:

1. One hour library instruction sessions introduce students to electronic and print information resources, and how to create a search strategy to maximize the retrieval of information.
2. Library database and research tutorials provide convenient modules to learn basic steps in choosing a research topic, selecting resources, searching the databases, and properly citing references.
3. Research guides to provide research tips, information on how to choose topics, avoid plagiarism, document resources, and use the Internet.
4. Assistance to faculty with developing effective library assignments that will enable students to refine the skills that will benefit them throughout their educational careers, as well as in their professional and private lives.

Library services will be made available to support weekend classes as needed. Instructors may request special library services by using the online Instruction Request form. The request should be made one week prior to when instruction is needed.

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 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 spaces reserved for the disabled;
3. Parking in staff parking space;
4. Parking in loading zone;
5. Parking in fire lane;
6. Blocking fire hydrant;
7. Parking in a no-parking area (sidewalks, streets, campus lawn);
8. Parking over the line (taking more than one parking space);
9. Blocking through traffic;
10. Speeding;
11. Driving the wrong way on a one-way street;
12. Reckless endangerment.

Parking citations carry a $15.00 fine per violation payable at the Business Office. Fines not paid within seven (7) calendar days will double. There is a $25.00 fine for parking in disabled parking places without a permit. Repeated violation of these regulations may result in the vehicle being immobilized with an auto boot. In case of vehicle immobilization, do not attempt to move the vehicle and immediately contact the Campus 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 Dean's office for further information. The Campus 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 college sponsored 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, and Jasper campuses and the Pickens County Educational Center for the convenience of students. The centers are designed for student use; therefore, ID cards will be checked.

STUDENT SUPPORT SERVICES

(Fayette, Jasper and Sumiton 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. 5149), the Jasper Campus (ext. 5357), or the Sumiton Campus (ext. 5446).

NOTE: *Similar services are available on the Hamilton Campus in the Student Success Center.*

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.

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. Scholarship applications are available in the Office of Student Services and www.bscc.edu.

BAND AND CHORUS

These musical organizations perform at school concerts, and college and community programs. 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

As a nondenominational religious organization, Campus Ministries seeks to expand members' spiritual lives through service, fellowship, study, and recreation.

CIRCLE K

Circle K is an organization open to men and women. Circle K is sponsored by the Kiwanis Club and 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.

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 HONOR SOCIETY

The National Technical Honor 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.

THE MS. BEVILL STATE PAGEANT
The Ms. Bevill State 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 an affiliate 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.

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 Students. The Dean of Students will present this request to the President's Cabinet 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 Students 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 copies of the proposed constitution must be submitted to the Dean of Students 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 Students 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 Students' office.

CLUB SPONSORS/ADVISORS: ELIGIBILITY AND ROLE
All student organizations must have a qualified club sponsor/advisor approved by the appropriate Campus Dean and the Dean of Students. The Dean of Students 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 Dean makes recommendations to the Dean of Students 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 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 Students. 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 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 Students 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 Students 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 Students 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 Dean for review.
3. After the review of the request by the Campus 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 Dean and the Director of Student Services, the organization may appeal the decision to the Dean of Students who 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 Assistant to the Dean of Students-Admissions or designee. 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 responsible for student records.

Dean of Students

The Dean of Students 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 Students will be assisted in this responsibility by:

Assistant Dean for Admissions, Financial Aid, and Student Records

The Assistant Dean for Admissions, Financial Aid, and Student Records serves as the collegewide coordinator for admissions, student academic records, financial aid records, and testing in Student Services. The Assistant Dean for Admissions, Financial Aid, and Student Records is charged with the responsibility of developing an individual student record upon a student's acceptance to the institution. In addition, the Assistant Dean for Admissions, Financial Aid, and Student Records 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 Dean for Admissions, Financial Aid, and Student Records will also monitor the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

The Assistant Dean for Admissions, Financial Aid, and Student Records also has the responsiblity 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 Dean for Admissions, Financial Aid, and Student Records will see that all provisions of the individual student records policy are properly carried out.

Executive Vice President

The Executive Vice President 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 Dean for Admissions, Financial Aid, and Student Records 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 Dean for Admissions, Financial Aid, and Student Records 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 Dean for Admissions, Financial Aid, and Student Records. 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 Dean for Admissions, Financial Aid, and Student Records. A request for record amendment shall be answered by the Assistant Dean for Admissions, Financial Aid, and Student Records 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 Students, 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 Students shall examine the contested item with the Assistant Dean for Admissions, Financial Aid, and Student Records, 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 Students 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 Students 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 Dean of Admissions, Financial Aid, and Student Records 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 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 state 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.
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State authorities) may allow access to your records and PII without your consent to any third party designated by a Federal or State authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administrered by an education agency or intitution. Second, Federal and State authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including

workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Bevill State 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 Dean. The Campus Dean is responsible for performing periodic security checks of all College facilities. College personnel should report incidents to the Campus Dean who will notify the Collegewide Police Chief.

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 Bevill State Police Department 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.*

CAMPUS POLICE PHONE NUMBERS

Dispatcher - 205-442-1569 or 205-387-0511, ext. 5866
Fayette Campus Police - 205-438-1733
Hamilton Campus Police - 205-442-1567
Jasper Campus Police - 205-438-1734
Sumiton Campus Police - 205-282-1346
Pickens County Educational Center Police - 205-259-0673

FAYETTE CAMPUS

The contact is the Campus Dean's Office at 205-932-3221, ext. 5133. In event of absence or unavailability of the Campus Dean, the situation should be reported to the Director of Student Services at 205-932-3221, ext. 5103. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator by calling 205-932-3221, ext. 0. After office hours, call 9-1-1.

HAMILTON CAMPUS

The contact is the Campus Dean's Office at 205-921-3177, ext. 5310. In event of absence or unavailability of the Campus Dean, the situation should be reported to Director of Student Services at 205-921-3177, ext. 5350. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator at 205-921-3177, ext. 0. After office hours, call 9-1-1.

JASPER CAMPUS

The contact is the Campus Dean's Office at 205-387-0511, ext. 5706. In event of absence or unavailability of the Campus Dean, the situation should be reported to the Director of Student Services at 205-387-0511, ext. 5770. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator at 205-387-0511, ext. 0. After office hours, call 9-1-1.

SUMITON CAMPUS

The contact is the Campus Dean's Office at 205-648-3271, ext. 5405. In event of absence or unavailability of the Campus Dean, the situation should be reported to the Director of Student Services at 205-648-3271, ext. 5201. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator by calling 205-648-3271, ext. 0. After office hours, call 9-1-1.

INSTRUCTIONAL SITES

The center directors carefully secure instructional sites, and local law enforcement patrols the center parking areas.

PICKENS COUNTY EDUCATIONAL CENTER

800-648-3271 ext. 5632

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 NOTIFICATION AND CLASS DISMISSAL

Bevill State has implemented an emergency communications system called the **Bear Alert**. The system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. **Bear Alert** is a mass notification system that supplements existing means of emergency communication, including outdoor warning sirens and severe weather alert radios.

In the event of an emergency, **Bear Alert** will send messages to all Bevill State e-mail addresses. In addition, all Bevill State faculty and staff who hae a valid ID are automatically signed up to receive text and voice message emergency alerts. These records are updated each semester. The information supplied is considered confidential and will not be shared or used for other purposes. **Participants will only be contacted through the system in the event of an emergency.** Bevill State students, faculty and staff will be able to provide one primary mobile phone number for receipt of text messages and up to three other phone numbers for receipt of voice messages through **Bear Alert**. You may login to the Bear Alert Systems at https://www.myschoolcast.com/go/BSCC/ at anytime and edit your account so that you receive emergency notifications via your choice of methods. If you choose not to receive text or voice messages you will still receive emergency notifications through your campus email address.

Bevill State strongly recommends that you provide at least one phone number (cell phone is recommended) for **Bear Alert** to ensure that you receive important messages in a timely manner. Any contact information you provide will only be used for emergency notifications. Additional information about the Bear Alert system is available at www.bscc.edu/bearalert.php.

In the event that Bevill State 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 16	Jasper
WIAT	Channel 42	Birmingham
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
WJBE	88.5 - FM	Jasper
WJLX	101.5 - 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 9-1-1 for all emergencies.

STUDENT CONDUCT CODE

The publication of the Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the College Conduct Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature and have a desire for constructive learning. 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 Assistant Dean for Admissions, Financial Aid, and Student Records and the Campus 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 Assistant Dean for Admissions, Financial Aid, and Student Records 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 between 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 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. College instructors and staff may limit student use of electronic devices such as cell phones, pagers, cameras, laptop computers, iPads, and iPods where such devices might interfere with the normal activity of the College. Students may use electronic devices to record class lectures.
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 resolution between the Director and the student/visitor.

15. Violation of published policy governing residence hall visitation and occupancy.
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 of charges (1-27), 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 Dean and the Assistant Dean for Admissions, Financial Aid, and Student Records.

28. Excessive violations of the published student conduct code, residence hall visitation and/or occupancy 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;
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; (Only duly constituted law enforcement officers on duty may possess firearms on campus.)
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, physical, mental or sexual 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 Assistant Dean for Admissions, Financial Aid, and Student Records shall serve as the

chairperson for each campus Student Disciplinary Committee.

3. The Campus 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 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 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 Collegewide 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 of Student Services 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 of Student Services must send a copy of the charge(s) and the investigation report to the Campus Dean. The Campus Dean shall activate the Student Disciplinary Committee. Within five calendar days of the receipt of the charges, the Campus 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 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 charge(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 Dean a written decision of the Committee.
12. The Campus 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 Service - Performance of duties under the supervision of approved local agencies or College officials to be completed within a specified time frame. If service is not completed in a timely manner the Director of Student Services will invoke restitution for service not completed. 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. Residence Hall Suspension - A student may be suspended from the residence hall for infraction of *Student Housing Rules and Regulations.* Suspension will be for a designated period of time. Residence Hall Suspension may be given by the Director of Student Services or the Student Disciplinary Committee.
6. Suspension - Dismissal from classes and extracurricular activities for a specified period of time. Suspension is issued by the Student Disciplinary Committee or may be approved by the Assistant Dean for Admissions, Financial Aid, and Student Records 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).
7. Restitution - Requirement to compensate the College or other injured party for the value of damaged, lost, misappropriated, destroyed property or unfulfilled community srvice. The Director of Student Services or the Student Disciplinary Committee shall set the amount and form of the restitution.
8. Expulsion - Termination of student status for a definite or an indefinite period. Expulsion is issued by the Student Disciplinary Committee or may be approved by the Assistant Dean for Admissions, Financial Aid, and Student Records 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 Students, one President's Cabinet member, 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 Students 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 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 uphold 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 Collegewide Dean responsible for Academic Transfer, Health Science or Career Technical Education as appropriate. The student should immediately address the grievance with the appropriate Collegewide Dean. The Collegewide 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 POLICY/PROCEDURES

Bevill State Community College recognizes that in order to efficiently and effectively carry out its mission, students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities. Any student who has a grievance against a member of the Bevill State Community College faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should follow the Grievance Procedures and Resolution of Harassment and Discrimination Complaints Against Employees policy found on page 10 in this Catalog.

Any student who has a grievance against another student should make a written complaint to the campus Director of Student Services to be handled according to the Procedure for bringing a Charge of Non-Academic Misconduct Against a Student process found on page 130 of the Student Handbook.

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 Students 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 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 a 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 two 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 ten 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 ten 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 one 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 one 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 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 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 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 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 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 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 via Bevill State e-mail addresses and the Bear Alert System. 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.

EMERGENCY NOTIFICATION/BEAR ALERT

Bevill State has implemented an emergency communications

system called the **Bear Alert**. The system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. **Bear Alert** is a mass notification system that supplements existing means of emergency communication, including outdoor warning sirens and severe weather alert radios. In the event of an emergency, **Bear Alert** will send messages to all Bevill State e-mail addresses. In addition, if members of the campus community provide phone contact information, they will receive text and voice message alerts. If Bevill State 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.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

The Higher Education Opportunity Act of 2008 requires each student to identify a contact person or persons whom the institution will notify within 24 hours if the student is determined by the institutional police or security department or the local law enforcement agency to be missing. This contact information will be registered confidentially. The contact information is collected on the Student Housing Applications. The Dean of Students will be notified if a housing resident is missing for 24 hours.

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** (minimum of 12 credit or 12 contact hours, fall and spring terms) 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 school holidays of five (5) days or more, as noted in the College Calendar, residents may not reside in student housing.
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 (including small appliances) approved by Housing personnel/Resident Manager before moving into the dorm room. Failure to obtain approval may result in the removal and/or disposal of items that are considered a detriment to the safety and well-being of student residents and/or the College environment.
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 Students 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 may be 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 p.m. and Thursday-Saturday by 1 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, or 24 hours from dismissal from Bevill State. 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, and hybrid courses. However, Bevill State cedes control of the assessments, class notes, presentations, and 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 for which 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 and students 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 Web sites 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 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 Dean for Library/Learning Resources, Bevill State Community College, P. O. Box 800, Sumiton, AL 35148; e-mail: twebb@bscc.edu; (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

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority consitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may ward up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalities, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

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